

Kaleidoscope Charter High School
12/2/19 Board Meeting Minutes
Location: 100 Airlie Court Cary, NC 27513

1. Welcome
2. Upon Quorum: Chair, Janet Littlejohn called the meeting to order 6:07 pm
3. Public Comments (3 min. per person): None
4. Approval of Agenda (Board): Margaret motions; Janet second; 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 11/4/19 - Leslie motions;
Janet seconds; Unanimous Approval

6. *Reading of the School's Mission Statement and Conflict of Interest Policy* (Janet): Completed
7. Executive Director's Report (Operations) (Interim ED: Janet): Money in bank to pay BoD insurance; Potential board member unable to attend; Continue to conduct info sessions
8. Board Committee Reports:
 - a. Building/Facilities (Chair: Marian Hale) - Marion not in attendance
 - i. Leasing updates (Charles); LOI revision; other properties -
 1. CZ spoke with Dickens, landlord's agent last week. Some interest from another group. Agent reports LL not ready to commit to our use until they hear from other group. CZ still waiting on MH for overlay. CZ willing to take counter back to LL, but believes little help with outside of property will be offered. He will ask the Tryon Rd. property owners Real Estate broker for a face to face meeting with the owner. Reached out to Trinity Partners for properties in Morrisville. Has not looked in Raleigh. Other side of 70 is a Kohls - would not allow our use. There is a 28,000 s/f vacant property on Regency Parkway. CZ has reached out to them to see if use allowed. Miller Motte has a lease out on that.
 2. Discussion on revising LOI for Cary Property. Charles made suggestion of \$5 s/f carpet paint allowance with respect to revised offer. Margaret motioned to draft new LOI with Teresa's revisions and Charles' suggestion. Janet seconded.

Unanimous approval. Board agreed to have CZ draft within two days and present to LL. Board expressed desire for answer by 12/15 and desire to meet LL.

b. Marketing (Chair: Leslie Saunders) -

i. Progress Outreach/ Student Recruitment

1. 11/14/19 Results (Janet)
2. 11/23/19 - 3:00-4:30
3. 12/1/19 - 3:00-4:30

ii. Updates to [Marketing and Event Planning file](#)

1. December 14 - West Regional Library 4:30-5:30
2. December 15 - Cary Library 12:30-2:30

iii. Marketing/ Messaging updates (Leslie) - Wants board to fill in worksheets in order to take next steps to communicate with all members of community.

1. [Influencers Worksheets](#)
2. [Strategic Marketing Plan](#)
3. [Email from Leslie](#)
4. [Consistent Messaging](#) - Discussion on core value language.

Janet motioned to table Board action on Core Values and Facts Surrounding Core Values until January meeting.

c. Fundraising – (Chair: Leslie Saunders)

i. Progress with philanthropists (Leslie) - Need membership in fundraising committee (Influencers Worksheets) - Fundraising is really Friend Raising. We need to get these documents and policies in order so that we can approach the philanthropist Leslie knows. Philanthropists will want to know how our organization is going to benefit the community. Janet sending Pitch Deck, Marketing Brochure, and other materials to Leslie. We need to approach various organizations. Janet has approached Biogen. Janet sending Leslie worksheet of grant organizations.

ii. Investor progress (Teresa/ Janet) - Today's call with Building Hope postponed; Conf call with Performance SD 12/9 5:15 pm

iii. Fundraising (Leslie) - Margaret has been unsuccessful in reaching the potential Advisory Board member recently. Board opted to move forward with Leslie's leadership of the Committee. Leslie wants

consistent messaging policy adopted. Margaret B. motioned to table this until next Board meeting. If potential Advisory Board member with fundraising experience becomes available, that person can submit resume to for consideration. Also, Margaret sent out 100 letters several months ago. One response and no funds.

- iv. Margaret just sent an email - Iqvia coming with 750 jobs to the area. If new, may not have any commitments already (Used to be Quintiles). Employees will be more highly paid. Also Town of M'ville approved site plan for business and 250 townhomes close to our permanent site. Leslie wants a copy of Iqvia Social Responsibility statement. JL sending to LS.
- d. Government & Community Engagement (Chair: Margaret Broadwell)
 - i. MB - Last election - Local. Morrisville will now have 2 new council members sworn in 12/10. Margaret will attend the ceremony and continue to reach out to the new council to advocate for KCHS.
- e. Governance & HR (Chair: Teresa Outlaw)
 - i. Governance:
 - 1. Review page 9 - of [Board Candidate Vetting Process](#)
 - 2. Review [BoD Application](#) - Discussion - Board wants a FAQ for potential board members and volunteers on website. Suggested link to website and volunteer application on FB page. LV suggests a written statement on why a candidate should want to be on the board/ provide service. Lara V will put together FAQ and written statement. TO to add check boxes for positions to the BoD application and change name to Volunteer Application.. LS - All BoD members are responsible for fundraising. A motion to put this on the website was made by Teresa, Janet second. Motion passed unanimously.
 - 3. Review of Ad Hoc Search Committee approach (include Parent Recruitment; [Parent Survey](#)) - Administer it with big announcement of our new location and also with upcoming info sessions. JL will draft press release and send to LS for editing.
 - ii. HR:
 - 1. [KCHS Recruitment Philosophy and Plan](#)
 - 2. [Review of HoS Job Opening Announcement](#)

3. [HoS Strengths Preferences](#)
4. [Profile of HoS Candidate](#)
5. [KCHS Board Hiring HoS Process](#) - Board has reviewed the previously approved documents. Janet motions to adopt hiring process; Margaret seconds. Motion passes unanimously. Per previous agreement, Margaret and Leslie will lead HoS hiring process. Recruitment of Advisory Board member for this committee is underway.

iii. Finance

1. Updates on a 5-year projected budget (Teresa) - Teresa putting together bare-bones budget.

- iv. Current financial position (Cash on hand, Assets & Liabilities) (Janet) - Paying BoD insurance. Hopes investor will provide working capital.

f. Old Business

- i. MB - Still have not remade a video for the website. Location is a hold-up. Libraries - image we are trying to project. Need a script for the video. MB suggests we do the video when we have a location. MB will create a rough draft of script for January BoD meeting.
- ii. Art Auction - Board opted to table until we have a location.

9. New Business

- a. MB suggests we have a workshop enabling us to plan items we need to do. Board set aside January 11th this purpose and for interviews. Janet asking John if we can use his office. Janet to send out a save the date for Advisory and Board members.

10. Adjournment - Janet motions to adjourn/ Margaret seconds - All in favor - Board meeting concluded at 8:24 pm

Next Meeting: Monday, January 6, 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.