

Minutes of the Raleigh Oak Charter School Board of Directors

Meeting Agenda

05.29.2018; 7:30PM-9PM; Location - [Join Hangouts Meet](#)

[meet.google.com/ixx-ndtw-szs](https://meet.google.com/ixx-ndtw-szs)

**1. Welcome and Call to Order**

The meeting was called to order at 7:35pm by Chairperson Lucy Chartier

Quorum? Yes

The Chairperson conducted the roll call.

Members Present: Jackie Decker, Lauren Scott, Larisa Cortes, Lucy Chartier, Claire Porter, Jamie Pike Kelly, Lydia Johnson

Members Absent: Alejandro Sanchez

Others in Attendance: Lauren Margulies, Teri Gentri, Christina Hagan, Alicia Whitney, Emily Nanney.

**2. Approval of Agenda**

Motion to approve agenda made by Claire Porter , seconded by Larisa Cortes. All in favor, unanimously passed.

**3. Approval of Minutes from 5.22.18**

Motion moved to approve minutes from Lauren Scott, seconded by Larisa Cortes.

Motion passed unanimously.

A few typos adjusted. Motion and vote moved to New Business.

**4. Welcome Guests**, noted guests above. Tonight's agenda shared with Guests.

**5. Old Business**

a. Before and After Budget

- i. Registration fee- Board to discuss. Chapel Hill charges \$65.00 per year. Fee would encourage commitment, and possibly charging the first month in advance. Non refundable. This could help to cover administration costs.
- ii. Discount if paying entire year in full - proposal of 5-10%
- iii. Discount if early registration - proposal of 10% off first month- discussion to remove this incentive due to our time period.
- iv. 6:00 p.m. end time
- v. Possible assistance with Claire's contact, Lawyer to assist with the structure of our Before and after care.

- vi. Motion to approve registration fee of \$65.00 a year, made by Lauren Scott. Seconded by Claire Porter. All in favor unanimously.
- vii. Registration deadline decided for Monday, July 16th to allow for enough time to hire appropriately.
- viii. Final Paperwork pending with Terri Genti to complete.
- ix. Returned check fee- \$35.00 per Jackie's advice. No cash, credit card or check allowed.
- x. Due date of fee ACH payments and due the 5th of each month.
- xi. Late fee- \$25.00 and \$5.00 for each additional day
- xii. Responsible party arriving late to pick up, late Fee- \$5.00 every/per 5 minutes. This will encourage punctuality.

## **b. New Business**

### **i. Recommendation of DO and TAs for hire.**

- 1. Closed Session for recommendation of hire; personnel matter pursuant to legislative purposes for which we are able to move into closed session.
  - a. Time of closed session 7:56pm
  - b. Guests encouraged to rejoin us at 8:10pm.
    - i. Motion to move back into open session 8:10pm.
    - ii. Motion to move forward with the three proposed candidates per the response and confirmation from recommendations. Motion made by Lauren Scott, Seconded by Claire Porter, All in favor, unanimously.

## **6. Reports**

### **1. Finance Committee- None at this time.**

- 2. Fundraising** - Check mailed to Shira Sanchez for \$95.00 from flower power fundraiser. Network for Good and Guidestar has been updated to reflect correct address for agent of 501c3. We have additional funds coming in. We will also need to send donation thank you notes with *quid pro quo* language.

1. Letter to families asking for donations. Mailing with envelope? Just a direction to the website?
2. Thank you notes discussion and allocation and access of information
- 3. Preschool:** Draft budget with supplies sheet. Discussion to providing information for the Donor. Carrie and Christy spent time observing Marie Nordgrein ( our preschool and Kindergarten mentor)
  1. Lydia having conversations with DPI to further research the regulations and approvals needed.
  2. Legal structure and advice discussed. Probably LLC. Claire may be able to offer guidance with additional outside counsel and support prior to moving forward.
  3. Jackie to determine, unrelated business income.
  4. Meeting with Carrie next week.
  5. Announcement suggestion 3rd week of June.
- 4. Before and After School:**
  1. Teri working on docs to give to parents. Has questions about returned checks, if we would like to give discounts for paying in full for the year and for early registration.
- 5. Education -** Raleigh Training (June 18th begins), Sunbridge Training, A+ Training (July 9 through 13)
  1. Foundations of Human experience book recommended by Steve Sagarin.
  2. Travel Money from budget discussed. Meal budget also discussed. \$44.00 was the allocation for lunch per sunbridge. 1,756 for meal/room and travel. Train, plane and automobile all discussed.
  3. Church location possibility/ NCSU possibility/ Cameron Village library possibility- for Steve Sagarin week. June 18th-21st.
  4. Claire has requested that My Hot Lunchbox consider donating lunches to us for our Sunbridge training
  5. Supply list purchase to be made by Larisa Cortes. Possible materials fee.
- 6. Information Technology-**
  1. Communication with Gonzalo Guzman in regards to fire wall.
  2. Site security information to be added.
- 7. Facilities -**
  1. Furniture - Started adding up items. Wooden Furniture, Monroe, NC.

