



**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL**

Finance Committee Minutes

2680 Mabry Drive, Sacramento, CA 95835

November 30, 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 5:07 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

- SB - Loved the chalk drawings from the triathlon
- HG - WCS families always come through in a pinch. Thought we wouldn't have enough volunteers.
- SK - Ditto both
- JE - Tech team stretching their rubber bands with presenting at conferences and feeling more confident. Learning that they are way more advanced than they thought.
- AW - Shadowing yard duty staff and pleased with what is happening, building relationships, learning the WCS culture.

IV. COMMITTEE UPDATES

Development meets Wed at 4:30

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 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 October 26th, 2017 meeting
- B. Receive 2016/17 Financial Audit and Required Communications

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



VII. Items Scheduled For Action

- A. Review, approve and recommend for ratification to the WCS Governing Board WCS' 1st Interim Budget - S. Korvink

SK - Reviews updates to 1st interim, economic update.

Westlake Charter School's budget includes revenues and expenditures for Westlake Charter (including BASE), as well as revenues from WAVE, interest and other donations.

Continue to use School Services for funding rates, economic data, and modeling, and use internal, historical data to project ADA.

Revenues have been updated to reflect current enrollment, funding rates and one-time monies.

Expenditures have been updated as well, and are largely in-line with earlier expectations.

Overall, when considering the changes to Revenue and Expenditures for the 1st Interim, the school continues to project a positive budget, cash flows and ending balances for the foreseeable future.

State law (AB 1200; 1992) requires public schools to provide current + 2 years of budget projections.

MYPs should include projections based on what is known regarding Revenues & Expenditures

We have been working on creating MYPs well beyond the required minimum, particularly in light of the new laws/regulations which are further out on the horizon.

HG - Audit call this year, they were very impressed with our policies, procedures and spoke very highly about our staff.

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



- B. Review, approve and recommend for ratification to the WCS Governing Board revisions to BP 1016-01 (Financial Reserve Policy) - S. Korvink

SK - reviews current work on revisions

HG - Still need to work on "program reserve" language

SB - Keep working on it and bring it back in December. No action at this meeting.

Motion:		Action:	
Second:		Vote:	
SB		JC	HG

- C. Finance Committee meeting time - S. Burman

SB - Is there a need to adjust meeting time?

HG - Would have to shift Impact, would potentially require adding another meeting night. Would like to continue working on scheduling.

Sb - No action at this meeting.

Motion:		Action:	
Second:		Vote:	
SB		JC	HG

VIII. Discussion Items

- Annual Compensation Review including Certificated Staff Survey Results - S. Burman
SK - Committee met in September to review the Annual Compensation Review calendar; Updates approved in October

Planning calendar states the Finance Committee will review compensation annually beginning in the Fall

Asked certificated staff to complete a compensation survey

- Emailed on 11/4; open for a two-week period
- ~40% of certificated instructional complete the survey



IX. FUTURE AGENDA ITEMS

BP 1016-01 Financial Reserve Policy
Continued conversation about certificated comp

X. REFLECTIONS

Plus

HG - How far we have come as a committee and as an organization.
SK- Look at MYP and the organization has options
JE - This team has gained the trust of its constituents
AW - Enough time
SB - Ditto JE and only 40% response.

Minus

HG - Great that the trust jar is full, but want to solidify it a bit more
SK - Reserve policy
JE - People trust us but I still wish people would come to participate in the conversations
AW - Hungry
SB - Ditto JE

Delta

HG - Feeding the committee next time
JE - Great conversation but long. Want quality conversation but shorter agenda
AW - Ditto
SB - Ditto

XI. ADJOURNMENT AT 7:25 PM