



**BOARD OF DIRECTORS  
WESTLAKE CHARTER SCHOOL**

**Board Meeting Minutes  
2680 Mabry Drive, Sacramento, CA 95835  
January 11, 2018, 6:30 PM, Library**

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 at 6:35 PM**

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

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
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	



### III. CELEBRATIONS

- AC - Meeting in the library
- SS - Ditto
- JC - Showing off the campus to a vendor
- NKV - New Year!
- HG - Staff Holidays Around the World, watching the cross grade level interaction
- SB - Dedication of this board and the staff that supports it.
- JW - Talking up Westlake this past few weeks as a school to be seen
- KH - Talent Show, our own facility. Feb 16th

### IV. BOARD COMMENTS

- 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 Executive Director reports on file at 2680 Mabry Drive, Sacramento, CA 95835.

- A. WAVE Report - Amber Hustead, WAVE President
  - Coffee Talk 1/12
  - Bingo Night 1/19
  - My Princess and Me Dance 2/3/18

WAVE continues to focus efforts on increasing parent volunteers, logging hours, community service and the dance.
- B. Charter Impact Committee Report - Joe Clark, Committee Chair
  - HG - Goal work continues specifically vision crowdsourcing. Asks board members to complete the google form. Committee will use the data to focus our vision work and strategic plan.
- C. Development Committee Report - Nancy Kong-Vasquez, Committee Chair
  - Full presentation later in meeting
- D. Finance Committee Report - Sian Burman, Committee Chair
  - Focused on financial reserve policy up for approval tonight and certificated comp.
- E. Governance Committee Report - Hope Gawlick, Committee Chair
  - Policy review and discussion, board member succession
- F. Executive Director Report - John Eick, Executive Director



G. Social Emotional Readiness Report - Christina Eick, Director of Student Support Services

HG - A few years ago observed Responsive Classroom in action during morning meetings. Encourages the board to also take the time to see the whole program in the classroom.

NKV - Listening to presentation made me think I want to be on campus and see morning meetings.

KH - Travis is working with one of my students and issued a pre-test with one of his new lunch-bunch counseling programs. I am looking forward to seeing this students growth from his post test that he will administer. Excited about the new purchased programs that will help collect data on the social emotional piece of MTSS lunch bunch program.

AC - I am excited to see what comes of the Core Value rubric. I know it's something that we've all wondered--how do you measure/assess social emotional development--so I can't wait to see what you create. The SSS team is incredibly easy to approach whenever we have questions about whether or not a student should be referred.

JW - Do we have licensed social workers on staff?

CE - We have licensed psych staff but not social workers

JE - Our SELPA asked to interview Christina about our program. A testament to the great work happening with this team.

**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 December 14, 2017 Board Meeting
- B. Accept and approve monetary donations for November and December 2017
- C. Accept and approve Master Contract with Learning Solutions

Motion:	<b>SB</b>	Action:	<b>Approved</b>				
Second:	<b>AC</b>	Vote:	<b>6 - Y, 2 - Abstain</b>				
<b>HG</b>	<b>SB</b>	<b>AC</b>	<b>KH</b>	<b>JC</b>	<b>JW</b>	<b>NKV</b>	<b>SS</b>
<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>A</b>	<b>A</b>	<b>Y</b>	<b>Y</b>



**IV. REGULAR AGENDA**

- A. Accept and approve and adopt of BP 1217-01 Education for Foster Youth Policy - H. Gawlick  
 SB - Required parts or template, heavy content.  
 HG - YMC created policy template, we tailored it to fit the needs of WCS.  
 AC - Reading through the proposed policy and felt like it fit WCS and that we would do the same things outline here anyway.

