



BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL
Governance Meeting Minutes
2680 Mabry Drive, Sacramento, CA 95835
March 8, 2018, 5:00 PM, Library

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 5:05 PM

II. ROLL CALL AND ESTABLISHMENT OF QUORUM:

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



III. CELEBRATIONS

- JE - Committee work happening is solid. Lots of good work happening.**
- HG - Seeing all of the work that the individual committees independent work coming together and overlapping between committees**
- KH - Students global read aloud, kids read long walk to water and raised money to donate for Water for Sudan.**
- SK - Lisa Corr first visit to campus, she was very proud and emotional.**
- AW - MTSS support**

IV. COMMITTEE UPDATES

- HG - 3 really good committee meetings have happened**
- Finance - comp update, 2nd interim, stretch area for goal 4**
- Impact - continued to review crowd sourcing data, identified 5 key areas for goals and measurables.**
- Development - building core value of gratitude program**

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. 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 February 8, 2018 meeting.

Motion:	KH	Action:	Approved
Second:	HG	Vote:	2- Y, 1-Absent
HG	KH	JW	
Y	Y	Absent	



VII. Regular Agenda

- A. Review, approve and recommend Comprehensive School Safety Plan - J. Eick
 JE - reviews updates and revisions.
 HG - Build in the CSSP review into the board master calendar
 KH - Teachers happy with the emergency kits for their classrooms, feel secure with having a plan and schedule.
 JE - A commitment to continuous improvement but a rock solid start to the project.

Motion:	KH	Action:	Approved
Second:	HG	Vote:	Unanimous
HG	KH	JW	
Y	Y	Y	

- B. Review, approve and recommend adoption of revised Board Policy 0812-01, Policy Against Discrimination, Harassment, Intimidation and Bullying - H. Gawlick

JE - Explains reason for adding "Against" to the name of the policy. Will need to update the handbook and the policy at the front desk.
 HG - Title 9 pieces added to policy and clearly called out in the policy revisions. Added clarity to definitions. More tailored to Westlake needs.
 JE - Bullying reporting link, staff training on 3./20 aligns with policy.
 KH - Looking forward to talking whole staff

Motion:	HG	Action:	Approved
Second:	JW	Vote:	Unanimous
HG	KH	JW	
Y	Y	Y	



- C. Review, approve and recommend adoption of revised Board Policy 07-37, Conflict of Interest Code - H. Gawlick
 - HG - Revised to include the positions that are in the credit use policy.
 - JW - Districts have said in some settings that charters must follow policy established LEA.
 - HG - Items B & C are taken from the district policy.
 - JW - Form 700 filing, April. We don't want to miss that deadline.

Motion:	JW	Action:	Approved
Second:	KH	Vote:	Unanimous
HG	KH	JW	
Y	Y	Y	

VIII. DISCUSSION ITEMS

- A. Review 2017 - 2018 WCS Board Goals

Create Sustainable Committees

During the 2017 - 2018 school year, the Board will organize its efforts to support the work of its four established committees. In an effort to ensure these committees are sustainable for the long term, each board member will commit to:

- A) Continued outreach to attract high quality committee members.
- B) Attending a quarterly coaching call with Board on Track when asked.

KH - Likes the reflective process piece

JE - Successful at creating the sustainable committees but not the bullet points A or B
JE to contact BOT for committee training

Establish and Monitor Committee Goals

The WCS Board will accept and adopt committee goals from each committee to begin the 2017-2018 school year. The Board will organize its efforts to support the work necessary to meet each committee goal. The Governance Team will create a Committee Goals Report calendar designating times for each committee to report progress toward their annual goals.

KH - Committees are reporting out on a solid timeframe and it feels like good progress is being made.

Become Responsive to the Reflection Process

At the end of each board meeting, the Board engages in a reflective process aimed at improving subsequent meetings. While continuing this process, during the 2017-2018 school year, a tracking methodology should be developed to be more responsive to these reflections. One possible solution would be that that Board begin a running chart of delta suggestions and review these deltas prior to the next meeting with the intent of making meetings more productive and conducive to engagement by all.

AW - create google sheet with reflections by month



VI. FUTURE AGENDA ITEMS

VII. REFLECTION

PLUS

AW - Jed's input

JE - Hope crushed it with policy work

KH - Expanding our community

HG - How much we got done today

SK - Monica's work with CCSP

Minus -

KH - Hearing about past students not being super successful. Students not having inclusion.

HG - A better way to track and keep up on timeline

JE - Moving really fast and we are stretching our board president

SK - Celebrating the wins

Delta

HG - Want to find a way to celebrate how much we are doing.

JE - Longer term planning, charted in one place.

KH - Ditto

VIII. ADJOURNMENT AT 6:28 PM