

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 11/14



14 November 2018 | 6:00 - 7:30 PM | meet.google.com/ixx-ndtw-szs

WELCOME AND CALL TO ORDER

The meeting was called to order by Alicia at 6:17pm.

- **QUORUM: Yes**
- **MEMBERS PRESENT:**
 - *Chris Carver*
 - *Jackie Decker*
 - *Lydia Johnson*
 - *Stefani Miller*
 - *Claire Porter*
 - *Alejandro Sanchez*
 - *Lauren Scott*
 - *Alicia Whitney*
 - *Larisa Cortes (non-voting)*
- **MEMBERS ABSENT:**
- **OTHERS IN ATTENDANCE:** Shira Sanchez, Lucy Chartier, Jennifer Bradley, Larissa O, Jamie Green, James Pica, Emile Smith, John Pica

WELCOME GUESTS

Tonight's agenda found on our website:
<https://www.raleighoakcharter.org/governance>

APPROVAL OF AGENDA

Motion to approve agenda made by Alicia, seconded by Jackie. Unanimously approved.

APPROVAL OF MINUTES FROM 10.17.18

Motion to approve minutes made by Alicia seconded by Alex. Unanimously approved.

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 11/14



PUBLIC COMMENTS

- None submitted as of 11/8/18
 - Questions from Jamie Green about how the BOD is ensuring or showing that we are following / meeting state requirements specifically for K and 1st grade.

OLD BUSINESS

- Update on Preschool Retirement Plan.
 - A suitable retirement plan could not be found unless we want to require full time employees to pay two percent. The board can only match the investment with this requirement. Jackie will ask Kari her preference as the only full time preschool employee and report back to the board.

NEW BUSINESS

- Recommendation of Ex-officio faculty member to BOD – change in bylaws (Larisa): School advisory committee now exists made up of three staff members who were nominated and voted on by the staff. Suggested that Alicia Mauldin (one of the advisory committee staff members) be installed to the BOD as a non-voting BOD member to represent the needs and interests of the staff.
 - Motion to changing bylaws to include a staff member on the BOD as a non-voting member made by Alicia, seconded by Alex, passed unanimously.
- Recommendation of Board Anti-Nepotism Policy: (Lauren)
https://docs.google.com/document/d/1EXSdhtbf4Lr6uaBnrcxATdApHXZv5GE5_wUKwbI8_zQ/edit?usp=sharing
 - Lauren states that this is best practices. She believes this policy to be a good idea as a result of a family member resigning from her position as chair (Lucy Chartier), because another board member (Lauren Scott) disagreed with her daughter (Lydia Johnson) on board policy, specifically the organizational structure and grievance policies and to prevent the interference of the board members between administration and staff;
 - Lydia states it was Lauren's inappropriate behavior and poor leadership that prompted the vote for her removal;
 - Lydia, Stefani, and Jackie disagree with this as a best practices policy. Jackie states she has never seen family members serving on

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 11/14



- a board together be an issue in any other board she's served on and states it is not an IRS issue;
 - o Lauren says she will produce literature to demonstrate this as best practices in some organizations;
 - o Motion to hold conversation made by Alicia, seconded by Jackie. Unanimously approved.
- Discussion of term definitions: initial election vs. officer change (Lydia)
 - o Do terms start over when elected to an officer position? Bylaw committee will address and present for next meeting
 - o Alicia will research how to handle not knowing when terms began due to poor minutes taking in the past.
- Recommendation for Executive Committee Charter (Draft):
https://docs.google.com/document/d/10h05lMLSeOVf_zZd30oV9c3C0JVtkg-FcpsbmqstGg8/edit (Alicia)
 - o Review for next meeting
- Board structure discussion (Alicia)
 - o Need to elect a co chair or vice chair - if we want to move to vice chair model.
- Conflict of interest policy: Has everyone signed it? (Alicia):
<https://docs.google.com/document/d/1x1-x2g77IpAkh3XNbFrxfjvxs3e4YEnrRl8-MfCAOZI/edit>

REPORTS

Finance Committee (Jackie Decker, Board Treasurer) **ATTACH REPORT**

- *Committee Members: Jackie Decker, Lauren Scott, Alicia Whitney*
- Reports printed and supplied to BOD members at the meeting.
- Balance sheet
- Budget analysis - a revision is going to the budget committee and will have budget proposal ready for the next BOD meeting.
- Preschool report
- Parent circle report

Education and Administrative (Larisa Cortes, Principal)

- [Report:](https://docs.google.com/document/d/1cYTMsn9lCK6qA-3xAWl_qLIrpuedXXsXgwCCQaml04s/edit?usp=sharing)
https://docs.google.com/document/d/1cYTMsn9lCK6qA-3xAWl_qLIrpuedXXsXgwCCQaml04s/edit?usp=sharing

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 11/14



- *Committee Members: Executive Board*
 - School progress report given by Larisa as attached. Need to hire two part time EC assistant teachers by November 30th. Staff development needs.
 - Jennifer Bradley presented her portion above report.

Fundraising (Chris Carver, Board Member)

- *Committee Members: Chris Carver*
 - *No report at this time.*
- *Discussion of Paypal monthly auto-drafts option and removal of YouCaring:*
<https://docs.google.com/document/d/1a1AdZJJL1k1dumvCMtDKzTWVdM8CvS3U2bjHYShTAYE/edit?usp=sharing> (Stefani)
 - Stefani asks what is charterpay
 - Charter pay will replace paypal (Larisa)
 - If we can get automatic monthly drafts of donation it will increase our donation amounts over time. Can charterpay do this?
 - i. Larisa will look into auto drafts for donation
 - Donation goal of \$75,000 for the year to meet basic needs of the school not able to be met by the current budget.

