

**Kaleidoscope Charter High School
4/6/20 Board Meeting Agenda**

Location: Via Webex [+1-866-432-9903](tel:+18664329903) Call-in toll-free number (US/Canada)

Meeting access code - 305 770 076

Meeting password KCHS123 = 5247123 from phone

1. Welcome
2. Upon Quorum: **Present:**
3. Open meeting:
4. Public Comments (3 min. per person):
5. Approval of Agenda (Board):
6. 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 3/2/2020

7. Head of School's Report (Operations) (Interim ED: Janet):

- ...

8. Board Chair Report: (Janet)

- Revised Policies for approval per RTO document request (Janet/Teresa)

- i. [Educational Philosophy](#)
- ii. [School Calendar](#)
- iii. [School Bell Schedule](#)
- iv. [Sample Student Schedules](#)
- v. [School Testing Calendar for 2020-21](#)
- vi. [Testing Coordinator Job Description/Duties](#)
- vii. [Board Residency Requirement](#) (page 6)
- viii. [Student Enrollment - 10/20 Day Rule](#)
- ix. [Employee Benefit Plans \(in Employee Handbook\)](#)
- x. [Employee Grievance Policy](#)
- xi. [Background and Criminal Records Check Policy](#)
- xii. [Conflict of Interest Policy - Bylaw Revision](#)
- xiii. [Structure of School Calendar Policy](#)
- xiv. [Structure/Length of School Day Policy](#)

- xv. [Admissions Policy](#)
- xvi. [Lottery Policy \(existing\)](#) - Prepare for Lottery drawing 4/18/20
- xvii. [Lottery Policy \(weighted - under review by OCS\)](#)
- xviii. [Records Retention Policy & Confidentiality](#)
- xix. [Board Relationship with Organizations formed for the School Policy](#)
- xx. [Grievance Policy for Families](#)
- xxi. [Third Party Contracts Policy](#)
- xxii. [Access to Funding/ Federal Funds/Petty Cash Policy](#)
- xxiii. [Audit Policy](#)
- xxiv. [Purchasing Policy](#)
- xxv. [Employment Contract Template \(1\)](#)
- xxvi. [Employment Contract Template \(2\)](#)
- xxvii. [Employee Agreements/ Contracts](#)
- xxviii. [Head of School - Ends Policies](#)
- xxix. Revised [Employee Handbook](#)

9. Board Committee Reports:

Building/Facilities (Acting Chair: Margaret)

- i. Leasing updates DC/BOCC (Margaret);

o Marketing (Chair: Leslie Saunders) -

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

- 1. Info session dates - Plan - Virtual Webinar

- ii. Marketing: (Leslie)

- 1. Drip Marketing - Plan for STP - Response to parent and media inquiries

- 2. Letter to the facility's neighboring businesses & organizations

- iii. Marketing/ Messaging updates (Leslie) - Updates

- 1. [Strategic Marketing Plan](#)

- 2. [Parent Survey](#) - (perhaps include on the next lottery announcement a request for applying parents to complete parent survey, a request for parents to apply to volunteer and be on the Board)

- 3. Prezi presentation - Plan for revision

- 4. Website video progress (Margaret & Leslie) - Planning

- Fundraising – (Chair: Leslie Saunders)
 - i. Investor progress - Teresa communications with investor
 - ii. Fundraising events
- Government & Community Engagement (Chair: Margaret Broadwell)
 - i. MB - Vendor Blender Event - April 5th Janet will assist/represent (Cancelled?) - KCHS at Margaret's table.
- Governance & HR (Chair: Teresa Outlaw)
 - i. Governance: (Teresa)
 - 1. Lottery - Plan for April 18th draw - Including telecasting via Google Hangouts (Teresa)
 - 2. Registration paperwork (Janet)
 - 3. Review the "Why" written statement Lara V.
 - ii. HR:
 - 1. HoS Hiring Committee update: (Margaret and Leslie) - 3rd member?
 - 2. Hiring school staff (Teresa)
 - iii. Finance
 - 1. Updates on a 5-year projected budget (Teresa) - View and approve - [Updated budget relevant to renting DC](#)
 - 2. Current financial position (Cash on hand, Assets & Liabilities) (Janet) -
 - Board of Directors insurance waived for 30-days during business closings due to COVID19.

10. Old Business

11. New Business

12. Adjournment

Next Meeting: Monday, May 4, 2020 - 6 pm - via WebEx

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.