

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 01/16



16 Jan 2019 | 6:00 - 7:30 PM | meet.google.com/ixx-ndtw-szs

WELCOME AND CALL TO ORDER

The meeting was called to order by **Alicia Whitney** at **6:10pm**.

- **QUORUM:**
- **MEMBERS PRESENT:** Chris Carver, Stefani Miller, Claire Porter, Alejandro Sanchez, Lauren Scott, Alicia Whitney, Larisa Cortes (non-voting admin)
- **MEMBERS ABSENT:** Lydia Johnson, Jackie Decker
- **OTHERS IN ATTENDANCE:** John Pica, Shira Sanchez, Travis Kraskeski, Larissa Oryshkevich, Jamie Greene, Shawn Parker, Jennifer Bradley, Laura Walters, Lucy Chartier, Dan Chartier, Johanna (via video)

WELCOME GUESTS

Tonight's agenda has been shared on our website:

<https://www.raleighoakcharter.org/governance>

APPROVAL OF AGENDA

Motion to approve agenda made by **Alicia**, seconded by **Claire**.

APPROVAL OF MINUTES FROM 11.14.18

Motion to amend previous minutes by Lauren. Seconded by Claire.

PUBLIC COMMENTS

- Jamie Green to introduce interested party for potential board position.
- Shawn Parker - attorney at Smith Anderson Cooper - a large business law firm
 - Experience with 501c3
 - Interest in a board seat
- Larisa introduced Travis Kraszeski - a parent at ROCS. Submitted an application for the board today.
- John Pica comments:

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 01/16



- Question about hiring for next year
- Larisa answers: looping occurs for older grades, not K
- We will have at least 1 possibly 2 vacancies in 1st grade. When positions are confirmed this will happen in March when Larisa sends out an email to staff to determine positions for next year. There will be a hiring team set up through the board once the positions to be filled are identified. Plan to hire between March and June to allow time for Waldorf teacher training.
- John mentions child's IEP. Handwork and music are difficult for certain kids to access. Very difficult for the Handwork or music teacher to help children with IEPs. Need more people helping in these classes to help children access the curriculum.

OLD BUSINESS

- [Anti-nepotism policy](#) discussion (holdover from November 2018 meeting) and vote on whether there is a need for one or if the [existing Conflict of Interest Policy](#) will suffice.
 - Lauren passed out paperwork listing items in favor of an anti-nepotism policy.
 - Alicia, Stefani, and Alex stated that they believe the current conflict of interest policy is sufficient
 - Larisa suggests that in order to preserve the unity and the peace in the board she would like to change the language to avoid family members being on the board together included in the conflict of interest policy as a clause.
 - Alicia commented that we are currently looking for additional board members who are not parents - this is not written but we are doing our best to adhere to.
 - Larisa wants to have a vision that we are going to grow and we are going to attract more board members - going forward she suggests having language in the conflict of interest policy that immediate family be discouraged from being on the board together
- Lauren motions to amend the current conflict of interest policy to include language suggesting that no immediate family members should be on the board at the same time. Alicia seconds.
 - Alicia, Claire, Chris, Lauren in favor.
 - Stefani, Alex oppose.
 - Motion passes.

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 01/16



- Follow-up on term definitions: initial election vs. officer change (Lydia's question from November meeting)
 - Based on research into current Bylaws (Articles V.2 and VI.3), terms are from initial election date.
 - Re: lack of term definition due to insufficient data from previous meeting minutes, propose that board take note of any gaps and decide re-vote timing (next board meeting or per Bylaws' Article V.3 regular election timing - fourth quarter of each school year).
 - i. Claire volunteers to take this on to research and determine by the next meeting - she will bring information to next meeting. Alex volunteers to help Claire.
 - Executive Committee Charter (Draft Recommendation):
https://docs.google.com/document/d/10h05lMLSeOVf_zZd30oV9c3C0JVtkg-FcpsbmqtGg8/edit (Propose tabling until we cover as part of Committee revamps)
 - Conflict of interest policy: follow-up on signatures.

NEW BUSINESS

- Board Training
 - Proposal received from The INS Group:
<https://drive.google.com/drive/folders/1IuLd-oVccoPlXSoq9VfhG6L2ZQncuAD> (Note: focus is only on General Board Training session).
 - Propose cost be divided among eight current board members.
 - Alicia moves that we move forward on proposed board training, Claire seconds. All in favor. Motion passes.
- [2019 Committee Revamps](#)
 - High level discussion of committees i.e. whether we have the correct ones, who is on what and potential rebalance.
 - Propose deep dive focus on one per month once rebalanced (members, committee bylaws, mission, goals and meeting timing)
- Vision for 2019 and beyond.
 - 2019 Strategic Goals
 - i. Program: What needs to be done to carry out our mission?
 - ii. Infrastructure: What needs do we have to fulfill to help us carry out the mission?
 - iii. Fundraising: What steps will we take to increase the fundraising/revenue/sustainability of the school?
 - 2019 Board Member Personal Goals
 - i. Individual board member goals that align with the strategic goals above.
 - Alicia shares she wants more board members and more fundraising

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 01/16



- Help parents understand the need for funds and make it happen
 - Alicia plans to meet with Larisa to formulate a strategic partnership and to meet with each board member individually and to hold mini focus groups to take the action that we want to take
 - And she plans to meet with Lauren and Larisa to draft the 2019-2020 budget
 - Stefani mentions agreeing with Lydia (absent) to increase Waldorf philosophies and more board members with Waldorf experience
- **Reminder:** Reports section below is shifting from rundown to short summary with time for comments/questions about reports previously submitted virtually to the pre-meeting Report Packet.

