



**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL**

**Governance Meeting Minutes
2680 Mabry Drive, Sacramento, CA 95835
September 14, 2017, 5:30 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 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 5:41 pm

II. ROLL CALL AND ESTABLISHMENT OF QUORUM:

Committee Member	Present	Absent
Hope Gawlick, Chair	X	
Kimberly Hewitt	X	
Jed Wallace		X



III. PUBLIC SESSION

Celebrations:

- HG - Ribbon cutting
- KH - Classroom visit with Librarian, 360 math
- SK - Bldg E is super close
- AW - Grass field

A. Committee Updates

- HG - Development met, worked on mission statement and goals for committee
- HG - Finance updated credit policy, goals, forecast work STRS & PERS impact
- HG - Impact looking at strat plans for other charter schools

HG - All committees should do their best to keep on agenda and keep on schedule for the one hour.

B. Public Comments

IV. CONSENT ITEMS

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. Approve minutes from August 14, 2017 meeting.

Motion:	KH	Action:	
Second:	HG	Vote:	
HG	KH	JW	



- B. Review, approve and recommend adoption proposed revisions to Board Policy BP 08-05 Use of School Credit
 - KH - Meaning of monthly expenditure limit vs. single purchase limit
 - SK - Explains that there is a single purchase limit in the way the cards are set up.

Motion:	KH	Action:	
Second:	HG	Vote:	
HG		KH	JW

V. DISCUSSION ITEMS

1. Policy Review Calendar for 2017-2018
 - HG - Conflict of Interest Policy is being worked on for a December meeting with a January effective date.
 - Safety Plan Policy - r
 - Foster Youth - n
 - Homeless Students - n
 - Student Records - r
 - School Bus Transportation - possible
 - Special Education Policy requirements
 - HG - Goal is to have them all to the board at December meeting.
2. Governance Goal Tracking Calendar
 - HG - Committees reporting out to Board
3. Calendar discussion regarding recruitment and succession planning.
 - HG - Start filling the barrel of potential recruits for committees and board. Discussion at the board meeting to follow.

VI. FUTURE AGENDA ITEMS



VII. REFLECTION

Plus

KH - Likes the goal tracking calendar

HG - Likes knowing what policies we're working on

Negative

HG - Clear notes, too much traffic on I5

KH - Not having a full committee present

Delta

HG - Kim's negative

KH - Ditto

VIII. ADJOURNMENT AT 6:17 pm