**Board Minutes for Board of Directors**
**Constellation Charter School of Gainesville**

# Scope Mission

*Constellation Mission: to inspire children's love of learning through academic pursuits, movement, art & nature.*

*BOD Mission: to open & operate CCSG and thereafter keep the school on course with its mission through governance & oversight, in a fiscally & legally responsible & sustainable manner.*

# Table of Contents

7/16/24
7/9/24
6/25/24
6/18/24
6/15/24
6/4/24
5/31/24
5/28/24
5/22/24
5/21/24
5/14/24
4/30/24
4/23/24
4/16/24
4/9/24
4/2/24
3/26/24
3/19/24
3/5/24
2/27/24
2/20/24
2/13/24
1/30/24
1/16/24
1/9/24
12/19/23
12/5/23
12/4/23
11/28/23
11/14/23
11/7/2023
10/24/23
10/17/23
10/10/23
10/3/23
9/19/23
9/12/23
8/22/23
08/15/23
08/08/23
08/01/23
7/30/23
7/25/23

7/18/23
7/11/23
6/27/23
6/20/23
6/13/23
6/6/23
5/30/23
5/23/23
5/16/23 Special topics
5/2/23
4/17/23
4/11/23
4/4/23
3/28/23
3/21/23
3/7/2023
2/28/2023
2/21/2023
2/14/23
2/7/23- Meeting Canceled
01/31/23
01/17/23 General BOD Meeting
1/10/23 General BOD
1/3/2023 General BOD
12/20/2022 BOD Special Topics Meeting
12/13/2022 BOD Work Meeting
12/7/2022 BOD Special Topics Meeting
11/29/2022 BOD Work Meeting
11/16/2022 BOD Special Topics Meeting
11/10/2022 BOD Emergency Meeting
11/01/2022 BOD General Meeting
10/18/22 Special Topics Meeting
10/4/2022 General BOD Meeting
9/21/2022 Special Topics Meeting
09/06/2022: General BOD Meeting
08/17/2022 Special Topics Meeting
08/02/2022: General BOD Meeting
07/20/2022: Special Topics Meeting
07/5/2022 General BOD Meeting
06/29/2022 Last minute meeting to purchase insurance
06/15/2022 Special Topics Meeting
05/31/2022 General BOD Meeting
05/18/2022 Special Topics Meeting

04/26/2022 General BOD Meeting
04/13/2022 Special Topics Meeting
03/29/2022 General Meeting
03/16/2022 Special Topics Meeting
03/01/2022 General Board Meeting
02/27/2022 Special Topics Meeting
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# Meeting Date

- Admin:
  - Facilitator: _; Scribe: _; Timekeeper: _
  - start and end times
  - purpose of meeting?

- Agenda:
  - Check-ins
    - 
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - Vote:
      - 
    - Inform:
    - Discuss:
  - Exigent business
  - Close

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# 4/15/25

- Admin:
  - Facilitator: _; Scribe: _; Timekeeper: _
  - 3:30-5pm
  - purpose of meeting: general meeting
- Agenda:
  - Check-ins
    - 
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business

        - Vote:
            - Annual Calendar (with Contract Days)
            - Annual Salary Schedule changes
            - Approve Annual budget
                - Performance based bonuses
        - Inform:
            - Waldorf Core Principle review (SP)
            - Potential principal candidate (NR)
        - Discuss:
            - *TREAT outreach/fundraiser table. Fundraisers Event Planning document (SM)*
            - Fundraising: amazing give update and Mayfaire - minor fundraiser (SR, SM)
            - *New Systems:* Community communication, teacher handbook additions (SM)
            - Pedagogical committee policy development (SW)
                - Pedagogical expectations for teachers and staff to be sent out and implementation monitored by principal
                - Expectations for teachers and principal are part of the onboarding booklet (SM)
            - HR support team (SW)
                - Job descriptions
            - 2024-25 Compliance Trackers (SW)
            - New Board Candidates (SW)
    - Exigent business
    - Close

# 4/12/25 Annual Strategic Planning Meeting

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - 9:30am-1:30pm
    - purpose of meeting: Annual Strategic Planning
- Agenda:
    - Check-ins
        - 
    - Verse
    - Vote to amend/accept previous meeting minutes:
        - 2/25, 3/11, 3/19, 3/25
    - Ops reports
    - New business
        - Vote:
            - Proposal to amend our meeting minutes format (SW)

- Inform:
  - *TREAT outreach/fundraiser table. Fundraisers Event Planning document (SM)*
  - *Amazing Give update (added by NR, SM? SR?)*
  - *New Systems:* Community communication, teacher handbook additions (SM)
  - Audit (NR)
- Discuss:
  - School Security Training (NR)
  - Pedagogical committee policy development (SW)
  - Fundraising needs (NR)
  - Board response to district letter (SW)
  - HR/Administrative Systems (SW)
  - 2024-25 Compliance Trackers (SW)
  - Composition of Board
    - Ratio of Parents to Educators to Community Members
    - Officer Turnover & Transition of Roles
    - New applicants
  - BOD Operations
    - Approve Annual Performance Review of Principal
    - Annual signing of statement which affirms such person:
      - Has received a copy of the conflict-of-interest policy,
      - Has read and understands the policy,
      - Has agreed to comply with the policy, and
      - Understands the organization is (i) charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes and is (ii) a public charter school subject to applicable state and federal laws and regulations.
    - Conflict of Interest statements for each BOD member
    - Governance training
    - Approval of Annual Calendar (must have Contract Days, refer to Policy Manual section 3.4.1.4.1)
    - Approve Annual Salary Schedule changes
    - Approve Annual Budget
      - Enrollment (NR)
      - Fundraising needs (NR)
      - Performance based bonuses
        - Criteria for performance based bonuses
      - Retroactive payments for any instructional personnel reclassification
      - Rate of compensation for substitute teachers
    - Guidelines & requirements for employment decisions
  - Notifications that are required to be sent to families twice per year:

        - The school will ensure to adequately promote the use of FortifyFL, the mobile suspicious activity reporting tool operated by the State of Florida. The Board with the Principal will ensure that there is a link on the School's website, that at least two newsletters per year will make reference to the service,[1] a poster will be made available on the community bulletin board. In addition, the application will be installed on all mobile devices issued to students, and the site will be bookmarked on all computer devices issued to students.
        - Supervision will be provided for 15-minutes prior and 15-minutes after the start and end of school. [NR1] Parents will be notified of supervision times at least twice per year in writing through the School's newsletter. [2] [3]
      - Discussion of core principles
  - Close

# 3/25 Supplemental BOD Governance Meeting

- Admin:
  - Facilitator: Nicole; Scribe: Shelley, Sarah; Timekeeper: _
  - 3:30-5pm
  - purpose of meeting: to accommodate changes in board composition
- Agenda:
  - Check-ins
    - Shelley, Nicole, Sarah, Amy, Kimberly, James Ivey, Jazmin Calderon-Marquez, Jessica Bacon, Caroline Lane, Olivia Gayton, Sita Marlier
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - Exigent business
    - Vote:
      - Bylaws for officer requirements (SW)
        - ~~Passes unanimously~~
        - *Bylaws cannot be amended until BOD is in compliance with member size
      - Revised budget (NR)
        - Passes unanimously
    - Inform:
      - Resignation of Shelley Rogers (NR)
    - Discuss:

        - Sunbiz amendments (SW)
        - New BOD applicants (NR)
        - Principal search committee (NR/SW)
        - Annual Meeting
    - Close

# 3/19/2025 Supplemental BOD Meeting

- Admin:
    - choose scribe, facilitator, other or roles as needed.
    - 4-5:30 PM
    - purpose of meeting: Discuss and vote on exigent business
- Check Ins and Attendance:
    - Sarah, Shelley, Kimberly, nicole (community: Scott Maloney, Sylvia, Kare, Andrew Peters, Tim, Andrew Ali Hamm, Michael Raburn, Olivia Gayton, sita, vero, victoria, hayley hollobaugh, allison, sean dodds x? x?)
- Verse
- Vote to amend/accept previous meeting minutes
- Follow-up on action items via checking active comments.
- Agenda:
    - Vote:
        - *K. Beall salary change*
            - Unanimous approval
        - *Budget update (after discussion)*
            - Unanimous approval
        - *Finance letter to District (urgent)*
            - Unanimous approval
        - *Leadership Committee*
            - Unanimous approval
    - Inform:
        - *SW return*
        - *Mediated conversation 3/13/24*
        - *Master calendar*
        - *Event planning document from Sita*
        - *Staffing update from KB (NR)*
            - *Interview with Robin - job offered*
            - *Possible substitute teacher, going through background check*
            - *Possible database candidate*
        - **The Amazing Give (SR)*
    - Discuss:
        - *Budget (NR)*
        - *Zoom subscription (NR)*
        - *Schedule committee meetings through the end of FY (NR)*
        - *Audit RFP (NR)*
        - *Communication guidelines (WA, BW, Slack, etc) (NR)*

        - *Open House and Parent Night (NR)*
        - **Strategic Planning (SR)*
        - *Website (Parent Liaison) (NR)*
        - **Board development (SR)*
        - *Furniture/pod (NR)*
    - *Public comment:*
        - Victoria - Concerned about children's safety, wants board to make a decision about Shelley's role on the board.
        - Veronica - WhatsApp conversation, everyone able to have their own opinion, feels that all of these bad feelings will impact children. Appreciation for the board and the time commitment and work.
        - Sean - Notices that it is hard for the board to communicate with each other, conversation doesn't travel at the same speed as the rest of the world.
        - Hailey - Leaving the school due to Board failure to make a decision re: Shelley.
- Wrap:
    - Next actions clear, recorded, and distributed to those doing them?
    - Comment with @your name on action items you have taken on
    - Next meeting:
- Close:
    - closing round of learnings, appreciations, feedback etc. on the meeting

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# 3/11/2025

    - Admin:
        - Scribe:Shelley/Amy, Facilitator: Nicole.
        - 3:30-5pm
        - purpose of meeting: general
    - Check Ins and Attendance:
        - Nicole, Shelley, Amy, Razia, Scott, Christy, Tim, Sita, james, Jordan, Jessica B, Kiara, Sherry, Sean, Kimberly, Joanna, Kelly, Hayley, Celine, Krista, Amanda CH
    - Vote to amend/accept previous meeting minutes
        - 2/18 and 2/19
        - Unanimously accepted
    - Follow-up on action items via checking active comments.
    - Agenda:
        - Vote:
            - Leadership discussion (NR,SR,AS)
                - Passes unanimously
                - Nicole proposes Kimberly Beall as interim principal
                    - Kimberly accepts with caveats
                        - Leadership team

                - Admin, staff member, board member, pedagogical leader, PTA member
                - Kim and Nicole to meet and put a proposal together to present to the board
            - Corrective Action Plan Rubric (SR)
            - Website Language (Vision) (NR)
                - Passes unanimously
        - Inform:
            - Radio Advertising Update (SR)
        - Discuss:
            - Leadership committee (NR)
            - Open House and Parent Night (NR)
            - Strategic Planning planning (NR)
            - Website (Parent Liaison) (NR)
            - Board Development (SR)
            - Upcoming BOD and Committee meeting schedule
        -
    - Wrap:
        - Next actions clear, recorded, and distributed to those doing them?
        - Comment with @your name on action items you have taken on
        - Next meeting:
    - Close:
        - closing round of learnings, appreciations, feedback etc. on the meeting

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# 3/4/25 (meeting canceled)

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Vote:
            - Corrective Action Plan Rubric
        -
    - Exigent business

- Close

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# 2/25/25 Budget/Finance Meeting

- Admin:
  - scribe (Sarah) facilitator (Nicole)
  - start and end times 3:30 pm to 5:00 pm
  - purpose of meeting: Review financial recovery status, budget, and cash flow
- Agenda:
  - Checkins: Nicole, Amy, Shelley, Sarah, Christine Mentis, Amanda CH, Sylvia, Andrew, Scott
  - Financial recovery letter to the district (revised) (NR)
  - Update on CSP grant (NR)
  - Review cash flow (NR)
  - 2526 Budget (Building Hope RFI) (NR)
  - Schedule March BOD General Meeting (third week is Spring Break) (NR)
  - WUFT ad monthly budget (SR)
  - Amazing Give registration = $150 (SR)
  - National job listing ($) (SR)
- Close
-

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# 2/19/2025

- Admin:
  - Razia scribe, facilitator
  - start (8:13 am) and end (8:18 am) times
  - purpose of meeting:Vote on item that was on the consent agenda yesterday 2/18/25)
- Check Ins and Attendance: Shelley Rogers, Nicole Robey, Amy Stodghill, Razia Ali Hamm
- Agenda:
  - Vote:
    - *2024-25 Comprehensive Needs Assessment Report as listed in Consent Agenda of the February Principal's report*
      - *Round of comments and questions - no comments*
      - *Voting Round - no objections.*
        - *Passes unanimously*
- Wrap:
  - Next Action - a board member to create a PDF of this vote so Razia may submit it.

