



Board of Directors Meeting

February 5, 2024

General Session

I. Preliminary

- a) No Visitors
 - b) Roll Call
 - i. Mr. Kamb – Presiding
 - ii. Ms. Tracy – administrator
 - iii. Ms. Kirkbride
 - iv. Ms. Fleming
 - v. Ms. Manuel
 - vi. Ms. Akerly
 - c) Reading of team norms by Mr. Kamb
 - d) Approval of last meeting minutes
 - i. Motion to approve last meeting minutes by Mr. Kamb, seconded by Ms. Akerly followed by a unanimous vote
 - e) Approval of Tonight's Agenda
 - i. Motion to approve tonight's agenda by Mr. Kamb, seconded by Ms. Fleming followed by a unanimous vote
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II. Committee Reports

- a) Board Development – Facilitated by Mr. Kamb
 - i. Confirmed attendance for the Spring Charter League Conference 02/27 – 02/28
 - ii. Email modules to Ms. Akerly to complete
 - b) Finance Team – Facilitated by Ms. Fleming
 - i. Nothing yet to report back on regarding the insurance claim for roof hail damage
 - c) Growth Feasibility – Facilitated by Mr. Kamb
 - i. The kindergarten ramp is mostly complete
 - (1) Waiting for warmer weather to paint
 - ii. HVAC Project update
 - (1) Vote approval allowed the product to be ordered today, avoiding manufacturing increase
 - (2) Lighting design meeting on Wednesday – Previously approved
 - (3) A non-invasive team is coming in during Spring Break to hold the projected completion date
 - (4) Insurance is coming out for construction advisement and there will be updates to keep everyone on the
 - d) PTO – Facilitated by Ms. Manuel
 - i. Taste of Culture (Multicultural Festival) April 25th
 - (1) All marketing and sign-up genius dates and emails have been prepared ahead of time.
 - (2) Based on sign-ups from families and teachers, preparations will be made to make our collaborating event run smoothly
 - (3) The next PTO meeting is held on Tuesday, February 13th
 - e.) Personnel
 - i. Contact owners of the parking lot to resolve the challenges faced by unauthorized parked semis
 - ii. Ms. Manuel will research the signage
 - f.) School Accountability
No Update
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III. Administrator's Report – Facilitated by Ms. Tracy

a) Enrollment Marketing Plan

To increase application submission

- i. \$750 for half of a page's advertisement to promote more exposure
- ii. Printed cards to also send out to the neighboring community
- ii. The board is looking to establish an improved standardized time to review this report every year and develop better-automated processes to minimize action items

b) Review OSPR

- i. Reviewed compliances and action items summary concerns
- (1) Create a more efficient onboarding process

IV. Public Comment

None

V. Discussion Items

a) Open Items

- i. Strategic Plan Review, Update & work assignments
 - (1) Projection plan for the public side to focus on 1 to 3 years
 - (2) Providing a good visual
- ii. Rewrite board policies to allow us to recruit members within our community
 - (1) Create an attraction that provides an opportunity to make realistic goals for leaders

b) New Items

- i. Spring Town Hall – Apr 25
 - (1) Board members will commit a set time and day to convene for strategic planning

VI. For the good of the cause

- a) Ms. Tracy connected Ms. Manuel with support for the Multicultural Festival and showed appreciation for the cause

VII. Adjournment of General Session at 8 p.m.