



BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL
Development Committee Minutes
2680 Mabry Drive, Sacramento, CA 95835
October 15, 2018, 4:30 pm, Library Media Center

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS The Westlake Charter School ("School") welcomes your participation at the School's Committee meetings. The purpose of a public meeting of the Board of Directors' Committee ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments." All comments shall be limited to three (3) minutes per person..
3. "Public Comments" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen--requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak when the Board discusses that item.
5. Members of the public may request that a topic related to school business be placed on a future agenda by making a request to the Board President. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. In compliance with the Americans with Disabilities Act (ADA) and upon request, the Charter School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Board President.

I. CALL TO ORDER AT 4:33

II. ROLL CALL AND ESTABLISHMENT OF QUORUM:

Committee Member	Present	Absent
Nancy Kong-Vasquez (Chair)	X	
Allison Chavez	X	
Josh Correll	X	
Hope Gawlick	X	



III. CELEBRATIONS

- NKV - Wedding Anniversary
- AC - Beau, great partner for ASL program
- HG - Board meeting
- AW - Laughter
- JC - Board meeting

IV. COMMITTEE UPDATES

None

V. PUBLIC COMMENTS: This portion of the meeting is set aside for the audience to make comments or raise issues that are not specifically on the agenda. Comments are limited to three (3) minutes per person. Members of the public may speak on agenda items during the time when the item is addressed by the Board. This agenda item is included for the purpose of giving anyone in attendance an opportunity to ask questions or discuss non-agenda items with the Board of Directors. If visitors have a complaint about a specific employee of the school, they will be asked to submit an oral or written complaint to the employee's immediate supervisor as required by Board Policy #08-03 (Please note that the public portion of all meetings is recorded.)

ITEMS SCHEDULED FOR REVIEW:

VI. CONSENT AGENDA: All matters listed under the Consent Agenda are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Board of Directors, audience, or staff request specific items to be removed from the Consent Agenda for separate action. Any items removed will be considered after the motion to approve the Consent Agenda.

- A. Accept and approve minutes from September 17, 2018 meeting

Motion:	AC	Action:	Passed
Second:	JC	Vote:	Unanimous
NKV	AC	JC	HG
Y	Y	Y	Y



B. Accept and approve initial list of Explorer Partners

HG - List compiled with lists from staff and database.

AC - Martial Arts was not completed, not enough sign ups for a full class.

Motion:	HG	Action:	Approved with changes as amended during discussion
Second:	JC	Vote:	Unanimous
NKV	AC	JC	HG
Y	Y	Y	Y

VII. Items Scheduled For Action

VIII. DISCUSSION ITEMS

A. Develop a timeline and task list for deliverables related to the committee’s work

NKV - Task list included on Development Outreach Calendar

JE - Add to task list, electronic mail merge linking partners of the month to our updated webpage

JE - Website built on word press and ready to be added to Westlake website, reviews website design.

Update website

slider at top

remove “click here” newsletter

create form for “click here”

drop top line

Switch calendar to be explorer calendar

Explorer Partners for web address

B. Discuss November presentation to the board

NKV - Started presentation, high level topics, mission statement, goals, year 1,3,5 plan, partners, showing gratitude plan,

JE - Governance talked about policy creation. Board needs to adopt donations acceptance policy.

HG - We are not asking for money so we have time for policy development and YMC review.

JE - Create the story for the board

C. Discuss policy development process

IX. FUTURE AGENDA ITEMS

Newsletter & Postcard

Partner list (add to consent) Col E & P



X. REFLECTIONS

What worked for this meeting?

HG - Clear tasks

AC - Being productive

NKV - Preparation by all

JE - Approved list and social media presence

JC - We got stuff done

What would work better for you?

HG - The day of the meeting.

AC - Ditto, Always hard to get her from PBIS

NKV - Responding to board agenda on time.

JE - Would have had thank you ready to go for mail merge

XI. ADJOURNMENT AT 5:44pm