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# 2/18/25

- Admin:
  - choose scribe, facilitator, other or roles as needed.
  - start and end times
  - purpose of meeting:
- Check Ins and Attendance:
  - 
- Verse
- Vote to amend/accept previous meeting minutes
- Follow-up on action items via checking active comments.
- Agenda:
  - Vote:
    - Previous meeting minutes
  - Inform:
    - Liz Beaven school visit 1/27/2025 (NR)
  - Discuss:
    - Public comments - no more than 20 minutes total, 2-3 min per person if needed
    - Leadership discussion (NR,SR,AS)
      - Corrective Action Plan Rubric (SR)
    - Slack (AS)
    - Governance training expirations (NR)
    - Board composition (brief, NR)
      - Board Development Guiding Document (SR)
    - Budgeting for future electricity and lease payment (AS)
    - Parent liaison (NR)
    - HR (SR)
    - WUFT Ad (SR)

- Wrap:
  - Next actions clear, recorded, and distributed to those doing them?
  - Comment with @your name on action items you have taken on
  - Next meeting:
- Close:

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# 1/28/2025

  - Scribe (shelley), facilitator (Nicole)
  - 3:30-5 pm
  - purpose of meeting:
- Check Ins and Attendance:

    - Nicole, Shelley, Razia, Andrew, Amanda Concha-Holmes, Amy
- Verse
- Vote to amend/accept previous meeting minutes
- Ops Reports
    - BOD Business: Admin, Facilities, P&P, Recruitment
    - Culture & Festivals
    - Curriculum
    - Finance: Budget, Financing, Grants
    - Fundraising
    - IDEA & Outreach
    - Staff Search
- Follow-up on action items via checking active comments.
- Agenda:
    - Vote:
        - Meeting minutes
            - Passes Unanimously
        - Principal's Report
            - Proposed Out of Field Teacher - 3rd Grade
            - Passes Unanimously
            - 2025-26 Enrollment Cycle Proposal
            - Passes Unanimously
    - Inform:
        - Pedagogical update (SP)
            - Working with possibility of farm trip grade 3
            - man and animal field trip with grade 4
            - Olympiad with grade 5
                - Tabled for a future meeting
        - Enrollment update for next year?
            - Principal report
    - Discuss:
        - Discussion about Principal role, erosion of trust from the Board, and a discussion about whether to renew the Principal contract, terminate now with a plan for transition, or other action.
            - NA:  Board members to reflect on their thoughts about the role of the Principal tenure;
            - NA:  Principal to be prepared to respond to a variety of decisions the Board may make
            - NA:  Shelley to inquire with CSU about what happens if a board resigns
        - Board membership, time to begin process, identification of possible members. Board membership packet  (SP)
            - Board members expressed that they may no longer wish to stay on the board.
            - This agenda item will be extensively discussed in a future meeting
            - NA: Shelley to reach out to FCI
        - Leadership team (SP)

            - Can this be brought back? Do we have the capacity and time?
            - Tabled for a future meeting
        - Payment to River Phoenix how much can we send? (SP)
            - Tabled for a future meeting
        - Marianna would like to offer a week long summer camp, how much for 1 classroom to rent? What does the school need from her and Abu (SP)
            - Tabled for a future meeting
        - Committees (AS)
            - What can we honestly commit and put on the calendar
                - Tabled for a future meeting
        - Slack (AS)
            - Tabled for a future meeting
        - Electricity for next year (AS)
            - Tabled for a future meeting
        - Cell phone/device policy (AS)
            - - NA - Razia to look at where we are with this

- Wrap:
    - Next actions clear, recorded, and distributed to those doing them?
    - Comment with @your name on action items you have taken on
    - Next meeting:
- Close:
    - closing round of learnings, appreciations, feedback etc. on the meeting

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## Enrollment Update

11/5/24

- First grade - 16
- Second grade - 18
- Third grade - 11
- Fourth grade - 22
- Fifth grade - 18
- Sixth grade - 9
- Seventh grade - 5

- Total Enrollment - 99

# 12/17/24

- Admin:
    - Scribe: Shelley
    - Facilitator: Nicole
- Check Ins and Attendance:
    - Nicole, Shelley, Amy, Razia, Andrew, Jessica
- Verse
- Vote to amend/accept previous meeting minutes

    - Passes unanimously
- Ops Reports - *Please read Ops reports before meeting and bring any questions or concerns*
    - BOD Business: Admin, Facilities, P&P, Recruitment
    - Culture & Festivals
    - Curriculum
    - Finance: Budget, Financing, Grants
    - Fundraising
    - IDEA & Outreach
    - Staff Search
- Follow-up on action items via checking active comments.
- Agenda:
    - Vote:
        - Consent Agenda
            - Proposed out of field - instructional staff
                - Passes unanimously
            - Proposed Policy for Disciplinary Action
                - Passes unanimously
                - Progressive Discipline Policy for Addressing Violations of School Safety Requirements
                - Progressive Discipline Procedures for School Safety Violations
                - School Safety Violation Tracker Description
                    - Next Action: Razia to develop a progressive action policy for safety violations for volunteers
                    - Next Action: Razia to implement training schedule & operational support procedures for school safety/locking doors properly
                    - Next Action: Razia & Tim to codify data and present analysis to staff to improve safety operations
                    -
- Inform:
    - December Principal's Report
        - Enrollment
        - Academics and Programs
            - Language
            - Title 1
            - Aftercare
            - Assessments/Data
            - Teaching/Curriculum Needs
        - Staffing
            - Openings
            - New Hires
            - Future New hires

            - Professional Development
            - School Climate
            - Principal Concern
        - Safety & Security
            - Incidents
            - Preventative Action
        - Facilities
            - General Needs
            - Future Planning
        - Budget
            - Actions Needed
            - Reports
            - Upcoming Report
            - November Financials
            - Concerns - FL Classroom Allocation
        - Engagement
        - Other
            - CSP grant status - sent quotes that were missing; moving forward with next steps
- Discuss:
    - Winter Assembly & Social
    - Exigent business
    - Close

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# 11/20/24

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - 3:30-5pm
    - purpose of meeting: general
- Agenda:
    - Check-ins: Nicole, Shelley, Sarah, Razia, Sylvia, Andrew, Amy
    - Verse
    - Vote to amend/accept previous meeting minutes
        - Vote to amend/accept previous three meeting minutes (11/12, 11/5, 10/29)
        - Passes unanimously
    - Ops reports
    - Vote:
        - Meeting minutes
            - Shelley's proposed 10/29 meeting minutes edit:

        - “There were no witnesses to the pertinent substance of the grievance and the staff member resigned before the situation could be addressed further. The result is there was inconclusive evidence of wrongdoing by the Principal. From now on the Board recommends that the Principal hold no one-on-one meetings without the option of having another person present, preferably after school and especially not in the mornings before classes start for instructional personnel. The board has closed the matter and will work with the Principal collaboratively to continuously improve as framed by our evaluation process.”(SR)
            - Passes unanimously
            - Next Action:  Razia to develop a protocol for potentially high-tension HR meetings to present at January meeting
    - Corrective action plan edit (SW)
        - NA: Razia to implement the staff survey tool to attain maximum response rate
        - NA:  Nicole & Shelley to write a letter to staff explaining next steps of Corrective Action Plan (send to Razia tonight)
        - Passes unanimously
    - Finance issue to SBAC (SW)
        - Need to send corrective action to SBAC on finances by 12/1/24
        - NA: Nicole, Sarah & Razia to form a committee draft a finance report to meet the requirements of SBAC
        - NA: Committee to determine meeting schedule & publish appropriately
    - Board Committees Proposal (SR)
        - NA: Sarah to update calendar and publish meetings & send invites appropriately
        - Passes unanimously
- Inform:
    - Principal report (RAH)
        - Individual or committee to complete?
        - Special meeting to review?
        - NA:  Razia to start implementing Principal Report and Consent Agenda for December Board meeting and deliver to Board 1 week in advance (12/10/24)
- Discuss
    - Staff Survey review
    - Finance committee meeting/report to send to district (SW)
    - Enrollment timeline - policy manual (SW)
        - Razia amended enrollment flyer; needs date
        - NA: Sarah to email WUFT to purchase 4 15-second ads and get them placed (shelley can help copy edit)
    - Task accountability policy for board and principal (SW)

                - NA:  Sarah to ask CSU about finalizing scoring of evaluation rubric and voting process for compliance
                - NA: Sarah & Shelley to form a committee to finalize Principal evaluation process
            - Fundraising (SR)
                - Upcoming opportunity with “Giving Tuesday”
                - NA:  Sarah to work with Sita on a Giving Tuesday post with our GoFundMe link
            - Winter Spiral & Winter Assembly/Faire
                - DRAFT Sign-up genius for Spiral
                - DRAFT Sign-up genius for Assembly
                - Assembly 1-3 pm
                - Social 3-4:30 pm
            - Calendar check (SR)
    - Exigent business
    - Close

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# 11/12/24

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - 3:30-3:45
    - purpose of meeting: voting on budget

- Agenda:
    - Check-ins
        - Nicole, Shelley, Sarah, Amy, Razia, Andrew, Jessica
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - Vote:
        - Budget 2425
            - Passes unanimously; amy not present but ¾ of board present
            - NA: Sarah to save to pdf and send to district
        - Staff survey
            - Passes unanimously; amy not present but ¾ of board present
            - NA: razia to send to staff
    - Principal evaluation (SW)
        - Interviewing will be completed by tomorrow afternoon
        - Needs to be scored - part is inapplicable
        - NA: sarah to cc razia and ask csu about scoring
        - NA; razia to email principals of local charters
    - Exigent business
    - Close

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# 11/5/24

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - 3:30-5p,
    - Monthly budget meeting
- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
    - Vote:
        - HOLD - To approve the current budget and send to the district with the caveat that we continue to work on it (SW)
            - NA: Sarah to schedule a 15 minute meeting to hold this vote next week
    - Inform:
        - Staffing and Budget Report (RAH)
            - Flyer follow up- to have been sent out by today 11/5
            - Radio marketing - WUFT
            - NA: Razia to finalize Flyer follow up & send out by today 11/5
            - NA:  Sarah to create a document for compiling questions for Ginger Stanford meeting on 11/14; include question about Class Teacher Spending allocation (also how title 1 etc are calculated; and one mill "Question about using one-mil funds to pay a fraction of classroom teacher salary if the teacher is incorporating music and art in the classroom")
        - Reminders - upcoming meetings-  Christine from csu tomorrow 11am and 11/15 11:30-1 at constellation, budget meeting with district 11/14 11:30-12:30, meeting with Brenda Maynard 11/14 4pm at constellation (SW)
        - Update on CSP grant (SW)
        - Review October cash flow and November projections - budget (NR)
            - Can we find a way to add staff to pickup lunch?
            - NA:  Razia to follow up with Mary Goral about expenses for 8th grade curriculum - ask for it one at a time
            - NA:  Razia to ask Tierra to do pre-register for budgeting for end of November
            - NA: Sarah & Nicole to go through to determine what our spending should be each month until the next changes come from the district
        - Understanding of our expected FEFP income and how it may change over the course of the year - especially with adjustments later in the year (NR)
            - NA:  Sarah to send the updated budget to the district prior to 11/14

meeting
            - NA:  All board members to review the budget line by line prior to the next board meeting
        - Bridge loan (RAH)
        - Florida Charter school conference (RAH)
    - Exigent business
        - Board drive organization if time permits (SW)
    - Close

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# 10/29/24

- Admin:
    - Facilitator: SW Scribe: NR
    - 3:30-5pm
    - purpose of meeting: general
- Agenda:
    - Check-ins: Sarah, shelley, nicole, razia, amy, allan, andrew, kristie, sherry, tim, kiara, nicholas, jessica
    - Verse
    - Vote to amend/accept previous meeting minutes
        - Passes unanimously
    - Ops reports
    - New business
        - Steps to mitigate board burnout (vote on rotating schedule for tasks) (NR)
            - Board email/bank checking monthly rotation
            - NA: Sarah to start in November and pass to next person at the end of November
        - Proposal to Amend Board Meeting Schedule - Monthly Meetings (SR)
            - Amendment: maintain monthly budget meeting, so 2x month, with regular meeting extended to 5:30. So next week is budget meeting, then regular meeting two weeks later
            - NA: razia will extend invitation for a long term charter school principal to share her expertise and experience on school/ principal/board interface and what are normal HR issues.  She is available on November 14th - staff meeting. (rah)- Complete - see below
            - NA: amy to update website calendar
            - NA: amy to make tutorial for updating calendars and link here
            - Passes unanimously
        - Proposal to Contract with Kristina Rodriguez to Complete Principal Evaluation (SR)
            - Kristina and Sarah and Razia to schedule time to complete
            - Came up in meeting with dana from CSU
            - NA: razia to send availability to kristina - complete
            - NA: sarah to add portion of next week's meeting to board drive

        organization
        - NA: razia to organize drive on school side with board emails
    - Corrective action plan proposal (SW)
        - Goal for staff to be able to come to the BOD for non-operations-related concerns
        - 12 week time frame amendment
        - NA: sarah to ask csu for template survey for pulse check
        - NA: Razia to reach out to Brenda Maynard- done; confirmed for 4:00 on 11/14/24 - she will come in person to Constellation
    - Cell Phone and Device Use Proposal (RAH)
        - Policy manual section 4.8
        - Family handbook says only don't bring cellphones
        - NA: Razia to update family handbook and bring to the next board meeting for a vote
    - Staff search (RAH)
        - 5th grade - Emily Zawoy
        - ESE/Title I - Jazmin Calderon-Marquez
        - 4th grade - good prospects but they need more than we are offering; offered to Jessica Bacon - under consideration - would need to pursue certification.
    - Enrollment update (RAH)
    - CSP grant update (SW)
    - At the district level charter school principal meeting today our school was commended for being the school that had the most requested reports and documents in by the due date. (rah)
    - Website volunteers - have reached out - needed to postpone meeting (rah)
    - School roadmap (SW)
        - NA: Board members to review roadmap and governance tracker
    - School leadership/culture/grievance update (SW)
        - Staff letter concerns
        - NA: Sarah to check with staff-member to see if they want board participation in the follow-up
        - Part 1 of grievance A - incident - resolution
            - No decision, griever is no longer at the school, no third party witnesses. Razia requests a concluding statement of no wrongdoing found.
            - No one-on-one meetings will be required without option of another person present
        - Part 2 of grievance A/grievance B - school culture
            - Fact finding conclusion resolution (see proposal for corrective action plan)
            - Update on mediation meeting
                - Scheduled for tomorrow, Wednesday, 10/30/24 at 4:30-6:30
            - CSU deep dive in January - School Review
            - Board/Principal role workshop with Christine

