

Kaleidoscope Charter High School
1/6/20 Board Meeting Minutes
Location: 100 Airlie Court Cary, NC 27513

1. Welcome
2. Upon Quorum: 6:05 pm
3. Public Comments (3 min. per person): None
4. Approval of Agenda (Board): Teresa motion/ Margaret seconds / Unanimous approval
5. Consent Agenda – All matters listed under Consent Agenda are considered routine in nature and will be approved in one blanket motion.

For approval:

- Approve minutes of last meeting 12/2/19 Leslie motion/ Margaret seconds / Unanimous approval
6. *Reading of the School's Mission Statement and Conflict of Interest Policy* (Janet)
Done
 7. Head of School's Report (Operations) (Interim ED: Janet): None
 8. Board Chair Report: (Janet)
 - a. Janet's conversation with Keebler Williams -
 - i. Possibility of 2nd year delay - More scrutiny from SBoE
 - ii. Lottery must be open 30 days
 9. Plan 1/11/20 Working Session (Margaret)
 - a. Discussion on time for working session 11:00 am - 3:00 pm (includes lunch)
 - b. Discuss and decide upon desired outcomes for 1/11/20 Working Session
MB suggested the following workshop criteria: - Leslie - concrete action items to move forward. Who has been invited? - Janet - Advisory Board members. Leslie - Have we invited other groups? NAACP, Latino groups, etc. Janet - has called and reached out numerous times but no responses from these groups. Margaret has reached out as well, but very few responses. Margaret - workshop geared to machine of us. Suggests including other groups at a later date. Leslie - Perhaps getting a more diverse board should be a topic of the workshop. RTP companies - perhaps some could offer executive on loan for our board. Margaret - letter to companies - looking for board members - Leslie will draft a letter to send to companies and churches. These are the things funding organizations are going to want to see. Leslie will have draft letter tomorrow. Janet - this will be a working/ planning meeting. She will

invite all advisory board members. Janet/ Teresa Margaret Leslie - After meeting, send a thank you and Fact Sheet

- **Review our original goal of establishing KCHS.** (Why are we making this effort? What is our focus? What do we hope to achieve?)
- **Review our structure already in place** (Charter, governance, committees, etc.)
- **What have we accomplished, thus far, toward our ultimate goal of opening the school? What are our resources?**
- **What is the most urgent need now?** Identify and decide how will we handle any challenges before us? What are our (new?) resources going forward?
- **What is the specific plan for moving forward toward opening?** What is the timetable to keep us on track for opening August 2020? (building location, temporary facility, student outreach, funds needed and solicited, etc.)
- **How can we strengthen our organization and its reputation** in the community, and elevate our position in the communities around us?
- Follow up Fact Sheet (with notes from meeting)

10. Board Committee Reports:

- a. Building/Facilities (Chair: Marian Hale) - Unable to attend
 - i. Leasing updates (Charles); Submitted via email: Only properties 5, 7, 8 are possibilities. Land #2 is too small.
 1. [Building - 1130 Classic Rd., Apex](#)
 2. [Land - 3005 Evans Rd., Apex](#)
 3. [Building - 2041 Energy Dr., Apex](#)
 4. [Building - 1640 NW Maynard Rd., Cary](#)
 5. [Building - 3024 Pickett Rd., Durham](#) poss
 6. [Building - 2445 S. Alston Rd., Durham](#)
 7. [Building - 2828 Pickett Rd., Durham](#) poss
 8. [Building - 1429 Rock Quarry Rd., Raleigh](#) poss
 9. [Building - 220 Dominion Dr., Morrisville](#)
 - ii. Margaret - Broker agreement ended 12/31/19. Barbara Mulkey owner of Tryon Property now knows that KCHS is a school and will communicate with interested Church for a deadline on their deliberations.

- iii. Glen a broker - Offered \$500 retainer to look for properties and pay another broker for doing the paperwork. Or hire him to be the broker.
 - iv. Park West in Morrisville - CASTO - an executive - Margaret sent email to them about being a broker for us. Suggests we each look for properties.
- b. Marketing (Chair: Leslie Saunders) -
- i. Leslie expressed concern about marketing. As a board of directors we need help in a lot of areas. We need help in many directions. If we are to have a successful marketing plan, we need to be able to access people and then decide who to ask for what. If we know people in various communities, we can tell them about the lottery, recruit board members, share information about school, etc.. Lara - Do we want to do this marketing effort now - when we don't have a temporary space? Leslie is interested in us having a plan (and being able to implement it) for marketing once we have the temporary space. Group consensus around developing the Marketing Plan and around having more people on the Marketing Team.
 - ii. Progress Outreach/ Student Recruitment
 - 1. December 14 - West Regional Library 4:30-5:30 (11 attendees)
 - 2. December 15 - Cary Library 12:30-2:30 (4 attendees)
 - iii. Updates to [Marketing and Event Planning file](#)
 - 1. Upcoming Info session dates:
 - a. 1/12/20 2:00 Cary Library; Teresa and Janet
 - b. 1/16/20 6:00 Calvary Baptist (pending approval); Teresa and Janet
 - c. Weeknight in January (pending approval); Janet
 - d. 2/15/20 location and time TBD; Teresa
 - iv. Marketing/ Messaging updates (Leslie)
 - 1. [Influencers Worksheets](#) - Janet and Margaret to resubmit [Influencers](#) sheets
 - 2. [Strategic Marketing Plan](#)
 - 3. [Email from Leslie](#)
 - 4. [Consistent Messaging](#) - For Board approval - Janet motion/ Margaret second / Unanimous approval - Need to provide the statement at workshop and put in our documents. "Core Value