2. **Playground** - meeting with potential landscape architect volunteer on Wednesday Jodi Hart.
3. **Garden** - Christina Hagan continues to plan. LS informed of desire for wooden beds. Has found donation of concrete blocks if we need those for anything. Would need to pay \$150 for delivery or pick up. Will have garden subcommittee meeting June 15 at 9400 Forum Drive. Discussion of tree removal. Christina's drawing of garden area -  
<https://drive.google.com/file/d/oB1NItZfqpxZRZ1UtSHNadoYyMXJ5dHdnSlNDZzgXVTFXco1N/view?usp=sharing>
4. **Paint** - Can Alicia begin work on Home Depot and Lowe's grants? Still working on one more quote and info on deferred payment.
5. **ADT** (1) Typically, ADT requests half of the installation cost at time of order and the other half, plus first months monitoring and fees at date of install; the locksmith portion is to be paid directly to the locksmith when they do their portion of the work (normally, a day or two prior to ADT coming out) Sonitrol (security quote)(Sonitrol can delay the payment until July. Also we can spread out the payment over 6 months in house interest free. Beyond that we also accept credit cards or can provide third party financing if you'd be interested in trying to spread it over a multi year term).

**8. Employment** - Recommendation of Operations Director and 2 TA candidates for hire. Still holding TA interviews.

## **9. Operations**

1. Enrollment at 200
  1. FB ad 3,562 people reached, 1,022 clicks.
  2. Wayne Miltz, we greatly appreciate your help with tracking.
2. RTO confirmed as turned in to OCS
3. Recommend EC services provider Venture Rehab; Krystle M. and Claire P. meeting with T. Harrington (Venture Rehab) on June 5 to discuss services based on currently known IEP needs

Multiple quotes solicited: [Venture Rehab Group](#); [Manning Therapy Group](#) quote; [Connections Therapy, PLLC](#)

To vote on this next week.

4. Amazon Smile is operational and confirmed; updated Guidestar and correct address in place; check disbursement forthcoming; birthday fundraiser netted about \$460.00, additional \$300.00 check from FB donations in March/April.

5. Soliciting quotes for building signage.
6. ADT/Cary Majette. Have informed him that we will not be able to pay anything until July as we have no funding released. If not possible, may wish to look at 2nd quote (Sonitrol) and invite Matt Leonard to present.

**10. Board Development and Governance**

1. Would Alex put newly PDFed board meeting minutes on website?
2. <https://ncpubliccharters.org/2018-conference/attendees/ncapcs-2018-conference-attendee-registration-planning-year-first-year-schools/> July 15-17 at Sea Trail Golf Resort. New school attendees can register for \$50 until May 31. After, registration goes up to \$100. Larisa and Claire will attend. J. Decker has a condo nearby and has offered to host us there. Sunday evening arrival.

**11. Marketing and Outreach -**

1. FB ad doing well
2. NPR ad has been paid for and is running through today, 5/29. BOD members will request reimbursement through marketing budget funds in July.
3. New videos to be submitted by Stephani Miller.
4. Newsletter in the works by Lauren Scott.

**12. Bylaw Committee - No report**

**9. Comments, Announcements and Other Business**

**10. Public Comments:**

Alicia Whitney- question/ suggestion about a autopay function for raffle. TA search is on Indeed.

Motion to adjourn the meeting made by Lauren Scott , seconded by Claire Porter . All in favor. None opposed, meeting adjourned.