                - Anonymous surveys every 2 weeks
                - “Ambassador” staffmember to be present if anyone is uncomfortable
                - Staff letter
                    - Attach the grievances
                        - Vote: Approved unanimously
                        - NA: Board and Razia to look at grievances and identify information to be redacted - Complete
                - Public record requests (SW)
                - Public record request of JW’s grievance - there are elements that should be redacted to stay in compliance. (rah)
            - Student recruitment (tours, advertising) (NR, SW)
                - Open houses - first wed. of the month from 12-1pm - 5 person limit - beginning november 6. PTA will be helping with staffing
                - WUFT rates in board@/razia@
            - Classroom teacher teacher transition (NR, SW)
                - Classroom update
            - Staff meetings - board presence (SW)
            - Upcoming fall/winter events (SW)
                - Festival of Compassion/Lantern Walk
                - Winter garden/spiral
                - Winter assembly/faire
            - Slack for communication (RAH)
    - Exigent business
    - Close

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# 10/22/24

- Admin:
    - Facilitator: Shelley; Scribe: Sarah; Timekeeper: _
    - 3:30-5pm
    - purpose of meeting: general
- Agenda:
    - Check-ins and attendance
        - Sarah, Nicole, Amy, Shelley, Razia, Jessica B, sylvia - sherry, nash, allan, amanda ch, amy, andrew, brook, caro, caroline, dominique, emily, irina, jazmin, joanna, jordan c, jordan w, kathleen, kelly, kiara, krista, kristie, maria f, nicholas, nicole p, peter l, scott, sita, tim, whitney
    - Verse
    - Vote to amend/accept previous meeting minutes
        - Unanimously accepted
    - Ops reports

- Vote:
  - Approve 990 for submission (NR)
    - Unanimously accepted
    - NA: nicole to send kim our voted acceptance
- Inform:
  - Quarterly DOR filing (NR)
    - Nicole has filed
  - November calendar (NR)
    - Jazmin Calderon-Marquez will be joining as a class teacher; more interviews for aftercare scheduled.
    - Aftercare: search continues
    - Nicole suggests request for volunteers to assist aftercare
    - NA: board and staff to review November calendar
  - Schedule November budget meeting (NR)
    - NA: sarah to add to 11/5 agenda, unless there is a need for a special budget meeting
  - Fact finding committee results (NR, SR)
    - Discuss:
      - Schedule November budget meeting (NR)
        - NA: sarah to add to 11/5 agenda, unless there is a need for a special budget meeting
      - Waldo Fall Festival (SW)
        - NA: volunteers to follow up on waldo fall festival; sarah to follow up with amanda on crafts
      - Teacher search update (SW)
        - NA: Shelley to follow up with aftercare signup genius
        - NA: razia and kiara to connect about college of ed contact
      - Social media and website management (SW)
        - NA: razia to connect with amy for website
        - NA: sarah to search for csu message
        - NA: Razia and board to meet with dana on 10/28 to workshop budget as well
      - Fact finding committee results (NR, SR)
        - Recap of fact finding committee process
          - 15/17 staff members interviewed
          - Done in response to two grievance letters shared with the board of directors regarding concerns with workplace environment; one was prompted by a specific interaction with their employer that made them feel threatened and unsafe
          - Everyone interviewed responded that they loved the beauty of what is happening at the school
          - 11/17 reported being near burnout

        - 10/17 reported division among the staff
        - 8/17 repeated positive working relationship with leadership
        - 7 reported issues with lack of experience in leadership
        - 7 reported issues with leadership style contributing to dysfunction
        - 6 said they were upset over how others were treated
        - 5 had egregious concerns
        - 5 said/implied they would quit over concerns of workplace environment/leadership
        - 5 mentioned micromanaging/ineffective delegation of work
        - 4 mentioned fear of speaking/negative consequences/lack of response to speaking out
        - 1 person said they quit over workplace environment
      - Sylvia is arranging meeting of staff for River Phoenix Center for Peacebuilding
        - During staff meeting after Mr. Wilson's resignation she heard that the staff present were feeling overwhelmed and yet also committed to their kids. Unfortunately also clear was a division among staff members. Sylvia is working on a meeting on a saturday with staff and board invited to a mediated event with a Phoenix center professional mediator.
        - We are all committed to the same vision for this school and need to model doing difficult interpersonal work for our children
      - NA: Shelley and Nicole as fact finding committee extension to send out anonymous survey no later than 1 week after mediation to confirm staff
    - Waldo Fall Festival (SW)
  - Exigent business
  - Close

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# 10/15/24

- Admin:
  - Facilitator: NR; Scribe: SW;

    - 3:30-5pm
    - General meeting
- Agenda:
    - Check-ins: Nicole, Sarah, Tim, Razia, Amy, Peter Levitov, Sherry Belliveau, Kiara, Caroline Lane, Whitney Wagner, Kimberly, Allan Bacon, Andrew Ali Hamm, Scott, Joanna Reilly Brown, Sean dodds, Robin butkovitz, jessica bacon, kristie, amanda concha-holmes
    - Verse
    - Vote to amend/accept previous meeting minutes
        - Unanimously accepted
    - Vote:
        - Updated policy manual with amendments
            - Approved unanimously (4 voting board members)
            - NA: sarah to submit to CSP grant site and upload
        - Fact finding committee (NR)
            - With intent to gather information about shortcomings as an organization
            - NA: sarah to reach out to CSU about fact finding process
            - NA: shelley to head the committee
            - NA: Sarah to email board list of principals
    - Inform:
        -
    - Discuss:
        - Grievance investigation findings (NR, SR)
            - As many fourth grade parents have joined, Nicole reviewed the grievance process in general
            - Teacher resignations (SW)
                - What is prompting the staff turnover? How can it be addressed
                - NA: board of directors to create fact finding committee
                - NA: razia to look at challenges in role and share a spreadsheet
    - Exigent business
    - Close

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# 10/1/24

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - 3:30-5pm
    - purpose of meeting: general

- Agenda:
    - Check-ins
        - Nicole R., Sarah W., Shelley R., Razia A.H., Kristie E., Javier L., Jessica

B.

- Verse
- Vote to amend/accept previous meeting minutes
  - Unanimously accepted
- Ops reports
- New business
  - Updated policy manual with amendments (SW)
    - Approved unanimously (all 4 voting board members)
  - Inform:
    - CSP grant (SW)
      - Sarah to attend school board meeting today, application due October 3
      - NA: SW to submit application prior to deadline
    - Aftercare (SW)
      - Check in on status, staffing
      - NA: Continue advertising on Indeed (AS)
    - Classroom volunteers
      - School will have a class-specific policy
      - Need to be realistic about what teachers can manage/administrate vs office
      - NA: Razia to check in with teachers at a staff meeting, develop procedure with teachers and communicate it to families
  - Fact finding committee (NR)
    - With intent to gather information about shortcomings as an organization
    - NA: Nicole and Shelley to complete fact finding and bring to next meeting; board members to try and attend in person
  - Email from teacher
    - NA: Razia to find out from the district, the attorney, insurance agent, and the CSU how the school can fulfill this request from a parent (specific staff members not to be with a student one on one). Find out what the school's policy should be about staff one on one with students based on statutes and best practices.
  - Enrollment
    - Currently 98
    - Marketing efforts - too late for October survey but we need to do this.
    - Possibly free to advertise on NPR as a non-profit
    - NA: Sarah to reach out to NPR about free ad placement
  - Curriculum
    - NA: Razia to partner with APWE to create the Folder in APWE's drive for stories for all grades.
    - NA: Sylvia to reach out to MG about deficiencies teachers are finding and if she can help fill them.
  - Fourth grade teacher (SW)
  - Budget virtual monitoring (NR)

            - Randomly selected bank transactions to review; Nicole assembled; questionnaire was attached but seems odd and difficult to answer
            - NA: Razia to meet with Mr. Buie to understand what is being asked
            - NA: Nicole to send formatted questionnaire to Razia
    - Exigent business
    - Close

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# 9/24/24

- Admin:
    - Scribe (Shelley/Amy), Facilitator (Nicole)
    - 3;30-5pm
    - purpose of meeting: general

- Agenda:
    - Check-ins
        - Nicole, Shelley, Amy, Razia, Jessica
    - Verse
    - Vote to amend/accept previous meeting minutes (9/12, 9/17, 9/18)
        - Approved (3 members present)
    - Ops reports
    - New business
        - Custodian of Public Record - Secretary (SW)
            - No objections - Sarah appointed Custodian of Public Record
            - NA:  Sarah to obtain training for the Custodian of Public Record (see CSU resources)
        - Fact finding committee update (NR, SR)
        - Mary Goral curriculum (NR)
        - Public records request (SW)
        - Principal Evaluation (SW)
        - Policy on Ethical Conduct of Instructional Personnel & School Administrators (SR)
        - After Care & Summer Programming Development committee (SR)
        - Fundraising event idea (SR)
    - Exigent business
    - Close

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# 9/18/24

- Admin:
    - choose scribe, facilitator, other or roles as needed.

- 5:00-5:15pm
- purpose of meeting: emergency meeting - another grievance filed

- Agenda:
  - Check-ins: Razia, Sarah, Shelley, Nicole, Amy
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - Another grievance was filed with the BOD (SW)
    - Kristina has resigned the BOD (SW)
    - Public record request for grievance-related information (RAH)
    - Grievance team/appointee (SW)
  - Exigent business
  - Close

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# 9/17/24

- Admin:
  - choose scribe/facilitator: SW
  - 3:30-5
  - purpose of meeting: general
- Agenda:
  - Check-ins: Sarah, Razia, Shelley, Sylvia, Jessica, Javier, Kristina
  - Verse
  - Vote to amend/accept previous meeting minutes (8/27,8/29, 9/3, 9/10)
    - Unanimously accepted
  - Ops reports
  - New business
    - Grievance Process Amendment Proposal(SW)
    - CSP Grant Phase II Application (SW)
    - CPR certification (SP)
    - Meeting minutes format (NR)
    - Food service & Crucial Volunteer Needs (SR)
    - Fundraising & Mission Moment Events (SR)
    - Grievance policy in family handbook (SW)
    - Employee complaint legal procedures (SW)
  - Exigent business
  - Close

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# 9/12/24

- Admin:
  - choose scribe, facilitator, other or roles as needed.

