



**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL**

**Development Committee Minutes
2680 Mabry Drive, Sacramento, CA 95835**

September 16, 2019, 4:30 pm, Matterhorn Conference Room (A114)

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 4:32PM

II. ROLL CALL AND ESTABLISHMENT OF QUORUM:

Committee Member	Present	Absent
Nancy Kong-Vasquez (Chair)	X	
Josh Corell	X	
Hope Gawlick	X	
Ashlee Patel	X	



III. CELEBRATIONS

- HG - Signed student up for shadow day at St. Francis, yay high school!
- AP - New visual support for student in class, meeting the needs of the student in class!
- JC - Rain! Refreshing
- NKV - Fall is coming, school in full swing, fall festival, chili cookoff, homecoming

IV. COMMITTEE UPDATES

No committee meetings held since board meeting

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 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 the minutes from the June 17, 2019 and August 19, 2019 meetings
- B. Accept and approve additions to the Explorer Partners list

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

VII. DISCUSSION ITEMS

- A. Review of Committee Tasks
 - a. Committee reviews postcard and Chili cook off electronic donation request form.
 - b. Donation postcard to be sent Sept 27, 2019
 - c. Donations link on Explorers Partner page



VIII. COMMITTEE WORK: The Committee will undertake tasks necessary to recognize new Explorer Partners including sending acknowledgments and updating the Explorer Partners website.

IX. FUTURE AGENDA ITEMS

Design of thank you postcards -possibly make them different

X. REFLECTIONS

What worked well for this meeting:

JC - Group input, working together

NKV - Ditto

HG - Database, easy to pull data

AP - Gaining a better understanding of committee

JE - Flexibility of team thinking and needs

What would make it a better meeting:

JE - Apologize for being late

AP - Ending on time

HG - Database dialed in so we can dive in the work

NKV - Not waiting so long to prepare for meeting

JC - Ditto HG

XI. ADJOURNMENT AT 5:38PM