



**BOARD OF DIRECTORS**  
**WESTLAKE CHARTER SCHOOL**  
**Development Committee Minutes**  
**2680 Mabry Drive, Sacramento, CA 95835**  
**July 16, 2018, 4:30 pm, Library Media Center**

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>
Josh Corell	<b>X</b>	
Hope Gawlick	<b>X</b>	



### III. CELEBRATIONS

- JE - Super excited to see KidzBop with daughter
- HG - Going on vacation a week from today
- AW - Daughter home from Thailand
- NKV - Great summer
- JC - Hawaii trip coming

### IV. COMMITTEE UPDATES

**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 June 21, 2018 meeting

Motion:	<b>HG</b>	Action:	<b>Passed</b>
Second:	<b>JC</b>	Vote:	<b>Y - 3, Absent - 1</b>
<b>NKV</b>	<b>AC</b>	<b>JC</b>	<b>HG</b>
<b>Y</b>	<b>Absent</b>	<b>Y</b>	<b>Y</b>



## VII. Items Scheduled For Action

A. Review, approve and recommend adoption of Development Plan and related actions.

HG - Category of contributions in year 1 are services and contributions that are not necessarily cash.

NKV - Agreed. Establishing a relationship in year 1. Will want to elaborate for the full board.

Motion:	<b>HG</b>	Action:	<b>Passed</b>
Second:	<b>JC</b>	Vote:	<b>Y - 3, Absent - 1</b>
<b>NKV</b>	<b>AC</b>	<b>JC</b>	<b>HG</b>
<b>Y</b>		<b>Y</b>	<b>Y</b>

## VIII. DISCUSSION ITEMS

Task review and updates

Task 1

NKV - Partner referral form looks good. A few minor changes.

Review of process map doc

HG - Likes simplicity

Task 2

HG - Separate doc -

NKV - Wording of doc supports mission. Well written.

JE - great backbone doc to build off of.

NKV - super helpful in identifying sub-processes.

Task 3

JE - Reviews doc of process and steps necessary to start social media campaign, gratitude newsletter and Website. Hyperlink the partners link to their website. Embed a spreadsheet that gives a full partner list.

Need a "handle" - ExplorerSupporter

JC - Partnership Communication Plan -

Digital postcards

Newsletter

Thank you notes

HG - Would like to see school events highlighted over WAVE events.

## IX. FUTURE AGENDA ITEMS

JE - Develop "how to ask" form - Nancy to take on

HG - Helpful to define deliverables for August mtg.

NKV - Review task list, continuing to define and clarify.

NKV - Social media handle

JC - A draft of postcards, newsletter format (not a full draft) for next meeting



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## **X. REFLECTIONS**

### **Plus**

**HG - Pieces are coming together**

**JC - Everybody picked their strength and we trusted in them**

**NKV - Agree, items were delivered**

### **Minus**

**HG - Working on the money piece, public outreach not my strength**

**JC - It's hot**

**NKV - Felt like there was a long time between meetings even though it wasn't**

### **Delta**

**JC - Need to get a chromebook to be able to access google**

**NKV - Being more prepared, taking more time to digest the data**

**HG - Ditto**

## **XI. ADJOURNMENT AT 5:34PM**