- 10:30-11:15am
- purpose of meeting: emergency meeting - grievance filed

- Agenda:
  - Check-ins - Kristina, Sarah, Razia, Shelley, Nicole
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - Grievance process update (SW)
  - Exigent business
    - Grievance with Principal filed with BOD (SW)
  - Close

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# 9/10/24

- Admin:
  - choose scribe, facilitator, other or roles as needed.
  - 3:30-5pm
  - purpose of meeting: security meeting (closed to public)
- Agenda:
  - Check-ins
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - Security update (RAH)
  - Exigent business
  - Close

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# 9/3/24

- Admin:
  - Facilitator: _; Scribe: _; Timekeeper: _
  - 3:30-5pm
  - purpose of meeting: Budget Meeting (1 pta item)

- Agenda:
  - Check-ins: Nicole, Sarah, Kristina, Shelley, Razia, Jessica, Sylvia, Amy, Nicole D, Amanda CH
  - Verse
  - Vote to amend/accept previous meeting minutes

    - Ops reports
    - New business
        - Parent Liaison (KR) - 10 mins
        - Meeting times (SW)
        - Budget review/reconciliation for August (SW, NR, AS) 40 mins
        - PTA communication document (ACH) - 20 mins
        - Whatsapp Communication (KR)
        - Roadmap review (KR) 15 mins
        - CSU Conference signups (SW)
    - Exigent business
    - Close

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# 8/29/24

- Admin:
    - Scribe: SW
    - 6:30-7:00pm
    - emergency budget meeting

- Agenda:
    - Check-ins:Sarah, Kristina, Shelley, Nicole, Razia
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - One Mill Update (NR)
    - Exigent business
        - Bridge loans (NR)
        - GoFundMe (NR)
        - CSP Grant Team (SW)
    - Close

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# 8/27/24

- Admin:
    - SW Facilitating
    - KR scribe
    - 3:30-5pm
    - purpose of meeting: general meeting
- Agenda:
    - Check ins: kristina, sarah, amy, amanda concha-holmes, jessica, sylvia, Shelley,

razia
- Verse
- Vote to amend/accept previous meeting minutes
  - Unanimously accepted
- Ops reports
- New business
  - Parent liaison role (KR) (14 minutes)
  - PTA (Amanda Concha Holmes, Nicole Dodds) (15 mins)
  - CSP grant - Stage 2 (SW) (5 mins)
  - Activities, Festivals & Fundraisers Calendar (SR) (5 minutes)
  - How we say goodbye (AS) (5 minutes)
  - Employee handbook/Family handbook (KR) (5 minutes)
  - Compliance (KR) (10 mins)
- Exigent business
  - Monthly Budget reconciliation with cash flow doc (SW, AS) (5 minutes)
- Close

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# 8/20/24

- Admin:
  - 3:30-5:00pm
  - purpose of meeting: general

- Agenda:
  - Check-ins: Kristina, Nicole, Amanda CH, Sarah, Amy, Razia, Jessica
  - Verse
  - Vote to amend/accept previous two meeting minutes
    - Passed unanimously
  - Ops reports
  - New business
    - PTA vs parent volunteer hours (NR)
    - Parent Liaison (KR)
      - Moved to next week
  - Exigent business
    - Allocate classroom resource funding from 23/24 for pedagogical supplies (NR)
    - *Principal Evaluation Process Update (KR)*
    - How we say goodbye (AS)
    - Aftercare update (SW)
  - Close

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# 8/13/24

- Admin:
  - 3:30-3:45
  - purpose of meeting: budget vote
- Agenda:
  - Check-ins: Shelley, Sarah, Nicole, Kristina
  - Verse
  - New business
    - Ratify final 23-24 budget for audit (NR)
      - Passed unanimously
  - Exigent business
    - Board needs to respond to audit letter (NR)
      - Letter submitted (NR)
  - Close

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# 8/6/24

- Admin:
  - Scribe: SR Facilitator: SW
  - 3:30-5
  - purpose of meeting: general
- Agenda:
  - Check-ins: Razia, Sarah, Kristina, Shelley, Amanda CH, Amy Raburn, Nicole, Jessica, Sylvia, amy
  - Verse
  - Vote to amend/accept previous meeting minutes
    - Unanimously accepted
  - Ops reports
  - New business
    - PTA update (PTA officers)
      - Reminder of the mission of PTA
      - Open House
      - Leadership is going by “council” vs board
      - First day of school planning
      - PTA/board communication
      - Hot lunch pickup
    - Signatures for notes (NR)
    - UNISIG funds meeting (SW)
  - Exigent business
    - Transportation (SW)
    - Aftercare (SW)
    - Conflict of interest form; still need kristina and amy? (SW)
    - Finance update (NR, SW)
  - Close

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# 7/30/24

- Admin:
  - Scribe:  Kristina/Shelley; Facilitator:  Sarah/Nicole
  - 3:30-5
  - purpose of meeting:

- Agenda:
  - Check-ins: Sarah, Kristina, Shelley, Jessica, Sylvia, Nicole D., Nicole R.
  - Verse
  - Vote to amend/accept previous meeting minutes
    - Passed Unanimously
  - Ops reports
  - New business
    - Annual Calendar (SW)
      - Needs contract hours
    - PTA:
      - Food pickup support
      - Decision making process
      - Principal involvement
      - Teacher Involvement
      - Festivals/Activities calendar
      - Appreciation for PTA
    - Principal professional development framework (KR) - 30 mins
      - Table until after 8/7/24
    - Updated budget proposal (SW, NR)
    - GoFundMe Fundraising Proposal (NR)
  - Exigent business
    - Principal Update
      - Enrollment update: 102/120
      - School improvement plan
    - Budget and Audit update (NR)
    - Aftercare update (SW requests RAH)
    - School grade update (SW requests RAH)
    - Annual Meeting [2024] Agenda (SW, SR)
    -
  - Close

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# 7/23/24

- Admin:
  - Scribe: Shelley, Facilitator: Sarah
  - start and end times: 3:30-5 pm
  - purpose of meeting: general, budget
- Agenda:

- Sarah, Nicole, Kristina, Shelley, Razia, Ms. B, Jess, Whitney, Jordan, Amy
  - 7/18/24 Meeting & 7/16/24 Meeting - unanimously approved
- Verse
- Vote to amend/accept previous meeting minutes
- Ops reports
- New business
  - Principal professional development framework (KR) - 30 mins
    - Moved to next week
- Exigent business
  - Aftercare update (RAH) - 5 mins
  - Financial Audit update (SW, AS, RAH, NR, SR) - 5 mins
  - Budget, staffing - 30 mins (SW)
  - Annual Meeting 2024 Agenda - 10 mins (SR)
  - Response plan to district letter (SW) - 5 mins
  - Policy development (SW, SR) - 5 mins
- Close

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# 7/18/24

- Admin:
  - Scribe: Shelley, Facilitator: Sarah
  - 11 am - 1 pm
  - purpose of meeting: policy development & calendars

- Agenda:
  - Check-ins
    - Sarah & Shelley
  - New business
    - Planning Annual Meeting (SW)
    - Policy Development: snags of operations that policies could alleviate (SR)
    - Calendar planning (SR)
  - Exigent business
  - Close

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# 7/16/24

- Admin:
  - Scribe: Shelley, Facilitator: Sarah
  - 3:30-5:00
  - purpose of meeting: general
- Agenda:
  - Check-ins

    - Verse
    - Vote to amend/accept previous meeting minutes
        - Passed unanimously
    - Ops reports
        - Principal's Report
    - New business
        - Principal Evaluation Tool Proposal-KR
            - Passed unanimously
        - After reviewing Christine's slidedeck, I was wondering how I can access the CSU trainings. (KR)
        - professional development framework for our work as supervisors of Razia (KR)
        - Ginger Stanford letter
        - Brightwheel vs. procare
        - Annual Meeting Agenda Template (SR)
        - Computers needed (RAH)
        - Master Calendar (RAH)
        - Signup genius (SR)
        - School entry point security (RAH)
    - Exigent business
        - End of year message sent (RAH)
        - CSP grant submitted (SW/NR)
        - Bylaws - calendar of monthly responsibilities of BOD/officers (SW)
        - Aftercare update (SW)
    - Close

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# 7/9/24

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - 3:30-5:00
    - purpose of meeting: general
- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - CSU In-person meeting - governing board transition (Razia and Sylvia on zoom)
        - Brightwheel vs. procare
        - Bylaws - calendar for monthly responsibilities of BOD/officers (SW)
        - End of year message/grades deadline (SW)
        - Budgeting for august - positions/salary (SW)

        - Aftercare update (SW)
        - Master Calendar (RAH)
        - Signup genius (SR)
    - Exigent business
        - CSP application submitted (SW, NR)
    - Close

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# 6/25/24

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - 3:30-5:00
    - purpose of meeting: general

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous three meeting minutes
    - Ops reports
    - New business
        - Principal report (RAH)
        - CSU representative to speak about transitioning to a governing board from a working one
        - CSP grant application (SW)
    - Exigent business
        - Aftercare update (SW)
        - Facility tracker (SW/SP)
        - Summer communication (SW)
        - Grades/main lesson books/student work (SW)
    - Close

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# 6/18/24

- Admin:
    - Scribe (Sarah/Shelley), Facilitator (Nicole)
    - 3:30-5:00
    - purpose of meeting: general

- Agenda:
    - Check-ins
        - Nicole, Shelley, Sarah, Razia, Amy, Jessica, whitney, jordan

    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Principal update (RAH)
        - RSF loans and TWIG (SW)
        - Plan for getting 5th grade and music room ready (rah)
        - Rainy Day Fund % for next year (RAH)
        - Waldo Fall Festival - (SP)
        - Mission Moment Events 24-25 to develop a pipeline for donor cultivation (SR)
    - Exigent business
        - Waldorf study plan - bod, staff, and families (SW)
        - Facility plan (SW)
    - Close

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# 6/15/24

- Admin:
    - Facilitator: Nicole/Sarah Scribe: Shelley
    - 10:30-3pm
    - Quarterly strategic planning meeting

- Agenda:
    - Check-ins
        - Amy, Kristina, Shelley, Nicole, Sylvia, Razia, Sarah
    - Verse
    - Ops reports
    - New business
        - Fundraising (SR)
        - Vote: budget for submission to ACPS
            - Unanimously accepted
        - Current State Mapping Exercise (SR)
        - Values - Mission, Vision, Values
        - Core Principles of Waldorf Education
        - Ideal future staff composition of roles (SW)
        - Board work
        - Facility Vision
        - Reputation
    - Close

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# 6/4/24

- Admin:
  - Scribe (Shelley), Facilitator (Sarah)
  - 3:30-5:00
  - purpose of meeting: general

- Agenda:
  - Check-ins
    - Sarah, Nicole, Shelley, Razia, amy, Javier, Sherry, Amanda Schmidt, Kristie, Tim, Kristina, Jessica, jordan
  - Verse
  - Vote to amend/accept previous <u>two</u> meeting minutes
    - Passed unanimously
  - Ops reports
  - New business
    - Progressive discipline policy (SW)
    - 24/25 annual calendar (NR)
      - Passed unanimously
  - Exigent business
    - Budget must be submitted to district by 6/17 (NR)
    - HR needs (SW)
    - Strategic planning agenda (SW)
    - Aftercare for next year (SW)
    - Rental update
    - Need for additional admin support this summer (RAH, SP)
    - Evaluations (KR)
    - Aftercare staff conversation (JW)
  - Close

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# 5/31/24

- Admin:
  - Special topics meeting to vote on Hiring Procedures Document
- Check Ins and Attendance:
  - Shelley, Sarah, Kristina, Nicole
- Verse
- Agenda:
  - Vote:
    - Constellation Recruiting & Hiring Staff Procedures
    - Accepted unanimously
- Wrap:
  - Next actions clear, recorded, and distributed to those doing them?
  - Comment with @your name on action items you have taken on
  - Next meeting:

- Close:
  - closing round of learnings, appreciations, feedback etc. on the meeting

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# 5/28/24

- Admin:
  -
- Agenda:
  - Check-ins: Kristina, Jessica, Nicole, Sarah, Razia
  - Verse
  - Vote to amend/accept previous twp meeting minutes
    - Unanimously accepted
  - Ops reports
  - New business
    - BOD Vision Meeting Agenda 6/15(SW)
    - *Constellation Charter School Roadmap (2023-2024)* (KR)
  - Exigent business
    - Following up on Governance Tracker (KR)
    - Following up on Website compliance actions (KR)
    - HR (SW)
  - Close

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# 5/22/24

- Admin:
  -
- Check Ins and Attendance:
  -
- Agenda:
  - Vote:
    - Adding the language used HERE to family handbook and policy manual.
      - *Passed unanimously*
- Wrap:
  - Next actions clear, recorded, and distributed to those doing them?
  - Comment with @your name on action items you have taken on
  - Next meeting:
- Close:
  - closing round of learnings, appreciations, feedback etc. on the meeting

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# 5/21/24

- Admin:
  - 
- Agenda:
  - Nicole, Whitney, Kristina, Amy, Razia, Javier, Jessica B., Sarah W., Jordan, Sylvia
  - Verse
  - Vote to amend/accept previous meeting minutes
    - Unanimously accepted
  - Ops reports
  - New business
    - Constellation Charter School Roadmap (2023-2024)- To be aware of on-going projects so far. (KR)
    - Disciplinary Protocol for Waldorf Elementary School- Whitney created this template for our school. (KR)
  - Exigent business
    - Specific Staff on-going issue (Javier Lavayen)
    - Wix Website Compliance (KR)
    - Enrollment - SW
    - ESE applicant? - SW
    - Rent for next year - Pod, rooms (SW)
    - Slack- (KR)
    - Security cameras (KR)
    - Feedback Integration (KR)
      - Board Staff Living Agenda 3/7/24
    - Pay (NR)
    - Evaluations of staff (KR)
  - Close

****************************************************************************************************

# 5/14/24

- Admin:
  - Facilitator: Nicole Robey
  - Scribe: Sarah West
- Agenda
  - Check Ins and Attendance: NR, SR, SW, KR, RAH, AS, JB, SP
  - Verse
  - Vote to amend/accept previous meeting minutes
    - Unanimously accepted
  - Ops Reports - *Please read Ops reports before meeting and bring any questions or concerns*
  - New Business:
    - Vote:
      - Family handbook (SW)

            - Unanimously accepted
        - Policy manual (SW)
            - Constellation Policy Manual - Fifth Draft - NMR upload.docx
            - Unanimously accepted
    - Budget review (SW)
    - Quarterly meeting (SW)
    - Middle school planning (KR)
    - Teacher rubric (KR)
- Close
    - Close

*****************************************************************************************************

# 4/30/24

- Admin:
    - Facilitator: Nicole; Scribe: Sarah/Shelley
    - 3:30-5

- Agenda:
    - Check-ins
        - Nicole, Sarah, Shelley, jessica, amy, razia, sylvia, kristina
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Retention Policy Family Handbook Proposal (KR) DRAFT
            - Razia was informed by the district recently about this and the teachers have implemented PMPs needed and letters have gone out to families
            - Proposal accepted unanimously
        - Sunbiz renewal (NR)
        - Insurance renewal will happen this week (AS)
    - Exigent business
    - Close

