DRAFT: FOR REVIEW AND APPROVAL AT NEXT BOARD MEETING

MINUTES
PAVE Southeast Raleigh Charter School, Inc.

The Board of PAVE Southeast Raleigh Charter School, Inc. met August 18, 2016 at 12:00 – 5:00 pm for a lunch with Parent Advisory Board and regular board meeting. The meeting was held at 3420 Idlewood Village Drive, NC.

ATTENDEES:

Board Members:

NAME OF DIRECTOR	TITLE (IF ANY)	PRESENT IN PERSON	PRESENT BY TELEPHONE	UNABLE TO ATTEND
J.B. Buxton	Board Chair	x		
Kwan Graham	Trustee	x		
Andrew Lakis	Trustee	x		
Dexter Herbert	Trustee			x
Jacqueline (Jackie) Jones	Trustee			x
Spencer Robertson	Trustee/PAVE-CEO	x		
Crawford Crenshaw	Trustee	x		
Annette Corona	Trustee	x		

Staff and Other Attendees Present:

NAME	TITLE (IF ANY)	PRESENT IN PERSON	PRESENT BY TELEPHONE
Catherine (Cakey) James	Director of Operation-PAVE	x	
Ariana Kanwit	Founding Principal	x	
Stephanie Clark	Director of Operations	x	
Cooper Westendarp	PAVE – COO	x	
Alex Quigley	Executive Director	x	

MEETING ITEMS:

1. CALL TO ORDER AND ROLL CALL

JB Buxton determined that the meeting was duly noticed, that a quorum was present and called the meeting to order. The PAVE SE Raleigh school mission was read.

JB Buxton outlined the objective of the meeting and listed priorities.

2. APPROVAL OF PRIOR BOARD MEETING MINUTES

The Secretary submitted the minutes from the June 28, 2016 regular meeting for review, discussion, and approval of the Board.

A motion was made by Crawford Crenshaw and seconded by Annette Corona minutes listed above be approved as presented. The motion was unanimously approved.

3. DISCUSSION/ACTION ITEM(S)

Public Comment:

Opportunity was presented for public comment. No public comments requested or made.

Lunch with Parent Advisory Board:

Members of the PAVE SE Raleigh Parent Advisory Board provided feedback in the areas of teacher/school staff relationships, class room instruction, community relation, school culture, and overall communication with families.

Governance:

Overview of the PAVE SE Raleigh board committees with assigned chairs and members was given by JB. The committees for the 2016 – 2017 school year are executive committee, academic program, finance, programs and outreach, nominating, and fundraising. (see attachment)

Reviewed board vetting process for new potential board members. The goal is to grow the PAVE SE Raleigh board by 3 – 4 members in the next couple of months.

Board members were presented and asked to sign the Conflict of Interest Policy. Members who were present signed the policy.

A review of the 2016 – 2017 board meeting calendar was discussed and a follow up memo will be sent out by JB Buxton to show which meeting will be in person and which will be done via phone.

4. Items up for PAVE SE Raleigh board vote:

A motion was made by Kwan Graham and seconded by Annette Corona to approve the 2016 – 2017 PAVE SE Raleigh employee handbook. There were no major changes from last year's handbook. The motion was unanimously approved.

A motion was made by Crawford Crenshaw and seconded by Andrew Lakis to approve the 2016 – 2017 PAVE SE Raleigh student/family handbook. There were no major changes from last year's handbook. The motion was unanimously approved.

A motion was made by Annette Corona and seconded by Crawford Crenshaw to approve 11 new employee hires to PAVE SE Raleigh. Resumes and contracts of the new hires were reviewed. The motion was unanimously approved.

A motion was made by Annette Corona and seconded by Andrew Lakis to approve the 2015 – 2016 PAVE SE Raleigh final budget revisions and changes for the Department of Public Instruction. No major adjustments were made. The motion was unanimously approved.

A motion was made by Kwan Graham and seconded by Annette Corona to approve the 2016 – 2017 vendor contracts for the following services: Bus services, food services, external SPED services, DPI bookkeeping services, HVAC services, Landscaping services, Tech services, Fire and Safety services, elevator services, and waste services. The motion was unanimously approved.

A motion was made by Crawford Crenshaw and seconded by Andrew Lakis to approve PAVE SE Raleigh to move the school's bank account from Chase to 1st Republic Bank. Authorize signers on the bank account are Cooper Westerndarp, Spencer Robinson, and JB Buxton. The motion was unanimously approved.

A motion was made by JB Buxton and seconded by Annette Corona to approve the nominating of Ms. Michelle Keaton-Barrow as a new board member of PAVE SE Raleigh. The motion was unanimously approved.

2015 – 2016 Board Evaluation and Training for 2016 - 2017:

Alex Quigley led and facilitated the PAVE SE Raleigh board governance training.

Review: School Leader Report and Focus Areas for 2016 – 2017:

Ariana presented the PAVE SE Raleigh goals and areas of focus for 2016 – 2017 school year. A review was given of goals met for the 2015 – 2016 school year.

5. MEETING ADJOURNMENT

Closing and Commitments:

The next PAVE SE Raleigh board meeting TBD.

A motion was made by JB Buxton and seconded by Kwan Graham that the meeting be adjourned. The motion was unanimously approved.

Respectfully submitted:

Kwan Graham

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Approved on _____, 20___

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_____, President