



**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL**

**Finance Committee Minutes
2680 Mabry Drive, Sacramento CA 95835
September 28, 2017, 5:00 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 5:05 PM

II. ROLL CALL AND ESTABLISHMENT OF QUORUM:

Committee Member	Present	Absent
Siân Burman	X	
Joe Clark		X
Hope Gawlick (ex-officio member)	X	



III. CELEBRATIONS

- HG - Chili cook off, was packed and lots of fun to see all of the families together!
- JE - W. O'Hagan - training IA's on instructional practices for working with students.
- SK - Student connecting a disabled person on the street with Touch of Understanding
- SB - Pedestrian Safety Week

IV. COMMITTEE UPDATES

- HG - Development Committee second meeting on 10/2
- HG - Impact follows this
- HG - Governance reports out at next 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:

- A. CBO Report - S. Korvink
Updates committee on one-time expenditures, board policy 08-05, fall audit on 10/17

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 August 24th, 2017 meeting

Motion:	HG	Action:	Passed
Second:	SB	Vote:	Y - 2, Absent - 1
	SB	JC	HG
	Y	N	Y



VII. Items Scheduled For Action

None

VIII. Discussion Items

1. Annual Planning Calendar Review - S. Burman
SB reviews last year's planning calendar, start discussing comp review in fall
HG makes sense to start initial review in November
JE Checking matrix in December for January discussion. Backing it up a month makes it better for March. Have a final doc for April hiring season.
HG - Staff survey - Action item for October
SB - Planning Calendar - Action item for October
SK - Update calendar for October meeting
2. Reserve Policy - S. Burman
SK reviews proposed changes to 1016-01 Financial Reserve Policy. Discussion around reserve amount of 48% of annual expenditures.
SB - Bring back next month, SK & HG to continue with revising
3. Multi-year budget projections - S. Korvink
SK - reviews multi year budget, PERS/STRS & min wage increase impact
4. Investment Policy framework - S. Korvink

IX. FUTURE AGENDA ITEMS

Revised Financial Reserve Policy
Annual Planning Calendar
Staff survey
Investment Policy Framework - Discussion

X. REFLECTIONS

Plus -

SB - Better job keeping mtg on time

HG - Reserve policy discussion

AW - A new guest

JE - Ditto

SK - Ditto

Minus

SB - Too many items

HG - Ditto

AW - Ditto

JE - Ditto

SK - Ditto

Delta

JE - More time around numbers like today around policy

SK - Limit items so we can dig down further

SB - Ditto

HG - Maybe finance mtg can't be an hour, we have to be open to having

XI. ADJOURNMENT AT 6:07