



**MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING – JANUARY 27, 2019, 6:00 PM**

8601 McAlpine Park Drive
Charlotte, North Carolina 28211

Board Members Present:

- | | |
|-----------------------------|-----------------|
| 1. Cress Barnes (via phone) | 5. Windy Oliver |
| 2. Brenda Bilal | 6. Alison Kling |
| 3. Lanor Dailey | 7. Josh Wheeler |
| 4. Elise Kosofsky | |

Board Members Absent: Aaron Reese

Others Present: Tony Hall, Donna Garrison, Amanda Talbot

PROCEEDINGS

- **Call to Order**
 - The Charlotte Secondary School Board of Directors (the “Board”) Regular Meeting was called to order at 6:10PM by Elise Kosofsky.
 - Roll was called by Alison Kling, and a quorum was noted.
- **Approval of the 11/14/18 Minutes**
 - Motion to approve by Lanor Dailey
 - Second by Josh Wheeler
 - The Members of the Board unanimously approved
- **Discussion and Decisions**
 - **Submission of charter amendment**
 - Will be submitted during first week of February
 - Decision should be returned by end of February
 - **Board succession**
 - Resignations
 - Gwen Shannon
 - Rhonda Houston
 - Current potential new members
 - 2 resumes submitted
 - Board members are asked to review resumes sent out via email for Daniel Crow and Stewart Rowe
 - Board will vote at next meeting – Board members may request a meeting with candidates prior to meeting if they’d like
 - End of year transitions
 - Aaron Reece’s term is ending this year
 - Will need additional new members for Annual Meeting (held in June)
 - The Board’s goal is to have already met with and vetted potential candidates for next year’s board prior to Annual Meeting
 - **Head of school report**
 - Budget Report
 - Updated Budget
 - Intend to come in under budget this year even with additional expenses for:
 - Laptops
 - Busses



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- Advertising
 - Board will follow up with Mr. Levine about amending rent and loan terms
 - Personnel Update
 - High School Art Teacher
 - Resignation of Ms. El Bey (leaving January 31, 2019)
 - Administration conducted several interviews and hired Erica Faison, an experienced art teacher who will be starting this week (1/28/19)
 - Full Time Substitute Teacher Hire
 - Erick Sanchez hired
 - Enrollment update
 - Currently 280 students
 - Buses
 - CSS purchased 2 new buses, which need to be painted
 - The Board will study whether CSS should charge a small amount of money for students taking the bus
 - 1:1 computer update
 - Leasing company will be giving its final approval of financing plan shortly
 - Computers will stay on site
 - Administration is working with tech professionals to build up necessary infrastructure to have additional computers on site
 - Take home program will need to start at beginning of school year
 - **Board Member Concerns**
 - Discussion by Brenda Bilal with administration members on three issues: (1) students who do not have enough food at home and the availability of the school's central pantry; (2) after school program not having enough games; and (3) preparation for end of year testing
 - Board members request more information from administration about how the students are doing, classes being offered and additional updates about the school
- **Committee Updates**
 - **Marketing**
 - Roll out event in December went well
 - Status update on work with Red Cape:
 - Ashley says website will be ready by middle of February
 - He's working on letterhead and has created door hanger in Spanish and a "CSS At A Glance" sheet with new logo – being handed out with application packet
 - Board would like to find out more from Ashley about his targeted marketing plan
 - Updates from Amanda Talbot
 - Last open house was Thursday – 6 families attended
 - Amanda has been giving tours at least 3 times per week
 - The number of lottery applicants is on par with last year even though we have had fewer open houses so far
 - Discussion of the need to intentionally focus on upcoming 9th graders more
 - Idea: Survey 8th grade families
 - WSOC is doing 2 pieces on the school
 - Marketing Committee will meet before next board meeting
 - **Fundraising**
 - Large fundraising event planned for end of lacrosse season (which is on or before mid-May)
 - CSS is looking for chairperson for this fundraising campaign
 - Objective is to raise \$100,000
 - Annual impact campaign



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- Usually raises \$5000 - \$10,000 every year
- Stewart Rowe is interested in serving on board and could potentially help with annual impact campaign
- Typically held in February or March
- Board will look into how to use Red Cape's services for this campaign

- **Closed Session**
 - Motion to enter into closed meeting
 - Motion by Brenda Bilal
 - Second by Lanor Dailey
 - The Members of the Board unanimously approved
 - CSS Board entered into Closed Session to discuss the performance of staff members
 - Termination of two staff members
 - Motion to adjourn closed session
 - Motion by Lanor Dailey
 - Second by Windy Oliver
 - The Members of the Board unanimously approved

- **Executive Session**
 - Requested by Brenda Bilal to further discuss board member resignations

- **Adjournment**
 - Motion to adjourn by Alison Kling
 - Seconded by Lanor Dailey
 - The Members unanimously approved; the meeting was adjourned at 8:08PM

- **Next Meeting**
 - Next Regular Meeting will be March 5, 2019