



BOARD MEETING MINUTES

Attendees:

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|--|---|--|
| ☒ A. Monica Cutno, President | ☐ Georgia Grant | ☒ Roland Lewis Jr. |
| ☒ Marla Mills-Wilson, Vice President | ☒ Carolyn Ellis | ☒ John Szwed |
| ☒ Portia Scott, Secretary/Treasurer | ☒ Sonal Krishna | ☐ Diego Torres |

I. Call to Order

- A. Regular meeting of the Board of Directors (BOD) was called to order at 6:30 PM by A. Monica Cutno.
- B. Mission statement was read by the president and reviewed by the board.

II. Consent Agenda

- A. Draft minutes from 11/11/13 board meeting were reviewed.
- B. Treasurer's Report was given, which included recent transactions and current balance.

Motion to approve consent agenda.

Motion: Monica Cutno

Second: Sonal Krishna

Vote: Unanimously approved (7-0)

III. Announcements

- A. Charter training archives, webinars, and resources may be accessed on the Office of Charter Schools (OCS) Wiki link. Next OCS training is on December 16, 2013 from 9:00 AM – 4:00 PM at NCDPI.
- B. Board will start work on next governance strengthening exercise from the training session *Strategic Goals and Accountability*.

IV. Committee Reports

- A. Development Committee report was given.
 - 1. Committee will meet to develop draft of fundraising package.
 - 2. Draft will be presented to board for review at next meeting.
- B. Academic Committee report was given.
 - 1. Letters of interest to enroll show significant interest in the school from various areas.
 - 2. Admissions policies and procedures were developed and the enrollment and lottery processes were outlined.
 - 3. Enrollment will begin in mid-January 2014 after final SBE approval.
- C. Personnel Committee report was given.
 - 1. Principal job posting will close on January 15, 2014.
 - 2. Phone screenings will start soon after final SBE approval.
 - 3. Job descriptions will be posted for all other positions.
- D. Facility Committee report was given.
 - 1. BOD went into closed meeting to discuss potential temporary facility.

V. New Business

- A. BOD discussed web hosting and website upgrade.
 - 1. Need to expand capacity and capabilities as school continues to grow.
 - 2. Interest in incorporating more social media (i.e. Twitter).
 - 3. Board members will receive individual ESA email addresses.
 - 4. Graphic designer has offered pro-bono services for upgrade work.
- D. Ready-to-Open Checklist was reviewed and discussed. Tasks were assigned to board members.
 - 1. BOD gave updates on completed tasks.
 - 2. Deadline will be assigned for each task to keep board on schedule.

VI. Public Comments

- A. No public comment was made.

VII. Adjournment

- A. Commitments from board members are as follows:
 - 1. BOD – next charter training is on December 16, 2013 at NCDPI from 9:00 AM – 4:00 PM
 - 2. BOD – work on Ready-to-Open Checklist assigned tasks and report on progress at next board meeting
 - 3. Portia Scott – schedule tour of potential temporary facility for John Szwed, Roland Lewis Jr. and Diego Torres (by 12/13/13)
 - 4. Roland Lewis Jr. – meet with Development Committee to create fundraising package (by 01/13/14)
- B. Next regular meeting of the BOD is January 13, 2013, 6:30-8:30 PM, 3150 Rogers Rd, Ste 112, Wake Forest, NC.
- C. Meeting was adjourned at 8:30 PM.

Motion to adjourn meeting.

Motion: Monica Cutno

Second: Roland Lewis Jr.

Vote: Unanimously approved (7-0)