Parent Circle (Shira Sanchez, Didi Andrews)

- Parent Circle report:
https://docs.google.com/document/d/1Em6MqFanRv5Reg28lBHcZHP-HLfp3A2rQGg_OHYBsV8/edit
 - Parent circle officially formed and has 7 members.
 - Shira and Didi working with Jackie to form bylaws; will have prepared for next meeting for BOD to review.
 - Moving forward with LLC and getting EIN set up
 - Alicia wonders why parent circle wants to do chair and vice chair instead of co-chairs
 - Shira responds it is for clarity of roles and it is what she and Didi feel would work best at this time for them.

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 11/14



Grants (Johannah Edwards)

- *Committee Members: Johanna Maynard Edwards (Lead) Natalya Buckel, Brittany Hurtado, Margaret Ring, Wendy Preble*
- No update

Facilities (Lauren Scott)

- *Committee Members: Lauren Scott, Chris Carver*
 - Chris built fencing for increased safety
 - Working on other safety improvement measures
 - Chris suggests brooms and dustpans for the children to help with daily cleaning of halls / ect.
- Review status on Permanent location search: Lauren spoke with David Reynolds who is looking around for us. Everyone has said we need two years of operational data in order to apply for the funds to build a new school location. Will also need a down payment.
 - Jackie agrees with two years of data needed to get best rates.
- See Facilities, Employment, Board and Governance report:
<https://docs.google.com/document/d/1LK9X0bfxr5tj8MaL16XGg3SqDLiEgiUjeacYBU3kSNs/edit>

Preschool (Kari McGirt, Preschool Director)

- *Committee members: Lydia Johnson*
- 3 new students started/starting this month

Before and After School (Teri Gentry, Program Director)

- Spreadsheet updated; nothing new to report.

Information Technology (Alejandro Sanchez)

- *Committee Members: Alejandro Sanchez*
- See IT Report:
<https://docs.google.com/document/d/1wULxpe3oJSvM6rqaaJWCss3PrrNs02dnw5Hw0MLC9jo/edit>

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 11/14



- Larisa says computers needed by end of the year for EOG exams
- Alex will get quotes

Employment (Lauren Scott)

- *Committee Members: Lauren Scott, Alicia Whitney, Jackie Decker, Larisa Cortes*
- See Facilities, Employment, Board and Governance report:
<https://docs.google.com/document/d/1LK9X0bfxr5tj8MaL16XGg3SqdLiEgiUjeacYBU3kSNs/edit>
 - Spreadsheet sent to Larisa and Laura to find out staffing needs for next year. Will need 7 new teachers, maybe more.
 - Need to start discussion about adding another co-lead administrator for next year if we can make it work in the budget.
 - Staffing needs per Larisa:
 - i. 1 new TA needed for next year – will need total of 7.
 - ii. Will need to add hours for specials teachers if we want to do two specials per week for K classes.
 - iii. 2 EC teachers – we have far more children with IEPs than anticipated
 - Other needs:
 - i. Continuing education: Larisa is researching options. Sun Bridge was wonderful but was expensive, consider Mary Goral, Kenthaten, KY
 - ii. Supplies needed: Watercolor paper, chalk, brooms, office supplies
 - iii. Maintenance and building needs are minimal – just touch ups, cleaning and basic repairs.

Grievance Committee (Lydia Johnson)

- *Committee Members: Lydia Johnson, Alex Sanchez, Stefani Miller*
- New Grievance policy for vote:
https://docs.google.com/document/d/1hzh07AJq1gJmUTK3-eXPvUFMmzBUMWp6w_SaGIc6_60/edit
- Report on result of Grievance committee hearing: Hasn't happened yet

Board Development and Governance (Lauren Scott)

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 11/14



- Review Open Meeting Law -
- Renew board agreements and read policy manual
- Schedule Board training
- See Facilities, Employment, Board and Governance report:
<https://docs.google.com/document/d/1LK9X0bfxr5tj8MaL16XGg3SqdLiEgiUjeacYBU3kSNs/edit>
- **BOD Professional Development needs** (C. Porter). BOD Professional Development (Proposed PD topics for the BOD):
https://docs.google.com/document/d/1w3NJ1gWAIwUAWReVMhncssuorr_nZW82ARxgFG4CqM/edit
 - Recognizes moving from a founding board to a sustaining board. Board members should know difference between standards and curriculum. Claire suggests the board become more knowledgeable about standards, curriculum, the differences, and generally be competent in answering questions that may come from parents, etc.

Membership Committee (Stefani Miller)

- *Committee Members: Stefani Miller, Alex Sanchez, Alicia Whitney*
- Alicia reached out to current Sec. of Education for state of VA who has educational ties here for some leads.
- Alicia reached out to former UNC classmate for leads on upcoming Treasurer vacancy.
- Laurens suggests Changing name of committee to “Nominating committee”

Marketing and Outreach (Stefani Miller)

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

Bylaw Committee (Lauren Scott)

- *Committee Members: Lauren Scott, Alicia Whitney, Jackie Decker*
- Bylaws need a refresh.
 - Need to use layer as little as possible due to limited funds

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

MEETING MINUTES 11/14



BOARD COMMENTS, ANNOUNCEMENTS or OTHER BUSINESS

- December meeting? Jackie suggests no December meeting and instead focus on committee meetings that need attention
- Alicia moves to cancel December meeting, seconded by Jackie, unanimously approved.
- Suggestion made by Lydia to do some board education about Public Waldorf education; readings for discussion; opening meetings with a meditation; modeling in the board what we are asking our staff to do.

Motion to adjourn the meeting made by **Alicia**, seconded by Alex. All in favor. None opposed, meeting adjourned at 7:51. Unanimously approved.

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