

Raleigh Oak Charter School Board of Directors

Meeting Agenda

06.26.2018; 7:30PM-9PM; Location - [Join Hangouts Meet](#)

meet.google.com/ixx-ndtw-szs

1. Welcome and Call to Order

- a. The meeting was called to order at 7:30 by Chairperson Lucy Chartier Chartier
- b. Quorum? Yes
- c. The Chairperson conducted the roll call.
- d. Members Present: Lauren Scott, Lucy Chartier, Larisa Cortes, Jackie Decker, Claire Porter, Alejandro Sanchez, Alicia Whitney
- e. Members Absent: Jamie Kelly, Lydia Johnson
- f. Others in Attendance: Dierdre Lewis, Director of Operations; Shira Sanchez

2. Approval of Agenda

Motion to approve agenda made by Lucy Chartier, seconded by Jackie Decker. All in favor, unanimously passed.

3. Approval of Minutes from 6.19.18

Motion moved to approve minutes made by Lucy Chartier , seconded by Claire Porter. Motion passed unanimously.

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

5. Old Business

- a. Paint and flooring quotes
(<https://drive.google.com/open?id=1bozOXdUJLJZ6kZIemfpkzgcZjELc-o2B>): Brian Finch Paint the lowest and Caremaster for flooring. Suggestion to move forward with the lowest bids for these items. Flooring will need to be completed in segments with only the classrooms completed prior to school opening.
 - i. Motion made by Lauren Scott to move forward with the Finch Paint (minus ceilings) and Caremaster for flooring (minus hallways). Motion seconded by Lucy Chartier. Motion passed unanimously.
- b. Telephone Quotes (additional details on trello board):

- i. Vonage Quote:
https://trello-attachments.s3.amazonaws.com/59a584cea624003146713c2e/5b205a32b5f112bb99b144cc/8382339fcf70dfab3c9e26b37644428f/Raleigh_Oak_Charter_School.pdf
- ii. Strategic Systems Quote:
https://trello-attachments.s3.amazonaws.com/59a584cea624003146713c2e/5b205a32b5f112bb99b144cc/7ef2937e8ac5a096efa0c8bc57b0be23/Strategic_Systems_Hosted_PBX_Proposal_for_Raleigh_Oak_Charter_School.pdf
- iii. Systel Quote:
<https://drive.google.com/drive/u/o/folders/1OoI8m7lbLt-oo-R12mcPcw1AEq57KDMO>
- iv. More information needed (additional quote from Kevin and possible change to RFX) before a vote on the above telephone quotes.
- v. Discussion of need for fax machine. Longer term solution is physical machine. Short term solution is online fax service. Some reviews here:
<https://www.pcmag.com/article2/0,2817,2385681,00.asp>
- c. Outsider Providers DRAFT policy:
https://docs.google.com/document/d/1UcpsyOG295Z8HP7NVINN5c_v74DMzANLQoEsm49aDzUE/edit
- d. EC NCDPI guidance document:
<https://drive.google.com/open?id=0BxbjQcdngg-BbkdoaThoenZkcUZJRnNleW1fRzVZQk1RTDRJ>
 - i. Motion made by Lucy Chartier to approve draft policy. Motion seconded by Lauren Scott. Motion passed unanimously.

6. New Business

- a. Motion to move into closed session to discuss proposed employment contracts pm by Lucy Chartier, seconded by Larisa Cortes, all in favor. Moved to closed session at 8:01pm.
 - i. *[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.]*
 - ii. Open session vote on TA and K teacher contracts.