Motion:	<b>JC</b>	Action:	<b>Passed</b>				
Second:	<b>SS</b>	Vote:	<b>Unanimous</b>				
<b>HG</b>	<b>SB</b>	<b>AC</b>	<b>KH</b>	<b>JC</b>	<b>JW</b>	<b>NKV</b>	<b>SS</b>
<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

- B. Accept and approve proposed revisions to BP 1016-01, Financial Reserve Policy - S. Burman  
 AC - What is current reserve?  
 SK - Currently 6M  
 JW - How durable is the 4.4 considering budget changes?  
 SK - When creating policy considered budget projections 3 years out and enrollment, committee will review annually to ensure 4.4 is still inline with needs.  
 HG - Yearly review gives policy static time to monitor functionally and fit of policy.  
 JW - Does ED Selpa have a recommendation as to what we should have set aside for S3 reserves?  
 SK - Will check with them

Motion:	<b>AC</b>	Action:	<b>Passed</b>				
Second:	<b>NKV</b>	Vote:	<b>Unanimous</b>				
<b>HG</b>	<b>SB</b>	<b>AC</b>	<b>KH</b>	<b>JC</b>	<b>JW</b>	<b>NKV</b>	<b>SS</b>



**IX. DISCUSSION ITEMS**

- A. Development Committee Update Regarding 2017-2018 Goal Progression - N. Kong-Vasquez (Copy of report out on file at 2680 Mabry Drive, Sacramento, CA 95835.)

Mission Statement: Connecting school and community partners to create opportunities for student growth in the areas of social emotional development, academics and global citizenship.

SB - The partner tracking system makes good sense.

JC - Google just enabled add-ons that might work as well. Has a contact at Salesforce if Interested.

KH - Can the work being done on Impact work for Developments “elevator pitch”?

JE - We are super lucky to have Nancy lead this, thank you Nancy great work.

- B. Safety Plan Presentation - J. Eick (Copy of report out on file at 2680 Mabry Drive, Sacramento, CA 95835.)

JE reviews current work done on WCS’s Comprehensive School Safety Plan. Most of the work is already covered in existing board policies, internal memos and handbooks. Admin and Exec team helping to review so that with can go to Governance for review in February and full board approval in March.

AC - Communication from outside WCS regarding emergencies doesn’t seem consistent.

JE - Yes and that’s why a plan, protocols and process are so important. You never know where it’s coming from and it never happens the same way twice.

NKV - Procedures are falling out from the policies?

JE - Yes we will have procedures based on board policies

JC - We were reviewing our site plan and a parent asked about nuclear response, we didn’t so we will be adding it in. Amazing the things we need to think about now.

**XI. FUTURE AGENDA ITEMS**

BOT coming Feb 9, 8:00 - 9:30 am. Everyone is invited. Need to collect RSVP’s so we can agendize it if necessary.

KH - What is the content?

JE - Will verify

Executive Director eval - January review work and will bring back to Feb board meeting for approval. Will email to board asking you to complete BOT evaluation and google form based on tonight’s presentations.

Comprehensive School Safety Plan

Board workshop on vision work



## **XII. REFLECTION**

### **Plus**

SB - MTSS presentation - exactly what I was looking for  
HG - Ditto SB  
NKV - Ditto SB  
JC - Ditto, also work Steve is doing to make sure WCS is solid  
SS - Ditto MTSS, Development update  
AC - Ditto JC, Development update and overlap of committee work  
KH - Ditto MTSS, proud of the growth of S3.  
JW - MTSS presentation

### **Minus**

SB - Uncomfortable chairs  
HG - Ditto  
NKV - Physical set up  
JE - Ditto  
JC - Mental health issues, saddened by adult contribution to  
SS - Felt prepared but than  
AC - Physical set up  
KH - Coughing  
JW - Physical set up

### **Delta**

KH - Internet  
JW - Set up  
SB - Internet  
HG - Mindful of reviewing items  
NKV - Ditto  
JE - Ditto on set up  
JC - Lighting  
SS - Set up  
AC - Making sure enough time for ED review

## **XIII. ADJOURNMENT AT 8:22 PM**