



**BOARD OF DIRECTORS**  
**WESTLAKE CHARTER SCHOOL**  
**Development Committee Minutes**  
**2680 Mabry Drive, Sacramento, CA 95835**  
**December 6, 2017, 4:30 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 AT 4:32 PM**

**II. ROLL CALL AND ESTABLISHMENT OF QUORUM:**

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>
Nancy Kong-Vasquez (Chair)	<b>X</b>	
Allison Chavez	<b>X</b>	
Hope Gawlick (ex-officio member)		<b>X</b>



### III. CELEBRATIONS

AC - Getting to experience Christmas for the first time with child. 8th grade math/science time met and worked with data. Digital collab.

JE - Presented at Heron, Cap CUE grant award to long time NUSD teacher.

NKV - Holiday Bazaar at Inderkum last weekend, saw WCS families, very proud to see them volunteering after WCS. They understand the value of being part of their children’s education and giving back.

AW - Parent phone call

### IV. COMMITTEE UPDATES

JE - Finance committee, long meeting with deep data analysis, very rich conversations with long term forecasting.

Governance, Homeless and Foster youth policy, board succession planning

**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.)

**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 November 1, 2017 meeting

Motion:	<b>NKV</b>	Action:	<b>Approved</b>
Second:	<b>AC</b>	Vote:	<b>2 - Y, 1 - Absent</b>
	<b>NKV</b>	<b>AC</b>	<b>HG</b>
	<b>Y</b>	<b>Y</b>	<b>Absent</b>



## VII. Items Scheduled For Action

- A. Recommend appointment of Josh Corell to the Development Committee. - H. Gawlick

Motion:	<b>AC</b>	Action:	<b>Approved</b>
Second:	<b>NKV</b>	Vote:	<b>2 - Y, 1 - Absent</b>
	<b>NKV</b>	<b>AC</b>	<b>HG</b>
	<b>Y</b>	<b>Y</b>	<b>Absent</b>

## VIII. DISCUSSION ITEMS

- A. Review revised Development Committee project plan  
 NKV - Sees a need for MARCOM support  
 JE - Maybe needs an “assigned to” column.
- B. Partnership list with WCS Campus vendors  
 Need to develop a process for creating a partner list and what to do for contacting and follow up.
- C. Marketing collateral status -  
 JE - has begun the process for gathering various marketing materials. Working on blueprint project for Impact Committee. Longer process than what Development is looking at.

## IX. FUTURE AGENDA ITEMS

- JE - February Workshop, what campaigns is Development looking to do.  
 AC - Pilot audience list

## X. REFLECTIONS

### Plus

- NKV - Collab meeting, good input  
 AC - Nancy’s green  
 JE - New committee member

### Minus

- NKV - Time, feel rushed  
 AC - Ditto  
 JE - Gathering marketing info earlier

### Delta

- NKV - More prep ahead of time  
 AC - Temp  
 JE - Nancy do a Salesforce demo

## XI. ADJOURNMENT AT 5:30 pm