



BOARD MEETING MINUTES

Attendees:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> A. Monica Cutno, President | <input type="checkbox"/> Georgia Grant | <input checked="" type="checkbox"/> Roland Lewis Jr. |
| <input checked="" type="checkbox"/> Marla Mills-Wilson, Vice President | <input checked="" type="checkbox"/> Carolyn Ellis | <input checked="" type="checkbox"/> John Szwed |
| <input checked="" type="checkbox"/> Portia Scott, Secretary/Treasurer | <input checked="" type="checkbox"/> Sonal Krishna | <input checked="" type="checkbox"/> Diego Torres |

I. Call to Order

- A. Regular meeting of the Board of Directors (BOD) was called to order at 3:06 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 09/08/13 board meeting were reviewed.
- B. Treasurer's Report was given, which included recent transactions and current balance.

Motion to approve consent agenda.

Motion: Marla Mills-Wilson

Second: Sonal Krishna

Vote: Unanimously approved (8-0)

III. Announcements

- A. Charter training archives, webinars, and resources may be accessed on the Office of Charter Schools (OCS) Wiki link. OCS training schedule can be found on Envision's website under the "Board" tab.
- B. Ready-to-Open Checklist was presented and discussed. Tasks will be assigned to committees. Completed checklist and related documents are due to OCS on May 30, 2014

IV. Committee Reports

- A. Facility Committee report was given.
 - 1. BOD toured schools built by prospective developers to assess construction quality, material quality, and how the buildings held up over time.
 - 2. Real estate team will submit an RFP to three developers with responses expected by October 15, 2013.
- B. Development Committee report was given.
 - 1. Fundraising event, originally scheduled for early November 2013, has been postponed to 1st quarter 2014 due to need for more time to plan.
 - 2. Committee will develop proposal package for potential donors and establish a project timeline for the fundraising event.
 - 3. Committee will recruit a high-profile ambassador to champion the fundraising efforts.
- C. Marketing Committee report was given.
 - 1. Tentative dates for Community Information Sessions are October 16th, 23rd, 24th, 26th. Purpose is to engage the community, market the school, answer questions, and discuss the enrollment process.
 - 2. Volunteers from the community have been recruited to help.

3. Flyers will be distributed, and information will be emailed to distribution list and posted on Envision's website and Facebook page.
- D. Personnel Committee report was given.
 1. Recruitment and interview process for principal was reviewed.
 2. Several quality resumés have been received.
 3. BOD reflected on desired characteristics in a principal - leadership, passion, student-oriented, dynamic, business savvy, people-oriented, versatile, etc.

V. New Business

- A. BOD completed Governance Strengthening Exercise for *Roles & Responsibility* training held on September 23, 2013 at NCDPI.

Motion to approve Governance Strengthening Exercise.

Motion: Marla Mills-Wilson

Second: Carolyn Ellis

Vote: Unanimously approved (8-0)

- B. BOD completed Board Survey to determine effectiveness as individual members and as a board.
 1. Members shared their concerns, aspirations, and how they can be most effective.
 2. BOD discussed ideas on how to improve communication and keep all members engaged.

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 October 21, 2013 at NCDPI from 9:00 AM – 4:00 PM
 2. Monica Cutno – send email to BOD to poll availability for permanent meeting day/time (by 10/11/13)
 3. Monica Cutno – assign tasks on Ready-to-Open Checklist to committees (by 10/18/13)
 4. Monica Cutno – finalize plans for Community Information Sessions, create flyer, and disseminate information (by 10/09/13)
 5. Marla Mills-Wilson – develop list of interview questions for principal (by 10/18/13)
 6. Roland Lewis Jr. – meet with Development Committee to create proposal package and project timeline for fundraising event (by 10/20/13)
 7. Roland Lewis Jr. – identify ambassador for fundraising efforts (by 10/25/13)
 8. John Szwed – research and recommend secured document sharing website for BOD (by 10/25/13)
 9. Diego Torres – establish conference line for closed meeting of BOD to discuss facility proposals on Monday, October 28, 2013 at 8:30 PM (by 10/26/13)
- B. Next regular meeting of the BOD will be determined at a later date.
- C. Meeting was adjourned at 5:15 PM.

Motion to adjourn meeting.

Motion: Marla Mills-Wilson

Second: Roland Lewis Jr.

Vote: Unanimously approved (8-0)