*****************************************************************************************************

# 4/23/24

- Admin:
    - Scribe: Shelley, Facilitator: Nicole
    - 3:30-5

- Agenda:

- Check-ins
  - Shelley, Sarah, Jessica, Whitney, Nicole, Amy
- Verse
- Vote to amend/accept previous meeting minutes
- Ops reports
- New business
  - Student behavioral concerns and office staff expectations (W)
  - Budget 23-24 and 24-25
  - Parent Liaison (KR)
    - Written notice to parents.
  - Constellation Charter School Roadmap (2023-2024) (KR)
  - Does the board want to buy lunch for staff on fundraising day? (SW)
  - What are the needs for this year/next year to give to PTA? (SW)
  - staff/pta/bod communication document and staff/bod document - next steps (SW)
  -
- Exigent business
- Close

*****************************************************************************************************

# 4/16/24

- Admin:
  -
  - 3:30-5

- Agenda:
  - Check-ins
    - Nicole, Sarah, Kristina, Shelley, Razia
  - Verse
  - Vote to amend/accept previous meeting minutes **(4/9, 4/2)**
    - Unanimously accepted
  - Ops reports
  - New business
    - Class photos (SW)
    - Adding familial behavioral expectations to family handbook/policy manual (RAH)
    - Expectations for a Waldorf middle school
    - End of year grades (SW)
    - PTA budget (SW)
    - Budget meeting (SW)
    - Quarterly in-person meeting (SW)
    - Absences (SW)
    - Fundraising Needs (SR)
    - Lawyer (SR)

- Proposal to retain The Arnold Law Firm for school needs immediately
- Accepted unanimously

  - Constellation Board/Faculty Interface
  - Security cameras (KR)
  - Parent Liaison (KR)

- Exigent business
- Close

****************************************************************************************************

# 4/9/24

- Admin:
  - Facilitator: Sarah/Shelley, Scribe: Kristina
  - 3:30-5

- Agenda:
  - Check-ins
    - Kristina, Shelley, Nicole, Sarah, Sylvia, Jessica, Razia
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - HSA Proposal (NR)
    - Governance training updates (SW)
    - Update on audit recommendations (SP)
    - Mayfaire (SP)
    - Salary Schedule (NR)
    - Board Meeting Communication (NR/SW)
    - YMCA/Summer Camp update (JB)
    - Parent liaison (SW)
    - Exit of board members and gratitude dinner (SP)
    - Staff appreciation (SW)
    - In person meetings (SR, SW)
    - We have not heard back from other committees about 24/25 strategic proposals
    -
  - Exigent business
  - Close

****************************************************************************************************

# 4/2/24

- Admin:
  - Facilitator: Sarah; Scribe: Kristina
  - 3:00-5

- Agenda:
  - Check-ins
    - Sarah, Shelley, Nicole, kristina, razia, jessica, javier, amy, amy raburn, sylvia
  - Verse
  - Vote to amend/accept previous meeting minutes
    - Accepted unanimously
  - Ops reports
  - New business
    - Middle school committee strategy (KR)
    - In person Strategic Visioning meeting (SR)
    - In person Staff Meeting with Board (SR)
    - Budget snapshot (SW, NR)
    - Title I update (NR, RAH)
    - PTA update (SW)
    - DRAFT 24-25 Annual Festivals, Activities & Fundraisers Calendar (SR, SP)
    - Security 2024-25 (JB)
    - Aftercare (SW)
    - Fence line/gates completion - funds (SW)
    - Reading Enrichment (SR)
    - Public comments
      - 5th/6th grade with varying levels of need and certification requirements.
      - How to communicate with board on questions without needing to mention on board meeting.
      - Being informed about 5th/6th grade process as decisions are being made.
    - Legal Processes
      - Arnold Law Firm
  - Exigent business
  - Close

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# 3/26/24

- Admin:
  - Facilitator: sarah; Scribe: shelley/sarah
  - 3:30-5

- Agenda:
    - Check-ins
        - Razia, Nicole, Shelley, Sarah, Amy, Sylvia, Jessica
    - Verse
    - Vote to amend/accept previous meeting minutes
        - Accepted unanimously
    - Ops reports
    - New business
        - Parent Volunteer Hours System Proposal (SR)
        - Committee strategies 24-25
        - Garden group design plan - at staff meeting - board invited (rah
        - Board/staff interface document (SW)
        - Update on sprinkler (SP)
        - Bus update (SP)
        - Field Trips (NR)
        - Calendars (NR)
        - Draft Annual Calendar
        - One mil status update (NR)
        - Uploading policy manual to website and sending out parent handbook (updated for the 23-25 year) (SW)
        - Feedback form review (SW)
        - CSU list of auditors/accountants with charter experience (SW)
        - PTO overage (RAH, NR)
        - Monthly budget review (SW, NR)
        - Middle school Expansion (KR)
        - Budget for title I (RAH)
        - In person meetings (board & board/staff) - (SR)
    - Exigent business
    - Close

**************************************************************************************************

# 3/19/24

- Admin:
    - Facilitator: ; Scribe:
    - 3:30-5

- Agenda:
    - Check-ins
        - Nicole, Javier, Kristina, Shelley, Razia, Sarah, Jessica, Amy, Sylvia
    - Verse
    - Vote to amend/accept previous meeting minutes
        - Accepted unanimously
    - Ops reports
    - New business

        - Follow-up on action items via checking active comments.
            - Teacher Feedback Form
            - Teacher Commitment Letter
        - School signage needs (NR)
            - Proposal
            - Form
            - Teacher production lab for printing
        - SBAC released 24-25 calendar, CCS draft ready for review, discussion of anticipated events (NR)
        - RFP for the Annual Audit (NR and SR)
        - Gainesville Orchestra classroom strings instruction grant (NR)
        - PTO Overage (NR and RAH)
        - Family Handbook (NR and SW)
        - Strings update (sw, rah, sp)
        - Teacher renewal (RAH)
        - Governance Tracker (NR)
        - CCS April Calendar (NR)
        - Approve draft bylaws (NR)
        - Bus (sp)
        - DRAFT communication framework (parents and staff) (NR)
        - Title I Budget (RAH)
        - Roadmap (KR)
        - Principal Evaluation (KR)
        - Annual Report (KR)
        - Budget (KR)
    - Exigent business
    - Close

*****************************************************************************************************

# 3/5/24

- Admin:
    - Facilitator: Nicole ; Scribe: Shelley
    - 3:30-5

- Agenda:
    - Check-ins
        - Nicole, Shelley, Kristina, Amy, Sarah, Razia & Jessica, Ms. Keisha (parent), Scott Frisina, Veronica, Sylvia
    - Verse
    - Vote to amend/accept previous meeting minutes
        - Accepted Unanimously
    - Ops reports
    - New business
        - Middle school committee members were recruited at the PTA meetings.

We are going to schedule a meeting and add to cal.  (KR)
    - Reminder to all Co-Chairs to draft a 2024-25 Committee Strategy by 3/19. (KR)
    - PTO Overage (RAH)
    - Agenda & Menu for 3/7 Meeting with Staff (SW & SR)
    - Teacher Commitment Letter (KR & SR)
    - Upcoming Auditing Needs (KR)
    - Title 1 Funding Funds Allocation (KR)
    - Employee Handbook- was this sent out to all staff? (KR)
    - School Photos
  - Exigent business
  - Close

****************************************************************************************************

# 2/27/24

*General instructions: copy this whole block down below and retitle the section. make sure the heading is "heading 1" so it shows up in table of contents at top of sheet. Delete any text (like this part!) that's not needed.*

- Admin:
  - Facilitator:Sarah ; Scribe: Shelley
  - 3:30-5

- Agenda:
  - Check-ins
    - Kristina, Jennifer Steptoe, Shelley, Razia, Sita, Sarah, Nicole, Jessica shifrin, Mark Algar, Jennifer Garces de Marcilla, Shannon Mercer, Amy, Holley Jaxon, Sylvia, Jessica, Amy, Ms. Stanford
  - Verse
  - Vote to amend/accept previous meeting minutes
    - Accepted Unanimously
  - Ops reports
  - New business
    - 3:45 - Title 1 (Jennifer Steptoe), charter authorizer (Ginger Stanford)
    - PTA/BOD classroom resources (NR)
      - Amended proposal:
        - Constellation allocate $250 to add to PTA grant money for teachers
        - Accepted unanimously
    - PTO that is over allotted (rah)
    - Class 56 (rah)
    - Teacher training (rah)
    - *Auditing Project Tracker* Status update
    - Do we have a Grievance process? (KR)
    - Update on aftercare (SW)

        - Summer camp (SW)
        - Upcoming dinner (SW/SM)
        - Committee Assignments Follow-up (KR)
        - Website Compliance (KR)
        - BOD Meeting Notice (NR)
        - Recurring Donations (URGENT) (NR)
    - Exigent business
    - Close

****************************************************************************************************

# 2/20/24

- Admin:
    - Facilitator: Sarah; Scribe: Shelley
    - 3:30-5

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
        - Unanimously accepted
    - Ops reports
    - New business
            - Meetings Action Items Proposal Template(KR)
                - Passed unanimously
        - Bus follow up (AS)
        - Class ⅚ (SW)
        - To hire Wanda for Mayfaire teacher education support (NR)
        - Faculty Feedback Questionnaire (SR/RAH)
        - Teacher Commitment Letter (SP/SR)
        - Assistant principal position (SW)
        - Scribing/facilitating (SW)
        - Winter faire debrief (SP)
        - Aftercare (SP)
        - Audit (SW)
        - Staff photos - jessica wooten (SW)
        - Committees
            - Culture & Festivals
                - Previously: SP, SM co-chairs
            - Enrollment
                - Previously: SW
                - Still necessary?
            - Facilities
                - Previously: SR, SM, SP

            - Middle school
                - Previously: AS, SW co-chairs
            - Curriculum
                - Previously: RAH, SP
            - Finance: Budget, Financing, Grants
                - Previously: NR, Sean Johnson
            - Fundraising
                - Previously: SR
            - IDEA & Outreach
                - Previously: SW, ACH co-chairs
            - HR
                - Previously: AS, SW, JB co-chairs
            - Marketing
                - Previously: SM
    - Exigent business
    - Close

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# 2/13/24

- Admin:
    - Facilitator: Sarah ; Scribe: Shelley
    - 3:30-5

- Agenda:
    - Check-ins
        - Shelley, Nicole, Kristina, Jen Garces (guest), Sita, Sarah
    - Verse
    - Vote to amend/accept 3 previous meeting minutes (1/16, 1/27, 1/30)
        - Accepted unanimously
    - Ops reports
    - New business
        - Audit Committee (NR)
        - Update staff photos (NR)
        - Looping update (NR)
        - Pod update (SW)
        - Middle school planning team (SW)
        - PTA liaisons/communications (SW)
        - Staffing update/review (SW)
        - School photos (NR)
        - Information Tracking (KR)
    - Exigent business
    - Close

************************************************************************************************

# 1/30/24

- Admin:
  - Facilitator: Sarah; Scribe: Shelley
  - 3:30-5

- Agenda:
  - Check-ins
    - Shelley, Nicole, Kristina, Sarah, Jessica, Razia
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - Sarah attended a performance of the Gainesville Orchestra at the Phillips Center, she's going to find out how we get on the list to be invited to future performances
    - Health curriculum (NR)
    - Music program (SW)
    - Organizational tools and trainings procedures - use of apps (SM)
    - Class schedules (PE, handwork, …) (SM)
    - Enrollment (SW)
    - Staffing (SW)
    - Kristina has accepted a role on the BOD
  - Exigent business
  - Close

************************************************************************************************

# 1/16/24

- Admin:
  - Facilitator: _; Scribe: _; Timekeeper: _
  - 3:30-5
  -

- Agenda:
  - Check-ins
    - Sarah, Nicole, Shelley, Jessica, Razia, Amy, Sita, Sylvia
  - Verse
  - Vote to amend/accept previous meeting minutes

    - Ops reports
    - New business
        - Bus update (SW, AS)
        - Brief conference recap (RAH)
        - January meeting/agenda (SW)
        - Insurance premiums (NR)
        - Prospective BOD members
        - Family handbook (SW)
        - PTO - teacher/staff participation
        - Facility: hot water heater update
        - Enrollment push (deadline next week)
        - Lantern walk
        - Aftercare update
    - Exigent business
    - Close

****************************************************************************************************

# 1/9/24

- Admin:
    - Facilitator: Nicole Scribe: Sarah
    - 3:30-5

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Winter Faire debrief (SR)
        - Summer theater camp possibility
        - Bus update (SP)
        - POD update (SP)
        - Staffing (RAH)
        - ESE services (RAH)
        - Grades going out
        - One mill reimbursement
        - January meeting/agenda (SW)
        - Family handbook (SW)
        - Facility: hot water heaters need asap repair for inspection (SW)
        - Lantern walk/festival committee
        - Aftercare/teaching applicants
        - PTO

        - Teacher/staff commitment (SP)
        - Middle school (SW)
        - Bod members/officers (SW)
        - Inspection (SP)
    - Exigent business
    - Close

***************************************************************************************************

# 12/19/23

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes from 11/28, 12/4 & 12/5
        - Minutes accepted unanimously
    - Ops reports
    - New business
        - Enrollment
    - Exigent business
        - Parent handbook - wed (SW)
        - Enrollment opening date/intent to re-enroll timeline (SW)
        - Summer camp (sp)
        - Quarterly Meeting Schedule, to be finalized January 27th ~10 am-2 pm.
        - Sunbridge info session in february - BOD interest (SP)
    - Close

***************************************************************************************************

# 12/5/23

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins
        - Nicole, Razia, amy, gustavo, shelley, sarah, sita, jessica, sylvia
    - Verse
    - Vote to amend/accept previous meeting minutes

- Ops reports
- New business
  - PTA/PTO update (SW)
- Exigent business
  - Winter newsletter - asap (SW)
  - Bus driver
  - Academic reports
  - Aftercare
  - Reminder: january meeting
  - Teacher training/shadowing
  - Apwe conference - what are we hoping to gain?
  - T-shirts (NR)
  - Pod rental (SP)
  - Strategy meeting 01/24 agenda (SP)
- Close

****************************************************************************************************

# 12/4/23

- Admin:
  - Facilitator: _; Scribe: _; Timekeeper: _
  - start and end times
  - purpose of meeting?

