



**BOARD OF DIRECTORS**  
**WESTLAKE CHARTER SCHOOL**  
**Development Committee Agenda**  
**2680 Mabry Drive, Sacramento, CA 95835**  
**April 9, 2018, 4:30 pm, Library**

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS The Westlake Charter School ("School") welcomes your participation at the School's 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 4:34 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>	
Josh Corell	<b>X</b>	



### III. CELEBRATIONS

- JE - A week from today is spring break & we will be getting a roll down screen and audio system in the cafeteria.
- NKV - College tours with Sara
- AC - 8th grade life sciences unit. Kids are responding well and asking relevant questions.
- HG - Know an 8th grader participating in the unit and the comfort is transferring to home.
- JC - Westlake presence at the State of Natomas
- AW - Squish went to prom

### IV. COMMITTEE UPDATES

None

**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.)

None

### 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 March 7, 2018 meeting

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



## VIII. DISCUSSION ITEMS

1. Development Committee Workshop - program structure & website development  
Continued to review Madison site and web diagram.

JC - Researched a bit more to see if there were other sites that offered something special.

NKV - Have to determine how we distinguish our committee from WAVE. Define community partnership.

JE - Simultaneous development with a WAVE page

HG - Wouldn't want to see isolating partners for Development or for WAVE

JE - Community partnerships with curriculum tie would be unique to Development.

NKV - Asks committee to review websites and look at things like Inquiry Forms, Becoming Partners etc.

JE - Wants to create a fake flow to determine what the page might look like and how many pages we might need on a google site than transfer to WordPress

2. Development Committee Project Plan Review

HG - Going to need board approval for policies - June meeting

AC - Asks for clarification on WAVE partnerships

NKV - Kohls will contribute volunteers and monetary donations for Triathlon

Potential Forms

Volunteer Interest Form

Contribution Forms

AC - Where does the data go, how do we match up wants with needs?

NKV - Policies - Partnership guidelines, Guiding Principles, What does it mean to be a partner? Partnership policy summary

JE - One page summary of what we are trying to do for the board meeting in May.

JC - Taking the policy and putting in a format for committee to review in May meeting

JE - Will work on the Inquiry form

NKV - Summary

Guidelines - How long is someone on the website? Do we distinguish ourselves from WAVE? How do we sever a relationship?

HG - All needs to be included in the board policy.

JE - Develop guideline, protocols & practice & send it to legal for a policy

HG - What is the focus of the website starting on the day we launch?

AC - Could we take the partnerships we currently have and build from there?

JE - What is we build it to thank our current partners? Stage 1



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Whip Around - To-Do's

JE - Build a website to thank people

HG - Procedure to standardize the thank you

AC - Reengagement cycle & follow up

JE - Build Inquiry Form

AC - Build process narrative, detailed work instruction

NKV - Write one page summary

HG - Guidelines

JC - Start researching board policies

**IX. FUTURE AGENDA ITEMS**

**X. REFLECTIONS**

**XI. ADJOURNMENT AT 5:39PM**