REPORTS

Finance Committee (Jackie Decker, Board Treasurer)

- *Committee Members: Jackie Decker, Lauren Scott, Alicia Whitney*
- [Report](#)
- Larisa mentioned the reasons why we have the budget shortfall, which were included in newsletter:
 - Building costs \$31,000 a month to rent
 - Furniture costs in startup
- If IDEA grant comes through we still need to raise about \$40,000
- Our current fundraising goal is set at \$75,000 based on \$60,000 budget shortfall projected this year plus additional funds to use towards purchasing land
- Alicia motions to vote to approve budget revision as Jackie sent it. Motion tabled due to board wanting more time to review budget revisions.
- Lauren asks question regarding DPI Ready to Open document including information about an audit – do we need to notify DPI that we are changing the firm?
- Alicia moves to accept Jackie's proposal on the use of the audit firm, assuming that it is acceptable to DPI, Chris seconds.
 - (Based on the DPI ready to open document referenced after the meeting, it is determined to be acceptable to choose a different

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 01/16



auditing firm as the original choice was stated as tentative. Firm proposals will be reviewed and and selected at the February meeting.)

Education and Administrative (Larisa Cortes, Principal)

- Larisa shares that the total students interested in returning to ROCS is 400 at this point including people signed up for lottery. We have a total of 322 maximum spaces - to be comfortable in this building we may be looking at closer to 300.
- The lottery will be Feb 16.
- 2 Information nights will be held prior to lottery.

Fundraising (Chris Carver, Board Member)

- *Committee Members: Chris Carver, Stefani Miller*
- *No report*
- *Larisa points out that we have different sources of fundraising: Parent Circle does fundraising events. The Board has its own fundraising - what does this look like?*
 - *Alicia says this will be grants, marketing, etc. - much larger. Johanna will be helping Chris.*

Parent Circle (Shira Sanchez, Didi Andrews)

- Parent Circle report
- Shira emailed the lawyer about creating the Parent Circle LLC. It's moving forward.

Grants (Johannah Edwards)

- *Committee Members: Johanna Maynard Edwards (Lead) Natalya Buckel, Brittany Hurtado, Margaret Ring, Wendy Preble*
- *Johanna says she and Larisa are working on 2 arts grants - big focus is DPI Access grant. Johanna and Alex are going to attend the workshop for writing grants.*

Facilities (Lauren Scott)

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 01/16



- *Committee Members: Lauren Scott, Chris Carver*
- *Lauren reports that a realtor wants to set up a meeting about a potential facility*
- *Chris says every Thursday night there will be a group tackling getting things done on the current facility – things that need to be fixed on the playground.*

Preschool (Kari McGirt, Preschool Director)

- [Report](#)
- *Shira will not be working at Preschool any more and they are actively seeking a replacement for her position*

Before and After School (Teri Gentry, Program Director)

- *No report*

Information Technology (Alejandro Sanchez)

- *Committee Members: Alejandro Sanchez*
- *Alex will be picking up new laptops and dropping off tomorrow*
- *School Check-in is printing and working*

Employment (Lauren Scott)

- *Committee Members: Lauren Scott, Alicia Whitney, Jackie Decker, Larisa Cortes*
- *No report*

Grievance Committee (Lydia Johnson)

- *Committee Members: Lydia Johnson, Alex Sanchez, Stefani Miller*
- [Report](#)
- *Several board members had not reviewed report or updated grievance policy prior to meeting. Lauren suggested wanting to revise policy vs. procedural elements in new Grievance Policy. Claire volunteered to update this prior to next board meeting.*

Board Development and Governance (Lauren Scott)

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 01/16



- *Committee Members: Lauren Scott, Claire Porter*
- [Report](#)

Nominating Committee (Stefani Miller)

- *Committee Members: Stefani Miller, Alex Sanchez, Alicia Whitney*
- [Report](#)

Marketing and Outreach (Stefani Miller)

- *Committee Members: Stefani Miller, Lydia Johnson*
- *No report*

Bylaw Committee (Lauren Scott)

- *Committee Members: Lauren Scott, Alicia Whitney, Jackie Decker*
- [Report](#)

BOARD COMMENTS, ANNOUNCEMENTS or OTHER BUSINESS

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Motion to adjourn the meeting made by **Alicia**, seconded by **Alex**. All in favor. None opposed, meeting adjourned at **7:37pm**.

FUTURE MEETINGS

The Raleigh Oak Charter School Board Meetings occur every third Wednesday at 6:00 pm at Raleigh Oak Charter School in the multipurpose room. 9400 Forum Drive

[IF CLOSED SESSION IS NEEDED – COMPLETE BELOW SECTION]

- Motion to move into closed session to discuss **TOPIC** by **FIRST**, seconded by **SECOND**, all in favor. Moved to closed session at **TIME**.

[Move into closed session pursuant to NC state law ...G.S. 1543-318.11 only allows a board to go into closed session regarding a contract in these circumstances: "To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.]

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 01/16



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- Motion to **BASED ON CLOSED SESSION TOPIC** discussed in closed session by **FIRST**, seconded by **SECOND**, all in favor.