- Agenda:
  - Check-ins
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - Apwe conference for razia - $800ish for conference, airfare from orlando, and 2x nights in a hotel (SW)
      - Accepted
    -
  - Close

****************************************************************************************************

# 11/28/23

- Admin:
  - Facilitator: _; Scribe: _; Timekeeper: _
  - start and end times
  - purpose of meeting?

- Agenda:

    - Check-ins
        - Razia, Shelley, Nicole, Jessica, Sita, Sarah, Amy
    - Verse
    - Vote to amend/accept previous meeting minutes
        - Accepted unanimously
    - Ops reports
    - New business
        - *Sylvia job description*
    - Exigent business
        - Middle school expansion plan (SW)
        - Kindergarten (JB)
        - HR needs to reopen Indeed process for aftercare staff (SW)
        - Family handbook - complete? When to distribute (SW)
        - Aftercare billing and fees
        - Strategic bod meeting date
        - Monthly in-person bod meetings
        - Officers for next year
        - Parent liaison - NA -Razia csu
        - Handover to Roselyn for Registrar duties from Sarah
        - BOD meetings - Changing to every other week, starting next week!
    - Close

****************************************************************************************************

# 11/14/23

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins
        - Nicole, Sita, Razia, Amy, Shelley, Jessica, Sarah, Sylvia
    - Verse
    - Vote to amend/accept previous two meeting's minutes
        - Accepted unanimously
    - Ops reports
    - New business
        - Constellation Call for BOD members - form
        - Pedagogical director job description
    - Exigent business
        - Parent Liason
        - Officers for next year (SW)
        - Possible December assembly - handbook? (SW)
        - Volunteers - general call

        - Winter spiral
        - Middle school task force(SP)
        - In person Board meeting for strategic planning. (SP)
        - Note: martinmas often termed “festival of compassion” now
        - Nicole sent constellation transport statement
    - Close

*************************************************************************************************

# 11/7/2023

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Winter faire
    - Exigent business
        - Transportation ( SP)
        - Board meeting to plan strategies for new board members (SP)
        - Parent liaison
        - Officers for next year
        - $ for teacher training (SP)
        - Discuss possibility of hiring Mr G for maintenance only (AS)
        - Parent night/handbook (sw)
        - Raptor update
        - Building hope grant
        - Pedagogical director job description
    - Close

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# 10/24/23

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:

- Check-ins
  - Nicole, Amy, Sita, Sarah, Razia, Sylvia, Shelley, Jessica
- Verse
- Vote to amend/accept previous two meeting minutes
  - Accepted unanimously
- Ops reports
- New business
  - Emergency Management System(rah)
    - Proposal to comply with Alyssa's Law.
    - Passes unanimously
  - Proposal to make Winter Faire a FWF event with Morning Meadow (SW)
    - Passes unanimously
  - Proposal for governance systems updates effective immediately (SM)
    - Conclusion: more discussion needed before voting
  - Refresh on public records policy. Who is our Custodian of Records? (NR)
  - Pod report (SP)
  - Dia de los Muertos (rah)
  - Conference - compliances, CSP grant, Building Hope's grants that just opened(rah)
  - Pedagogical director job description (SW)
    - Contract
- Exigent business
  - Committee meetings; calendar updates (SW)
  - Update on background machine (SW)
  - Class 5/6 (SW)
  - Custodian services needed ASAP (rah)
  - School and bod organization (SW)
    - Potential dinner (SM)
    - APWE principals meeting discuss dates? (Sp)
    - Middle school committee/task group (SP)
- Close

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# 10/17/23

- Admin:
  -
- Check Ins and Attendance:
  - Nicole, Sarah, Sita, Amy, Shelley, Jessica, Sylvia, Razia
- Vote to amend/accept previous meeting minutes - moved to next meeting
- Ops Reports
- New business
  - 2nd grade student meeting
  - Jessica Bacon has resigned from the BOD and Razia is hiring her today as the classroom assistant (Kiara's previous role)
  - ⅚ grade class update

    - Meeting with Kim/Waldo about pod rental and sprinkler system
- Exigent business
    - Winter faire
    - Assistance with building hope records (NR)
    - BOD member search
    - Maintenance Job
- Wrap:
    - Next actions clear, recorded, and distributed to those doing them?
    - Next meeting:
- Close

**********************************************************************************************************

# 10/10/23

- Admin:
    - Nicole, Sarah, Razia, Shelley, Jessica, Sita, Amy, Sylvia

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
        - Passed unanimously
    - Ops reports
    - New business
        - https://docs.google.com/document/d/11Z_WUMn5C5ZKM9rc6u1dWVhZDgmcy5n0nmizqAiSLFk/edit (RAH)
        - part time admin position SW
        - Testing (RAH)
        -
    - Exigent business
    - Close

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# 10/3/23

- Admin:
    - Shelley, Jessica, Sarah, Amy, Razia

- Agenda:
    - Check-ins
    - Verse

    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - HR
        - BOD rotation
        - PTO
        - Raptor System
        - Pod update
        - Gratitude night
        - Testing
        - Winter faire
    - Exigent business
    - Close

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# 9/19/23

- Admin:
- Agenda:
    - Check-ins; Shelley, Amy, Sarah, Razia, Jessica, Sylvia, Sita, Nicole
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - **BUDGET**
        - Days Roz and Razia will be out of office - BOD availability
        - Need for digital citizenship/safety conversations
        - Reminder: next week committees need to submit plan for the year
        - Aftercare
    - Exigent business
    - Close

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# 9/12/23

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins

- Verse
- Vote to amend/accept previous meeting minutes
- Ops reports
- New business
  - note who put up each item
  - handle agenda items one at a time, until the person who brought it forward is satisfied that it's been moved forward
- Exigent business
- Close

****************************************************************************************************

# 9/5/23

- Admin:Facilitator- Nicole; Scribe- Sarah
  - Facilitator: _; Scribe: _; Timekeeper: _
  - start and end times
  - urpose of meeting: Budget reconciliation and forecasting (SP)

- Agenda:
  - Check-ins
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - VOTE  on security system(sp)
    - 3rd and 4th grade teachers enrichment workshop with Ms M. and Chenoa
    - **BUDGET**
      - We will have an in-depth meeting next week; no other agenda items
    - School calendar update due to hurricane days? (NR)
    - School culture organization structure proposal to clarify the responsibilities of Board, principal, faculty, staff, parent volunteers. Clarifying roles for smooth communication and expectations (SM / SW)
    - Discussion of michaelmas/festival of courage(SP)
    - Waldo parade proposal 9/30 (SM)
    - Festivals and winter faire: calendar, teacher packets/templates, website page, workforce group and winter faire craft circle (SM)
    - Quarterly meeting to work on core principles (SP)
    - Meeting schedule weekly? monthly?(SP)
    - Gratitude social (SW)
    - Recycling and food waste management at CCS (NR)
    - Bus/transportation (NR)
  - Exigent business
  - Close

****************************************************************************************************

# 8/22/23

- Admin:
    - 
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Next week is the budget meeting (moved to 9/5); we should come prepared to discuss (SW)
        - Fire sprinkler quote and how to move forward (NR added to agenda, SP has the details)
        - Organization of responsibilities moving forward (SW)
        - Middle School Facility needs & timeline for action (SR)
        - Buying bus; what is the next action?
        - Sylvia position
        - Timeline for BOD applicants
        - Need volunteers
    - Exigent business
    - Close
    - 

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# 08/15/23

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins: Nicole, Sarah, Amy, Shelley
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - [Proposal to purchase 29-passenger Mini-Bus]()
            - *Approved budget line items:*
                - *7800-320 - Insurance and bond premiums $2,700*

        - *7800-350 - Repair & Maintenance $3,000*
        - *7800-460 - Gas/fuel $500*
        - *7800-790 - Miscellaneous expenses $4,900*
      - Students in office during discussions
      - Raptor system/background checks - volunteers
      - Aftercare
      - Entry and exit protocols - locking
      - Overlap between board and school operations
      - Brightwheel
      - Sales and Use Tax Returns (NR)
      - Pickup (and dropoff)
      - grassy area (AS)
      - lock on gate between 20s bldg and cafeteria
      - Fingerprinting
      - Enrollment
  - Exigent business
  - Close

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# 08/08/23

- Admin:
  - Facilitator- Sarah, Scribe- Amy
  - 3:30-5

- Agenda:
  - Check-ins: Sarah, shelley, amy, jennifer garces de marcilla, sylvia, razia, jessica, Sita
  - Verse
  - Vote to amend/accept previous meeting minutes
    - Minutes accepted unanimously
  - Ops reports
  - New business
    - Parking for the first day of school ceremony
    - Website calendar - needs updating
    - New bank (NR)
    - School pickup/dropoff - map needed (SW)
    - Aftercare contract/agreement (SW)
    - Parent handbook - needs volunteer
    - Need to set date to discuss budget
    - First Day of school
  - Exigent business
  - Close

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# 08/01/23

- Admin:
  - Facilitator: Sarah; Scribe: Amy
  - 3:30-5

- Agenda:
  - Check-ins: Sylvia, sita, amy, sarah, jessica, nicole, razia
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - VOTE: teacher salary schedule
      - Passed unanimously
    - VOTE: non-instructional part time staff pay/salary schedule
      - Passed unanimously
    - VOTE: annual school calendar
      - Passed unanimously
    - Trash costs, recycle carts (SP)
    - Sylvia proposes we choose the trash can and deal with recycle personally and reevaluate after a month
    - Unanimously passes
    - Constellation and headstart breakfast (Sp)
    - Jen and marketing around grades 6  (SP)
    - Food waste pickup (NR)
  - Exigent business
  - Close

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# 7/30/23

- Admin:
  - Scribe (Razia), Facilitator (Razia)
  - 3:30-5
  - Purpose of meeting
    - Emergency meeting - Approval of staff contract and out of field amendment

- Agenda:
  - Check-ins: Nicole, Amy, Sarah, Sita, Jessica, Razia
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business

    - Contracts
        - [Contract Template]
        - Passes unanimously (5/7 voting members = quorum met)
    - Out of field for Reading and ESOL
        - [Out of Field with Amendment]
        - Passes unanimously (5/7 voting members = quorum met)
  - Exigent business
  - Close

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# 7/25/23

- Admin:
  - Scribe (Shelley), Facilitator (Nicole)
  - 3:30-5

- Agenda:
  - Check-ins: Nicole, Shelley, Sarah, Razia, Amy
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - Facility update (AS)
    - Principal Update (RAH)
  - Exigent business
  - Close

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# 7/18/23

- Admin:
  - Scribe (Shelley), Facilitator (Nicole).
  - 3:30-5

- Agenda:
  - Check-ins: Nicole, Shelley, Sarah, Razia, Sita, Amy
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - [Out of Field Teachers] (RAH)
        - Passes unanimously (6/7 voting members = quorum met)
    - Payroll/budget update with most recent enrollment of 82 students (NR)

        - Facility update (AS)
        - Meeting schedule (AS)
        - Principal Update (RAH)
    - Exigent business
    - Close

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# 7/11/23

- Admin:
    - Scribe: Sarah Facilitate: Jessica
    - 3:30-5

- Agenda:
    - Check-ins: Sarah, Amy, Nicole, Jessica, Sita, Razia
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Facilities update (facilities committee)
        - BOD current membership makeup (SW)
        - Hallway painting timeline (SP)
        - Enrollment (SW)
        - Student supply list (NR)
        - Classroom setup (AS)
        - Labor Laws poster (NR)
        - Rainbow wants to visit CCS (NR)
        - Parent Handbook (AS)
        - Employee handbook
        - Instruments
    - Exigent business
    - Close

