

Raleigh Oak Charter School
Meeting Agenda
8.19.2017; 9:00AM-11:00AM; Location - 916 West Morgan Street

Members Present: Lauren, Lucy, Alejandro

1. Welcome and Call to Order - Lauren
2. Approval of Agenda - Motion made by Alejandro; 2nd by Lauren. Vote unanimous
3. Approval of Minutes - July 15, 2017- Motion made by Alejandro, 2nd by Lauren. Unanimously approved; July 25, 2017 - Motion made by Alejandro, 2nd by Lauren. Unanimously approved; August 3, 2017 - unanimously approved
4. Reports
 1. Finance Committee - \$1374.33 balance in account. Two charges are unaccounted for and Lauren will research. 501C-3 was never submitted by the former Chair; Lauren is working on the completion on the application for submission ASAP. NC Sec of State has updated the primary officer to reflect that she is the registered agent. When new treasurer is identified, the bank will be notified. Fundraising (Alejandro) - presented details of a candle fundraiser that would entail taking orders and paying a nominal fee to the candlemaker. Also discussed an online garage sale; fall craft event (gourd painting, dying silks, La Leche league, drafting letters to potential donors, Meditation 101 for parents of spirited children, pig-pickin', sushi sales, raffle, wrapping event for holiday season. Whitney recommended a series of lectures for parents/teachers. Lucy will f/u with EWS re: their holiday events re: our ability to sell candles there.
 2. Preschool, Education Materials - Rachel submitted a report prior to her resignation. The report was reviewed.
 3. Information Technology - Alejandro updated all passwords associated with our accounts; updated website to reflect our meetings. He is investigating Blue Jeans app for future distance meetings. Investigating a Project Management tool, Trello for our organization of work and to help decrease the amount of email. He will created a tutorial.
 4. Facilities (Requires closed session- § 143-318.11. ; **Discuss contract for lease**)
 5. Employment - Lead Admin interviews held; dates for the second interviews for top 3 candidates need to identified. Lucy will reach out to Whitney and Rainbow for guidance on reading materials to require of- Lead Admin candidates. We will request these materials be identified by

8/26/17. The 2nd Lead Admin interviews will be held on 9/15/17. Lauren will send invitations to these candidates. Only one qualified Ed Dir. candidate was interviewed and this was held on July 17. The committee recommends that the position be offered to this candidate.

6. Board Development and Governance - Rachel, David, Stefani and Melissa resigned since last meeting. Stefani has asked to re-join the Board. Suzanne has requested to remain a distance member of the Board. Two applications had come in: Nada and Leslie; these are being reviewed. Lauren talked with DPI about changing names of registered agent. The DPI contact expressed concern over our loss of Board mbrs and requested a copies of this Board mtg's minutes to evidence our efforts to invigorate the Board. She reiterated the dates of the required Professional Dev. sessions to be held this year, as well as the date of the amendments to the by-laws.
7. Marketing and Outreach - Upcoming park playdates need Board mbrs to attend. La Leche conference will be an option for us to have tabling presence. Facebook - need to update the names and locations of upcoming playdates (Alejandro). Stefani, as a re-joined Board mbr, continues to be interested in helping promote ROCS via video marketing.
8. Bylaw Committee - Discussed changing leadership structure to co-leadership model; adding Lead Admin and Ed Dir to Board mbrshp and becoming non-voting members after the start of the school year.

5. Old Business -

-Motion by Lucy to approve the \$850 for the 501C-3 filing, 2nd by Alejandro; voted and approved unanimously.

-Motion by Lucy to vote on Whitney Mac Donald as Ed. Director, 2nd by Alejandro; voted and unanimously approved.

6. New Business -

-Board mbr applications are in review (Leslie, Nada).

-Motion by Lucy to vote and approve Stefani as a reinstated Board mbr, Alejandro 2nd motion. Vote was unanimous.

-Legal counsel recommended that we obtain Board insurance. Lucy has researched Insurance and has found only one company that offered the product we need and the cost is \$500. Lauren has another contact Lucy will explore before we make a decision. The Board voted unanimously to purchase this insurance.

-Changes to by-laws discussed: proposed changing to co-leadership model with co-chairs rather than single chair leadership. Also that Lead Admin and Ed Dir will become voting Board members until the opening of the school, then non-voting mbrs. After discussion an amendment made by Lauren to move this issue to committee for

language crafting in the by-laws 2nd by Lucy. The vote was unanimous to make these changes.

-School calendar: considered changing the calendar from year-round to traditional.

After discussion, vote passed unanimously.

7. Comments, Announcements and Other Business - Stefani has identified a company that helps with charter school start-ups. Stefani's family business does video-marketing. She will follow-up to see how we can connect with them. Alejandro will look into Red Hat's grants. Discussed growing the Board and committees; will ask Board and Governance committee to develop procedures for bringing on new Board mbrs.

8. Motion made by Lauren to adjourn the meeting; 2nd by Alejandro. Vote unanimous.

9. Public Comments: No public comments to report.