



BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL

Board Meeting Minutes
2680 Mabry Drive, Sacramento, CA 95835
August 10, 2017, 6:30 PM, Room G106

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS The Westlake Charter School (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“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 6:39 PM

II. ROLL CALL AND ESTABLISHMENT OF QUORUM

Board Member	Present	Absent
Hope Gawlick	X	
Sian Burman		X
Allison Chavez	X	
Kim Hewitt	X	
Joe Clark	X	
Jed Wallace		X
Nancy Kong-Vasquez	X	
Shannon Simonds	X	



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III. CELEBRATIONS

HG - First meeting in our new home!!

KH - Our first opportunity to be on campus and being able to hang out with our full staff. Sarah Gately organizing misc boxes for everybody that are staged in a random room for now.

AC - Seeing our full team together

NKV - So much happens every day, seeing the progress from each visit

SS - Meeting with Steve for budget coaching. Easier than transportation budget

JC - Random people in Roseville district commenting about seeing Westlake on Twitter.

IV. BOARD COMMENTS

HG - Everybody please sign up for 30-30-30

KH - Sign up through WaysToWestlake

NKV - Will sign Kiki up

- 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 in the minutes.)

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

- A. Charter Impact Committee Report - Joe Clark, Committee Chair
Modeled the idea of exploration. We dove into tearing apart our charter with one goal, determined that we needed to look at the strat plan. Looking at Ed Phil and comparing charter to strat plan
- B. Development Committee Report - Nancy Kong-Vasquez, Committee Chair
Have not met yet. Looking at best date to meet for monthly schedule.
- C. Finance Committee Report - Sian Burman, Committee Chair
Finance will meet on 8/24
- D. Governance Committee Report - Hope Gawlick, Committee Chair
KH - discussed Suicide Prevention policy that is up for full adoption tonight. Good conversation around school credit. Committee goals and process for reviewing and updating policies. Create committee calendar
- E. Executive Director Report - John Eick, Executive Director

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.

- A. Accept and approve minutes from July Board Meeting
- B. Accept and approve monetary donations
- C. Accept, approve & ratify One Workplace purchase order for Admin Building Furniture



D. Addendum to K12 Master Contract rate - C Eick

Motion:	SS	Action:	Passed				
Second:	JC	Vote:	6 - Yes, 2 - Absent				
HG	SB	AC	KH	JC	JW	NKV	SS
Y		Y	Y	Y		Y	Y

IV. REGULAR AGENDA

- A. Review and adopt proposed Board Policy BP 0817-01 Suicide Prevention Policy - J. Eick
 - HG - Both YMC & governance reviewed
 - NKV - Training will be conducted annually?
 - JE - Yes, first training at first staff meeting
 - AC - Lunch Bunch & Advisory are two pieces that will support those needs.
 - JE - Implementing an anonymous avenue for our website
 - JC - Kudos on doing more than just creating a policy. The support pieces in place
 - JE - Shout out to EB & CE for their work on developing the whole support pieces, MTSS etc.

Motion:	AC	Action:	Passed				
Second:	JC	Vote:	6 - Yes, 2 - Absent				
HG	SB	AC	KH	JC	JW	NKV	SS
Y		Y	Y	Y		Y	Y



- B. Review and adopt proposed revisions to Board Policy BP 08-05 Use of School Credit - S.Korvink
 - AC - Why Principal limit is lower than Dean? What types of things are purchased by Dean?
 - SK - Our first preference is always to use purchase orders. There are vendors who don't take purchase orders, conferences, campus culture etc.
 - AC - Are these limits usually met?
 - SK - BASE
 - AC - Asks for clarification on facilities roles
 - HG - Move up list of staff to table w/limits and bring back. Correct board policy number in header.
 - Motion approving credit increase for DoS & BASE director not to exceed 2000.00 in advance of approval of board policy at September meeting.

Motion:	NKV	Action:	Passed				
Second:	HG	Vote:	6 - Yes, 2 - Absent				
HG	SB	AC	KH	JC	JW	NKV	SS
Y		Y	Y	Y		Y	Y



C. Discuss and Approve Board Goals, Committee Goals and Executive Director Goals for the 2017-2018 School Year - H. Gawlick/J. Eick

HG - Development

AC - What are we fundraising for? What are we wanting to do, where do we want to go?

NKV - Goal is to educate about WCS. Looking for corporate sponsorships. Community awareness links to potential fundraising opportunities.

KH - Build relationships with local companies & vendors

JC - Define purpose of committee and comparing them to goals. Without a defined purpose it's hard to know if the goals are valuable.

SS - A company could "fund" a pillar that aligns with your company mission that aligns.

HG - Spending the time now to create a roadmap of potential outreach contacts and look at that alignment.

Replace "vendors" with "organizations"

HG - Impact

JC - Discusses committee goals and committee review work done to date.

KH - Process makes sense

JC - Want to see flexibility in charter but definition in strat plan.

AC - Charter becomes skeleton and strat plan becomes support

KH - Is there a teacher on the committee? Would that be useful

JC - I would like that, more education minded brains

SS - Would help for developing measurable goals

JC - Governance

KH - Discusses

NKV - Skill based board with recruitment & succession plan

HG - BOT recommends committee member serve for at least a year so you can gauge skill sets.

AC - Accountability, different than share-outs?

KH - Goal accountability in share out.

NKV - Like the idea of picking a committee every meeting and having a committee review.

AC - Accountability as committee members? Cohesive board unit?

8:13 break

8:20 reconvene

HG - ED goals

Discussion of ED goals, putting processes in place the first year that will

Motion to include Replace "vendors" with "organizations"

Motion:	AC	Action:	Passed				
Second:	SS	Vote:	6 - Yes, 2 - Absent				
HG	SB	AC	KH	JC	JW	NKV	SS
Y		Y	Y	Y		Y	Y

IX. DISCUSSION ITEMS



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XI. FUTURE AGENDA ITEMS

XII. REFLECTION

Plus

SS - Liked goal review, helps to see how everything supports each other and pillar alignment

KH - Good discussion, compliment to Joe for soliciting feedback. If we continue to do that we will strengthen

NKV - More board input, receiving feedback, had a different idea of Development Committee appreciate

AC - Invigorated by goals conversation.

HG - Shout out to Kim, committee member providing report out

JC - Like minded input - "vendors is wrong, it doesn't fit"

AW - We're here

JE - Board input, smart out loud

SK - Seems that a lot of homework done before the meeting.

Minus

SS - Freezing

KH - Felt like 1st share out was glitchy

NKV - Wished she had expanded her thinking

AC - Didn't feel that she was as prepared

HG - Credit policy tunnel vision, missed other changes

JC - June & August months are hard, hard to focus on both professional hats

AW - Policy errors, a lot on my mind multitasking

JE - Policy errors

SK - Policy errors

Delta

AW - add a proofreader to policies before getting to committee

JE - Ditto

SK - Ditto

SS - Planned to talk to somebody for a committee member and didn't

KH - Hadn't thought to invite someone to a meeting

NKV - More participation from community

AC - Action of delta items, going to fill a seat

HG - Approach board items with micro and macro perspective

JC - Review notes better

NKV - Monthly board photo -

XIII. ADJOURNMENT 8:47 PM