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# 6/27/23

- Admin:
    - Scribe:, Facilitator: Sylvia
    - 3:30-5

- Agenda:
    - Check-ins:  Nicole, Jessica, Sarah, Razia, Shelley, Sylvia

- Verse
- Vote to amend/accept previous meeting minutes
- Ops reports
- New business
    - Treasurer update (NR)
    - Payperiod (RAH)
    - Building Hope (RAH)
    - Facilities update pre-inspection (SP)
    - Principal update (RAH)
    - Handling trash(SP)
    - Business credit card application (NR)
    - Next core principal discussion and future unfolding to parents and faculty (SP)
    - Hr question regarding onboarding (SP)
    - Potential to add more students to 1st/3rd grade (sw)
    - Constellation Events (RAH)
- Exigent business
- Close

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# 6/20/23

- Admin:
    - Scribe: Shelley, Facilitator: Sarah
    - 3:30-5

- Agenda:
    - Check-ins: Razia, Shelley, Sherry, Roz, Amy, Sarah, Sylvia
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Email Address Proposal (NR)
        - Treasurer Report (NR)
        - Waldo campus and future Gainesville campus planning/communication (SW)
        - When can admin have computers (RAH)
        - Reminder: FieldPrint signup (NR)

    - Exigent business
    - Close

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# 6/13/23

- Admin:
  - Scribe: Shelley or Jessica, Facilitator: Razia
  - 3:30-5

- Agenda:
  - Razia, Sarah, Shelley, Nicole, Sita, Lisa, Amy
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - Budget (NR)
    - Proposal Combined 5th/6th Timeline (SW on behalf of RAH and SR)
    - Proposal for Summer Newsletter announcements (SM)
    - Go Fund Me is live! Discuss distribution (SM)
    - HR (RAH)
      - Contracts for admin and pay schedule
        - Temporary Contract for Principal
    - Offering 2nd grade places to 1st and 3rd grade (SW)

  - Exigent business
  - Close

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# 6/6/23

*General instructions: copy this whole block down below and retitle the section. make sure the heading is "heading 1" so it shows up in table of contents at top of sheet. Delete any text (like this part!) that's not needed.*

- Admin:
  - Facilitator: Sylvia   Scribe: Amy
  - 3:30-5
  - General meeting

- Agenda:
  - Check-ins
  - Verse
  - Vote to amend/accept previous meeting minutes
    -
  - Ops reports
  - New business
    - Update on cafeteria/classroom (SP)

        - Sign up for APWE PD (RAH)
        - Budget update (NR)
    - Exigent business
    - Close

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# 5/30/23

*General instructions: copy this whole block down below and retitle the section. make sure the heading is "heading 1" so it shows up in table of contents at top of sheet. Delete any text (like this part!) that's not needed.*

- Admin:
    - Facilitator: Sarah  Scribe: Shelley
    - 3:30-5:30
    - General meeting

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Proposal for Parent Liaison (RAH)
        - Proposal to hire Guillermo for janitorial duties (AS)
        - Conversation update with previous BOD member (SP)
        - NEH grant update (NR)
        - Possible Fundraiser - Dance Party June 24 (SR)
        - Enrollment Waitlist Rollover - (SW)
        - Proposal Waldorf Classroom Management 101 (RAH)
        - Continue with Strategic planning startup plan schedule
        - New slack channel for NA wrap (AS)
        - pedagogical director position (SP)
        - Update on lunch room  as a classroom (SP)
    - Exigent business
    - Close

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# 5/23/23

*General instructions: copy this whole block down below and retitle the section. make sure the heading is "heading 1" so it shows up in table of contents at top of sheet. Delete any text (like* *this part!) that's not needed.*

- Admin:
    - Facilitator: Razia  Scribe: Jessica
    - 3:30-5:30
    - FWF presentation and Q&A

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Joon to present FWF vision (SR)
        - MSID (rah)
        - Enrollment snapshot (SW)
        - APWE PD (RAH)
        - Proposal to have a mixed grade classroom (RAH)
        -
    - Exigent business
    - Close

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# 5/16/23 Special topics

- Admin:
    - Facilitator: Sylvia; Scribe: Amy;
    - start and end times 3:30-5
    - purpose of meeting- strategic planning

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Group shift for meeting days
        - Strategic planning startup plan schedule
            - Facilities
    - Exigent business
    - Close

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# 5/2/23

*General instructions: copy this whole block down below and retitle the section. make sure the heading is "heading 1" so it shows up in table of contents at top of sheet. Delete any text (like this part!) that's not needed.*

- Admin:
    - Facilitator: Nicole; Scribe: Jessica
    - start and end times
    - purpose of meeting: general bod meeting

- Agenda:
    - Check-ins:Nicole, Shelley, Sylvia, Amy, Sarah, Razia, Sita, Lisa, Jessica
    - Verse
    - Vote to amend/accept previous meeting minutes
    - *Vote: No objections! Passed unanimously. Razia is our principal.*
    - Ops reports
    - New business
        - Proposal to elect Razia as Principal
        - Open House
        - Mayfaire debrief
        - Grant writing
    - Exigent business
    - Close

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# 4/17/23

*General instructions: copy this whole block down below and retitle the section. make sure the heading is "heading 1" so it shows up in table of contents at top of sheet. Delete any text (like this part!) that's not needed.*

- Admin:
    - Facilitator: Sylvia; Scribe: Amy; Timekeeper: Steph
    - 3:30-
    - purpose of meeting: Budget/Board Composition
- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Mini Work Day (SP,AS)

        - Mayfaire (SP,SR,SM)
        - Enrollment Packages(SW)
        - Janitorial services (SW)
        - Budget discussion (SP)
        - Board Composition (SP)
    - Exigent business
    - Close

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# 4/11/23

- Admin:
    - Facilitator: Sarah; Scribe: Shelley
    - 3:30-
    - purpose of meeting: Finance and Board Composition

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Workday 4/23 10 am to 2pm  (SP,AS or SW)
        - *Finance*- Contingency funding options (SJ)
        - Board Officer Renewal Cycle (SW)

    - Close

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# 4/4/23

- Admin:
    - Facilitator: Razia ; Scribe: Nicole
    - 3:30-5:15
    -

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports

- New business
    - [Middle School Start-up Plan](#) *(SM)*
    - BOD Officer vote at Meeting (SFJ)
    - CSU Launch Year training (RAH)
    - Update on APWE and cost for summer PD (RAH)
    - Upcoming trainings
    - *Finance*- Contingency funding options (SJ)
      - MOVED TO NEXT MEETING
- Exigent business
- Close

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# 3/28/23

- Admin:
  - Facilitator: Sylvia; Scribe: Amy
  - 3:30-5
  - purpose of meeting: Special Topics

- Agenda:
  - Check-ins
    - Nicole, Shelley, Razia, Sarah, Jessica, Lisa, Sylvia, Amy, Sita
  - Verse
  - Vote to amend/accept previous meeting minutes
    - Passed from 3/21
  - Ops reports
  - New business
    - HR conducting first interview 3/29/23 (AS)
    - Facility update (AS)
    - Fundraising Update (SR & LC)
    - Update on grades 4 & 5 (SP)
    - 1st grade- 9 waitlisted (SP)
    - Employee handbook going for review by CSU (SP)
    - Open house - safety considerations, forming Family Council (FC)(SW)
    - BOD makeup/transition (SW)
  - Exigent business
  - Close

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# 3/21/23

*General instructions: copy this whole block down below and retitle the section. make sure the* *heading is “heading 1” so it shows up in table of contents at top of sheet. Delete any text (like this part!) that’s not needed.*

- Admin:
  - Facilitator: Shelley, Scribe: Lisa/sarah
  - 3:30-5
  - Special topics meeting
- Agenda:
  - Check-ins
    - Sarah, Shelley, Lisa, Razia, Jessica, Nicole, Sylvia, Amy
  - Verse
  - Vote to amend/accept previous meeting minutes
    - 1/31, 2/14, 2/21, 2/28, 3/7
    - 8/10 present, unanimously accepted
  - Ops reports
  - New business
    - **Planning for middle school proposal** (SM/RAH)
    - Resources for faculty & staff proposal (SM/SW)
    - Fundraising Update (LC & SR)
    - HR update (SR/RAH)
    - Additional guardian (SP)
    - Discuss another in person meeting about Core principles (SP)
    - Biography workshop including Waldorf streams timing? (SP)
    - Reducing number of board members for a quorum (SW)
    - Potential open house dates (SW)
    - Key management (NR)
  - Exigent business
  - Close

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# 3/7/2023

- Admin:
  - Facilitator: Razia; Scribe; jess
  - 3:30-5
  - purpose of meeting: General meeting

- Agenda:
  - Check-ins
  - Verse
  - Vote to amend/accept previous meeting minutes
    - 
  - New business
    - Proposal: Open House Spring 2023 (SW)

        - Art Gallery fundraising event (LC)
        - Ad posting for Insta & FB (AS)
    - Exigent business
    - Close

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# 2/28/2023

- Admin:
    - Facilitator:  Sylvia ; Scribe: Amy;
    - 3:30-5:00
    - Working meeting

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
        - Vote pushed to next meeting
    - Ops reports
    - New business
        - MSID Account (SP)
        - Teacher enrichment update (SP)
        - Update on food services (JB)
        - Signage for school (SW)
        - Waldo work day (SW & AS)
        - Date for open house (SW)
        - Joint enterprises with MM and insurance (AS)
        - Planning year budget (SP)
        - Facility (AS)
        - Stephen visit (SP)
        - BOD composition (SR)
        - HR meeting (SR)
        - Attendance for 3/14 meeting (spring break) (SP)
    - Exigent business
    - Close

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# 2/21/2023

- Admin:
    - Facilitator:Nicole; Scribe: Jessica ;
    - 3:30-5:00

- Agenda:
  - Checkins
  - Vote to amend/accept previous meeting minutes
    - Fundraising Policy AMENDMENT Proposal (SM)
      - Passed unanimously
  - Policy Manuals (NR & SR)
  - Fiscal Chair and Treasurer replacement (SP)
  - Board officers and membership changes (SP)
  - Vote on Planning year budget next special topics meeting (SFJ)
  - Looking forward: discuss core principles (SP)
  - Fundraising needs & Efforts (SR)
  - Close

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# 2/14/23

- Admin:
  - Facilitator: Sylvia; Scribe: Amy; Timekeeper: Stephanie
  - 3:30-5:00
  - Working Meeting

- Agenda:
  - Check-ins
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - BOD fingerprinting
    - Salary Schedule
    - Drug Free workplace policy
    - *Teacher Salary Proposal (AS)*
    - *Policy Manuals*
    - *Officer and Membership changes*
    - *Offering enrichment class to BOD members*
    - *Plan to vote on Planning year budget next Special Topics Meeting*
    - *Core Principles Discussion*
  - Exigent business
  - Close

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# 2/7/23- Meeting Canceled

*General instructions: copy this whole block down below and retitle the section. make sure the heading is "heading 1" so it shows up in table of contents at top of sheet. Delete any text (like this part!) that's not needed.*

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - note who put up each item
        - handle agenda items one at a time, until the person who brought it forward is satisfied that it's been moved forward
    - Exigent business
    - Close

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# 01/31/23

*General instructions: copy this whole block down below and retitle the section. make sure the heading is "heading 1" so it shows up in table of contents at top of sheet. Delete any text (like this part!) that's not needed.*

- Admin:
    - Facilitator-; Scribe-; Timekeeper:
    - 3:30-5:00
    - purpose of meeting?

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous minutes
    - Ops reports
    - New business
        - Vote:

        - *Proposal to create a Marketing Distribution position for the outreach/fundraising team.*
          *Proposed position name: Distribution Associate*
        - Fundraising Policy Proposal - V2 (SR)

    - Inform
        - Waldo site visit 2/2/23
        - Waldo Q & A (SW)
            - 2/7/23 @ 6-7:30
        - Waldo Library Event (SW)
            - 2/18/23
    - Discuss
        - Before care (facilities & HR committees)
        - School Start times (facilities &HR committees)
        - Aftercare (facilities & HR committees)
    -
  - Exigent business
  - Close

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## 01/17/23 General BOD Meeting

- Admin:
  - Facilitator: _; Scribe: _; Timekeeper: _
  - 3:30-5:00
  - General meeting

- Agenda:
  - Check Ins
    - School Leadership Team - composition, scope of work, schedule (RAH, SP)
    - Planning Year Expense Budget —Moved from 1-3 meeting
      - Planning Year Expense Budget 1Jan-31Jul23 (SFJ)
    - GoFundMe proposal- GoFundMe proposal
    - *Proposal for General Liability purchase from Egis(AS)*

  - Exigent business
  - Close

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## 1/10/23 General BOD

*General instructions: copy this whole block down below and retitle the section. make sure the heading is "heading 1" so it shows up in table of contents at top of sheet. Delete any text (like this part!) that's not needed.*

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Building Bridges coming to Jax beach  Info afternoon, Thursday, Jan 26 @ 3:00 (SP)
        - Application Cycle (SW)
        - Forest Property (SP)
        - Planning Year Expense Budget —Moved from 1-3 meeting
            - Planning Year Expense Budget 1Jan-31Jul23 (SFJ)
        - Proposal for Stephen Blommquist to Visit Constellation to work with us in various capacities as a mentor consultant (SP)
            - Constellation Charter School of Gainesville stephen proposal
        - Teacher enrichment (SP)
        - Fundraising (SR)
        - #s in classroom
    - Exigent business
    - Close

# 1/3/2023 General BOD

- Admin:
    - Facilitator: Nicole; Scribe:Stephanie & Jessica
    - 4-5:30
    - General Meeting

