

Raleigh Oak Charter School
Meeting Agenda
9.16.2017; 9:00AM-11:00AM; Location - 916 West Morgan Street

Members Present: Lauren, Lucy, Stefani, Alejandro

1. Welcome and Call to Order - Lauren called to order
2. Approval of Agenda - Alejandro motions. Lucy seconds. Unanimously approved.
3. Approval of Minutes - Alejandro motions. Stefani seconds. Unanimously approved.
4. Reports
 1. Finance Committee - Balance is now \$524.57. \$850 for 501(c)3 application was sent. Sent with tracking and insurance. Lauren, Melissa, and David were original authorized signatures on account. Lauren removed Melissa and David. We need to go back over to the bank to add additional signers on account. Plan to visit BB&T after meeting.

We just finished fiscal year. Need to find copy of tax form that we mailed to IRS to report income for previous fiscal year, David submitted. Alejandro will try to find tax form.

2. Preschool, Education Materials - Lauren forwarded email from A+ to board. Upcoming dates: Pre-Application Meeting Date: Friday, October 20, 10am -- 3pm Principal Meeting Date: Thursday, October 19, 9am - 3pm. The 20th is mandatory. The 19th is not mandatory but attendance highly encouraged. School visit dates: October 10, 9am - 12pm in Durham, October 11, 12pm - 3pm in Raleigh, October 13, 9am - 12pm in Winston-Salem. REGISTRATION FORM FOR BOTH THE SCHOOL VISITS AND THE PRE-APPLICATION MEETING/A+ LEADERSHIP MEETING ARE DUE BY 5PM ON FRIDAY, SEPTEMBER 29TH, 2017.
3. Information Technology - Alejandro created Trello Board to centralize communication for the Board. We will continue to add onto it. If we complete a task, move ticket into the "Done" folder. On the website, Alejandro removed notifications of past meetings and added today's meeting. Alejandro will take over uploading and publishing past meeting minutes onto website. He will upload all minutes from meetings that have occurred after receiving charter approval, which was June 5, 2017.

4. Facilities - Stefani reported on idea of amending the Charter to include the option of the school location in Wake County or Durham County in order to include looking at land options in Durham County in the Brier Creek area. We will talk to David about scheduling a meeting with Julie so that she could give us more information about land options in Durham County. Information from David, Real estate agent: The back building on Person St is available for lease as well as a Plan B option. The Longleaf Building is also still a good possibility. There is also a free standing building on Barrett Dr. There are some other Plan Bs. No new information to report on NC State option. David suggests meeting with Julie and David face to face.
5. Employment - Employment Committee met on Wednesday of this past week to discuss interview questions for Administrative Director second round of interviews. We decided during this meeting that this second round of interviews would be our final round and we would make a final decision afterwards. On Thursday one of the final candidates withdrew herself citing salary concerns. This left us with two final candidates who we interviewed on Friday, September 15. We are recommending that we vote to offer to extend the Administrative Director position to Claire E. Jenkins Porter.
6. Board Development and Governance - DPI Meeting on September 27 - Alejandro, Lucy, and Lauren will attend. Charter amendments due by October 31. Ready to Open Progress Report due December 4th. DPI required meetings to follow: October 25, 8am - 4:15pm Finance, November 21, 8am - 4:15pm Operations and Accounting, December 12, 8am - 4:30pm Students, and January 31, 8am - 4:15pm Now What meeting. Whitney will officially be a Board Member going forward until he becomes paid Education Director. Lauren suggests a Charter amendment to match By-laws to say that minimum Board number is 5 because there is a discrepancy where the By-Laws currently specify 5 but the Charter specifies 7 Board members. Lucy will commit to submitting application for Board Liability Insurance that attorney suggested we obtain. We also would like to schedule regularly occurring weekly committee meetings Wednesday evenings at 8:30pm via Google Hangouts. Alejandro suggests BlueJeans as a video conferencing subscription that we can use to allow board members to join virtually and we can record and archive board members using this service. Lauren suggests this may not be a smart

financial move since it costs \$12 a month. Lucy will sign up for a Free Trial of BlueJeans one week prior to our next official Board Meeting, which will occur virtually on Wednesday, October 18 at 8:30pm. Alejandro will post the link notifying the public of the meeting along with a link to virtually attend.

7. Marketing and Outreach - Alejandro is working on coming up with a schedule to post to Facebook page regularly. He's been looking into different design options for doing a newsletter. Lauren received a volunteer to do newsletters at the recent playdate. She went to the playdate in Apex and there were 3 parents in attendance, all very interested. Lauren will send newsletter volunteer's contact information to board members.

Important item to include in newsletter: notification of hiring Administrative Director position

Alejandro will create a folder to drop in items for newsletter. Newsletters will be sent out through email, posted onto website, and linked to on Facebook page.

Lauren suggests using Extended Posting options to pre-schedule specific dates and times to post social media posts through Facebook. Alejandro will look into this.

8. Bylaw Committee - Board members reviewed proposed Bylaw amendments in Trello including amendments for Co-Leadership model both in Directors and Board. We also will update the title from Lead Administrator to Administrative Director.

5. Old Business - Bylaws: Lucy motions to accept revisions in Bylaws. Alejandro seconds. Unanimous vote to accept.

6. New Business - Committee recommends that we extend the offer of Administrative Director to Claire Porter. Lucy motions to accept the recommendation of the Employment committee and extend the offer to hire Claire Porter for the Administrative Director position. Alejandro seconds. Unanimous vote to accept motion. Lauren will draft a letter to extend offer. Lauren will also draft letter to other candidate to let her know we are not offering her a position but we would like to work with her in other capacities if she is interested. Stefani nominates Lucy and Lauren to be Co-Chairs of

the Board. Alejandro seconds. Unanimous vote in favor. Lucy nominates Stefani for Secretary. Alejandro seconds. Unanimous vote in favor. We will hold off on filling the Treasurer position until we have an appropriate Board member candidate. Alejandro motions to update the Charter verbiage to include Grandchildren of founding Board members guaranteed admission into the school in addition to children of founding Board members. Stefani seconds. Unanimous vote in favor.

7. Comments, Announcements and Other Business - Next Board Meeting will be Wednesday, October 18, 8:30pm and will be a virtual meeting via BlueJeans. Our next hiring focus will be on a Lead Kindergarten Teacher and a Lead Grades Teacher. We will start by posting ads on website, Indeed, send to Rainbow. Lucy will draft the announcement. Alejandro will follow up with person who has information about lottery software. Alejandro added a card in Trello for creating enrollment lottery - needs to be set up by the end of September. ROCS enrollment period will run from October 1 to January 31 each year. After that point any remaining open spaces become first come first serve and a wait list will be formed.

8. Motion made to adjourn the meeting - Lauren motions to adjourn. Lucy seconds. Unanimous vote.

9. Public Comments - none.