Policy Statement for KCHS: Kaleidoscope Charter High School is committed to providing high achievement student-centric learning opportunities for high school students residing in the greater Triangle Research Park Area in an environment and through relationships that value diversity and inclusion as our preferred way of work and life.”

5. [Parent Survey](#) - Janet motion/ Margaret second / Unanimous approval - to approve parent survey and add to our website and use in presentations (after temp space approved). Some typos - Teresa to review with Leslie
 6. Website video progress (Margaret) - Suggests we just make one video - once we have a temp space.
 7. Margaret - Group of successful business-women - Influencer - Purpose of the group - they meet monthly and they choose non-profit organizations who need help, assistance, etc. Leslie suggests letter to ask them to lend us a smart person for our board.
 8. Leslie - Kaleidoscope imaging can be utilized in many different ways. . Story of naming of Kaleidoscope. . Leslie going to work on capitalizing on name.
- c. Fundraising – (Chair: Leslie Saunders)
- i. Progress with philanthropists (Leslie) - Per discussion from last month’s meeting, now that we have board action on the Core Value Statement, we will move forward on approaching philanthropists when. (A review of guidelines presented by major educational funders, they specifically state their core values and expect organizations soliciting them will have core values that align with theirs. They also want to know our strategy for ensuring our student body, faculty, staff and board of directors are diverse and inclusive. That would be a part of our marketing effort.)
 - ii. Investor progress (Teresa/ Janet) - Calls with Building Hope and PSD - Building Hope is waiting on info from us in order to discuss working capital. Teresa going to have conversation with Melissa from Highmark.
 - iii. Fundraising (Leslie) - Iqvia? - No movement yet.

- iv. United Way - Janet to check to see if local people can designate KCHS in their United Way donations.
- v. Fundraising events: Art Auction (Janet) - Tabled
- d. Government & Community Engagement (Chair: Margaret Broadwell)
 - i. MB - Update on Town of M'ville inauguration - Agreed to meet with one of the two inaugurees and have coffee to talk about KCHS
- e. Governance & HR (Chair: Teresa Outlaw)
 - i. Governance:
 - 1. Review revised [BoD Application](#) -
 - 2. Review new [Volunteer Application](#)
 - 3. Review FAQ (LV) - Lara will have on Saturday
 - 4. Review the "Why" written statement (LV) - Lara will have on Saturday
 - 5. Janet has a couple of people who are interested in being on the board -
 - 6. Leslie - We need a board that is more representative of our community. Perhaps this should be a topic at workshop.
 - f. HR:
 - 1. [KCHS Board Hiring HoS Process](#) - Review of HoS hiring progress (Ad Hoc Committee: Margaret Broadwell, Leslie Saunders, Adv. Board member) Maybe Angela
 - a. Indeed.com account
 - b. K12 Jobs (Teachers-Teachers) account
 - 2. [HoS Job Opening Announcement and Blurb](#) - All Board Members send to contacts -- After we have a temp space.
 - ii. Finance
 - 1. Updates on a 5-year projected budget (Teresa) - [Review bare-bones budget](#). We need 175 students to be at Tryon Rd.
 - iii. Current financial position (Cash on hand, Assets & Liabilities) (Janet) - \$350 in bank - pays BoD insurance. Need to raise more \$

11. Old Business

- a. None

12. New Business

- a. None

13. Adjournment: 8:52 - Margaret motion/ Leslie second/ Unanimous approval

Next Meeting: Monday, February 3, 2020, 6:00 p.m at 100 Airlie Court Cary, NC 27513

Mission Statement

Our mission is to provide a student-centered learning environment, empowering students to become independent learners, as well as, creative and critical thinkers, using an innovative approach to prepare students for higher education and beyond.

Conflict of Interest Policy

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- (a) An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement,
- (b) A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
- (c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.