1. Motion to extend offer to two TAs to open session made by Lucy Chartier, seconded by Claire Porter. Motion passed unanimously
 2. Motion to rescind offer to second grade teacher discussed in closed session by Lucy Chartier, seconded by Larisa Cortes. Motion passed unanimously.
 3. Motion to extend offer to hire the candidate into now open second grade teacher position as discussed in closed session to move into second grade teaching position made by Lucy Chartier, seconded by Larisa Cortes. Motion passed unanimously.
- b. **Executive Committee Proposal:** Discussion of proposed creation of board Executive Committee.
- i. Motion to develop executive committee of three board members (two co-chairs and treasurer), seconded by Alejandro Sanchez. Motion passed unanimously.
- c. **Conscious Discipline Site License:** Level 1 Site License comes with 3 User accounts and the ability to show the sessions in groups of (up to) 75 people. The fact you would have 3 Users means you could use the additional 2 in whatever capacity you need as many times as needed during the duration of the 12 months you would have access to it. Right now the Level 1 Site License is the smallest version we have designed for a group. The price for the Level 1 **License is \$779, CP has asked them to send us a quote.**
- i. Claire Porter to follow-up with CP rep (David Lee) to answer question re: pricing breakout

7. Reports

- a. **Finance Committee-** No report
- b. **Fundraising** - No report
- c. **Grants** - Alicia Whitney has reached out for official creation of Grant writing team. Two volunteers so far.
- d. **Education-** Larisa Cortes and Claire Porter provided a great update from the teacher training. Fantastic immersive learning experience.
- e. **Operations**
 - i. Enrollment at 221
 - ii. Lucy Chartier to research Spanish subtitle addition to marketing video

- iii. Questions from staff re: showing up at 9400 Forum or working remotely. Claire Porter has clarified with staff re: working remotely.

f. Facilities

- i. Playground - 1st draft complete, Jodi, Stacey Vargas and Lauren Scott met today for final draft
 - 1. Help with outreach needed to other tree companies for mulch. Total of 25 truckloads needed.
- ii. Garden - Boundary ok'd by Weingarten, would like to see final selection before installation. No grading.
- iii. Fire inspection - Complete and accepted by OCS
- iv. Health Inspection-scheduled for 9:00 a.m. Thursday, July 19
- v. Inside Renovations -
 - 1. Paint - to begin next week
 - 2. Floor - volunteers on Sunday to remove carpet, can someone oversee this project? Classrooms carpet only on perimeter of building, bring utility knives, box cutters, bring face masks.
 - a. Alicia Whitney and Claire Porter have volunteered to oversee project.
 - b. Lauren Scott to send email with specific instructions.
 - c. Larisa Cortes to create SignUp Genius and post to FB page.
 - 3. Bathroom - DONE today!
- vi. Furniture -
 - 1. 72 Chairs - Facebook marketplace, pick up in Chapel Hill \$864
 - 2. 250 Desks - govdeals.com for \$10. Transportation will need to be considered in cost.
 - 3. 20 tables
 - 4. Acquired at Duke: 2 administrator desks, suite of conference room chairs, one filing cabinet that can be locked, 1 admin chair, one side chair, one square resin table (kitchen/teacher lounge). Stefani Miller also has bookcases in her garage, we have Lingleaf desks in storage,

g. Preschool -

https://www.sosnc.gov/forms/by_title/Business_Registration_Professional_Corporations LLC forms will be submitted to Secy of State

h. Before and After School -

- i. Question about single days (drop in), v. parents opting for only an abbreviated schedule (M, W, Fri)?

i. Information Technology

i. Will need someone on 6/29 for cabling project; 7/5 AT &T install.
Cabling project will be in process up until the start of school.

ii. Waiting on confirmation from Kramden as to when laptops will be ready (they said they'd have 5 this week, the rest by end of July)

j. Employment - Staff handbook and drug testing language to change to read subject to random testing

k. Board Development and Governance

l. Marketing and Outreach - no updates

m. Bylaw Committee - no updates

8. Comments, Announcements and Other Business -

a. Next virtual Meeting Tuesday 7:30pm

9. Public Comment

Motion to adjourn the meeting made by Lucy Chartier Chartier, seconded by Alejandro Sanchez. All in favor. None opposed, meeting adjourned at 9:20 p.m.