



**BOARD OF DIRECTORS  
WESTLAKE CHARTER SCHOOL**

**Finance Committee Minutes  
2680 Mabry Drive, Sacramento, CA 95835  
October 25, 2018, 5:00 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 5:00 PM**

**II. ROLL CALL AND ESTABLISHMENT OF QUORUM:**

| <b>Committee Member</b> | <b>Present</b> | <b>Absent</b> |
|-------------------------|----------------|---------------|
| Siân Burman             | X              |               |
| Hope Gawlick            | X              |               |

**III. CELEBRATIONS**

- SK - Safe Bike To Schools happening in 5th grade
- SB - Taught James to ride a bike! YAY James!
- HG - The predictability of unpredictability
- AW - Success in the cafeteria
- JE - 4-5 rally



#### IV. COMMITTEE UPDATES

HG - Development worked on check list items, built in “work time” into the agenda.  
Approved the first list of Explorer Partners for gratitude project.  
No other committees have met

**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.)

**VI. REPORTS:** Copies of Chief Business Officer reports on file at 2680 Mabry Drive, Sacramento, CA 95835

- A. Chief Business Officer Report - S. Korvink. Copy of CBO report on file at 2680 Mabry Drive, Sacramento, CA 95835.

#### ITEMS SCHEDULED FOR REVIEW:

**VII. 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.

- B. Accept and approve minutes from September 27, 2018 meeting

|           |           |           |                  |
|-----------|-----------|-----------|------------------|
| Motion:   | <b>HG</b> | Action:   | <b>Unanimous</b> |
| Second:   | <b>SB</b> | Vote:     | <b>Y - 2</b>     |
| <b>SB</b> |           | <b>HG</b> |                  |
| <b>Y</b>  |           | <b>Y</b>  |                  |

#### VIII. ITEMS SCHEDULED FOR ACTION



## **IX. DISCUSSION ITEMS**

1. Goal Area #2: Use Structured professional development and tools to enhance the knowledge of Committee Members.

SK - Vulnerability in relationships, feeling cared for, giving flexibility to staff to meet the needs of students.

JE - Crucial for our organization to make it feel like home on the employee. What structures do we build that allows us to meet their needs.

HG - Building trust, vulnerability can be seen of weakness, how do we build in a safe exchange that feels genuine. How do we make it safe to ask for help?

JE - And how do we make parents feel like they can come to school and ask for help?

SB - Onboarding

HG - How do we make it OK to be worried about change?

SB - Have enough trust for creative conflict.

JE - Build trust through transparency and clarity. Np3 100% of our students graduate, 98% go directly to a 4 year college.

HG - Readiness and college may not match. Need to revisit as we progress.

SK - Use of artifacts, tying to priorities. Define priorities - develop program and staff accordingly.

SB - Workshop, envision reachable goal and obstacles

HG - Where would we find the strength to fulfill this goal.

JE - Many teams working together across the grade levels, leading our single campus work.

HG - See strength in Admin team, not sure it's there on the board and in the community. History of pushback.

JE - Even with the strength of our staff there will be hiccups.

Next assignment in the book: Focus in on "establishing purpose"...

JE - Would like to look at the board workshop deeper.

2. Investment Policy Framework - S. Korvink. Copy of CBO report on file at 2680 Mabry Drive, Sacramento, CA 95835.

SK - Policy is with YMC, bring back next month for discussion

Discussion of investment options, interest rates for various options, FDIC concerns

## **X. FUTURE AGENDA ITEMS**

## **XI. REFLECTIONS**

**What worked well**

**HG - Sharing feelings**

**JE - First look at actuals**

**SK - Progress on Investment Policy**

**What would have made it better**

**JE - More actionable items from book talk**

**SK - Ditto**

**SB - Ditto**

**HG - focused on wrong section**

## **XII. ADJOURNMENT AT 6:05PM**