- Agenda:
    - Check-ins:Shelley, Sarah, Razia, Stephanie, Amy, Nicole, Jessica, Lisa
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Vote:
        - Proposal: Apply for Tax Exempt Certificate
        - Forest Property Update

            - Aftercare
            - APWE Conference
    - Exigent business
    - Close

# 12/20/2022 BOD Special Topics Meeting

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - note who put up each item
        - handle agenda items one at a time, until the person who brought it forward is satisfied that it's been moved forward
    - Exigent business
    - Close

# 12/13/2022 BOD Work Meeting

- Admin:
    - Facilitator: _; Scribe: _; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - note who put up each item
        - handle agenda items one at a time, until the person who brought it forward is satisfied that it's been moved forward
    - Exigent business
    - Close

# 12/7/2022 BOD Special Topics Meeting

- Admin:
    - scribe: Sarah/Lisa, facilitator: Razia
    - 5:00 at Razia's Common House
    - purpose of meeting:General meeting
- Agenda:
    - Check Ins: Razia, Sylvia, Nicole, Shelley, Sarah, Sita, Amy, Lisa, Jessica, guest Jen
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops Reports
    - Inform:
        i. Giggle Magazine Summer Camp Guide - issue publication April/May
    - Discuss:
        i. How do we live out of the 10 Core Principles of APWE
        ii. Decide when we will have a strategic meeting- Jan 28th 9-1:30 pm and Jan 29th
    - Wrap:
        i. Next meeting: 12/13/22
    - Close

# 11/29/2022 BOD Work Meeting

- Admin:
    - Facilitator: Sylvia; Scribe: Amy;
    - 3:30-5:20 pm
    - purpose of meeting: work meeting
- Agenda:
    - Check-ins:  Amy, Sarah, Razia, Jessica, Nicole, Sylvia, Shelley
    - Verse: Sylvia
    - Vote to amend/accept previous meeting minutes (quorum not present)
    - Ops Reports
    - Inform
        - Waldo announcement to be mailed (with enrollment announcement) on November 20th.(SM)
        - Fundraising campaign for giving season to be announced on social media Nov. 20th. (SW)
        - Sarah purchased POS Hardware - should be in place for Winter Faire (SFJ)
        - IRS filing due Dec 15 (SFJ)
        - Letterhead amendment
    - Discuss:
        - Form a scripts committee and start working on this video asap. Need to vote on content and narrators. (SM)

        - Capital Campaign (SP/SM)
        - Board composition (SR)
        - Board needs to vote on the fundraising strategy (SM)
        - Sunshine Compliance
        - Date of Annual meeting, new officers, transition from operational board to governing board;  details to be taken up later; for now we need a date (SP)
        - Waldo Holiday Party
    - Wrap:
        - Next meeting: Dec. 7, 2002 @ 3:30pm
    - Close:
        - closing round of learnings, appreciations, feedback etc. on the meeting

# 11/16/2022 BOD Special Topics Meeting

- Admin:
    - Scribe: Lisa; Facilitator: Sarah; other roles: Shelley, Sita
    - 3:00-5:30 pm
    - purpose of meeting:
        - Move forward as a board with our work and communication streams to be in compliance with sunshine rules
        - Budget and finance review and updates
- Check Ins:
    - Shelley, Nicole, Amy, Stephanie, Razia, Jessica, Sita, Sylvia
- Verse: Sylvia ; Amy lead in grounding exercise
- Vote to amend/accept previous meeting minutes
    - Accepted unanimously
- Ops Reports
- Agenda:
    - Vote:
        - Proposal for Controversial Topics Approach and Systems (SM)
        - Policy: Protocol for Donor Followup (SFJ)
        - Proposal for Point of Service Terminal Purchase (SFJ)
        - Proposal to meet weekly going forward (SP)
        - Waldo announcement to be mailed (with enrollment announcement) on November 20th
        - Fundraising campaign for giving season to be announced on social media Nov. 20th
    - Inform:
        - Facilities Committee update on Transportation research (SP)
        - Outreach for Winter Faire
        - Waldo image display and infoboard will be displayed at the Winter Faire, with invitation to donate towards the $20K startup cost
        - Resignation from Board to take on more school leadership tasks (RAH)

        - Policy Template Created
        - Non-profit donation receipt updated
    - Discuss:
        - Form a scripts committee and start working on this video asap. Need to vote on content and narrators
        - Finance
            - Bi-weekly Finance Report
            - Budget review
            - Treasurer and President up for vote in June
- Wrap
- Close

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# 11/10/2022 BOD Emergency Meeting

- Admin:
    - Shelley - scribe, Razia - facilitator, other or roles as needed.
    - Start 12:30, end 2:00
    - purpose of meeting:  Facilities post Waldo
    - Checkins:  Sarah, Sylvia, Nicole, Razia, Amy, Sita, Stephanie, Lisa, Shelley
- Agenda:
    - Vote:
        - We are committed to opening Constellation in Fall of 2023 in Waldo. Unanimous Yes
        - In the Giggle ad, we will disclose that we will be in Waldo. - unanimous no objections
    - Inform:
        - The vote from Waldo is a YES for hosting us in Waldo
    - Discuss:
        - Lease terms - changes
        - Transportation
        - Enrollment viability:
        - Timeline
        - Meeting to clarify messaging
- Wrap:
    - Next actions clear, recorded, and distributed to those doing them?
    - Next meeting: November 16th Special Topics
- Close:
    - closing round of learnings, appreciations, feedback etc. on the meeting

# 11/01/2022 BOD General Meeting

- Admin:
  - Scribe (Jessica), facilitator (Razia), tech and timekeeper (Nicole)
  - Start 4:00 and end times
  - purpose of meeting: General Business

- Agenda:
  - Check-in: Nicole, Razia, Jessica, Stephanie, Sylvia, Sylvia, Sita, Sarah, Amy, Curtis
  - Verse: Sylvia
  - Vote to amend/accept previous meeting minutes Passed
  - Ops Reports
  - Discuss:
    i. CSP Grant, Leadership, Permanent school home
      - Curtis Fuller attending
      - Timeline for onboarding new Finance members
  - Proposals:
    i. Vote: no voting items
  - Inform:
    i. Working document about Waldorf education
    ii. Website needs updating
    iii. Budget Document
      - CSU Budget Webinar
  -
- Wrap:
  - Next actions clear, recorded, and distributed to those doing them?
  - Next meeting: November 16th Special Topics
- Close:
  - closing round of learnings, appreciations, feedback etc. on the meeting

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# **10/18/22 Special Topics Meeting**

*General instructions: copy this whole block down below and retitle the section. make sure the heading is “heading 1” so it shows up in table of contents at top of sheet. Delete any text (like this part!) that’s not needed.*

- Admin:
  - Facilitator: _; Scribe: _; Timekeeper: _
  - 4:00pm-5:30pm
  - Waldo Site & Strategy con’t; Public Waldorf School

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Votes: three BOD proposals
        - Inform
            - October 22nd, Waldo Fall Festival
            - Update: Facilities to connect with Headstart on food services (SR)
        - Discuss
            - Leadership Roles(SP)
            - Facility Site (SR & SP)
            - What does it mean to be a Public Waldorf School (SW & SP)
    - Exigent business
    - Close

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# 10/4/2022 General BOD Meeting

- Admin:
    - Facilitator: Shelley; Scribe: Lisa; Timekeeper: _
    - 4-6pm
    - purpose of meeting: general business

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Vote:
            - FB Waldorf group
        - Inform:
            - Preliminary Strategies (RAH)
            - Facilities - lease negotiation update (SP, SR)
                - *Start date*
                - *Price/sqft*
                - *Lease draft*
            - Festival of Courage Debrief (SW)
            - Setting Open Collaboration Hours (SR, SP)
        - Discuss:

        - Priority Topics for path forward (SR, SP)
        - Winter Faire (SW, SM)
        - Leadership team - roles, when, who (SP)
        - Finance committee - currently appointee only (SFJ)
        - Timeline for onboarding new Finance members
    - Exigent business
    - Close

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# 9/21/2022 Special Topics Meeting

- Admin:
    - Facilitator: Razia/Jessica; Scribe: Nicole
    - 4-6pm
    - Strategy

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes 9/6/22
    - Ops reports
    - New business
        - *Meeting guidelines (SFJ)*
        - *Book Club Reminder*
        - *Stephanie - timeline*
        - *Waldo site (RAH)*
        - *Strategy (SP)*
    - Exigent business
    - Close

# 09/06/2022: General BOD Meeting

- Admin:
    - Facilitator: Amy; Scribe: Stephanie; Timekeeper: Sylvia
    - 4-5:30pm
    - General meeting

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes 08/02 and 08/17
    - Ops reports

- New business
  - Vote:
    - Agreements Tracking Document (RAH)
    - Outward Facing Communication Policy (RAH, SM)
    - Communication Entries under OPS reports in Living Agenda (SM)
    - Amended Online Communication Strategy (SM)
    - Proposal for capital campaign rep (SP)
  - Inform:
    - *Preliminary strategies:*
      - *Finance*
      - *HR*
      - *Outreach*
      - *Festivals*
      - *Facilities*
      - *Outreach*
      - *Fundraising*
  - Discuss:
    - Leadership team (SP)
    - Policy draft procedure (SP)
    - Map for facility search (SP)
    - BOD meeting format (SP)
- Exigent business
- Close

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# 08/17/2022 Special Topics Meeting

- Admin:
  - Facilitator: Sarah; Scribe: Lisa; Timekeeper: Shelley
  - 3:30-5pm
- Agenda:
  - Check-ins
  - Verse
  - Vote to amend/accept previous meeting minutes
  - Ops reports
  - New business
    - Vote:
      - Online communication (Social Media, Website & Newsletter) Strategy (SM)
      - Winter fair (SM)
      - Michaelmas/festival of courage proposal (SW)
    - Inform:

        - Special guest report from The Florida Waldorf Foundation re: vision for collaboration & joint fundraising efforts (SP)
        - Budget planning document (SFJ)
    - Exigent business
        - Special topics meeting time (SR)
    - Close

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# 08/02/2022: General BOD Meeting

- Admin:
    - Facilitator- Jessica, Scribe- Nicole, Timekeeper- Razia
    - 4 - 5:30
- Checkins:
    - Sylvia, Shelley, Nicole, Jessica, Stephanie, Razia, Lisa, Sarah, Amy
- Verse
- Vote to amend/accept previous meeting minutes: unanimous
- Ops Reports -
    - BOD Business: Admin, Facilities, P&P, Recruitment
    - Culture & Festivals
    - Curriculum
    - Finance: Budget, Financing, Grants
    - Fundraising
    - IDEA & Outreach
    - Staff Search
- Agenda:
    - Agenda:
        i. Vote:
            - Proposal to adopt a policy articulating the collaborative fundraising relationship (SR)
            - Fundraising Strategy 2022-23 (LC & SR)
            - Proposal to adopt policy re: Committee Strategy BOD Approval Process (SR)
            - 
        ii. Inform:
            - Recurring Fundraising Committee Meetings (LC & SR)
                - Biweekly on Mondays at 12:30
            - Fall Book Club Info (SR & JB)
        iii. Discuss:
            - Policy and Procedure Manual - moving forward
                - Tracking Document
- Close:
    - closing round of learnings, appreciations, feedback ect on the meeting

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# 07/20/2022: Special Topics Meeting

- Admin:
  - Facilitator- Stephanie, Scribe- Amy, Timekeeper- Sylvia
  - 3:30-5:30
  - purpose of meeting: Current budget
- Checkins:
  - Sylvia, Shelley, Nicole, Stephanie, Razia, Lisa, Sarah, Amy
- Verse
- Vote to amend/accept previous meeting minutes
- Ops Reports - *Please read Ops reports before meeting and bring any questions or concerns*
  - BOD Business: Admin, Facilities, P&P, Recruitment
  - Culture & Festivals
  - Curriculum
  - Finance: Budget, Financing, Grants
  - Fundraising
  - IDEA & Outreach
  - Staff Search
- Agenda:
  - Vote:
    1. *Nothing to vote*
  - Inform:
    1. *Forest Property Arrangement (SP)*
  - Discuss:
    1. *Communications and community engagement (SR)*
    2. *Current budget (SJ)*
  - Next meeting: 8/2/2022
- Close:
  - closing round of learnings, appreciations, feedback ect on the meeting

# 07/5/2022 General BOD Meeting

- Admin:
  - choose scribe, facilitator, other roles as needed.
  - start and end times
  - purpose of meeting:
- Checkins:
  - have every person check in, and write each person's name here as they check in, so that you have an established order of attention for rounds later on in the meeting.
  - sample check in questions:
    1. What's alive for you now? (longer)
    2. Does anything stand in your way of being present for this meeting?

(shorter)

- Verse
- Vote to amend/accept previous meeting minutes
- Ops Reports - *Please read Ops reports before meeting and bring any questions or concerns*
    - BOD Business: Admin, Facilities, P&P, Recruitment
    - Culture & Festivals
    - Curriculum
    - Finance: Budget, Financing, Grants
    - Fundraising
    - IDEA & Outreach
    - Staff Search
- Agenda:
    - Vote:
        i. *List proposals that are ready for a vote - incl links to any relevant docs in Ops Reports*
    - Inform:
        i. *List upcoming activities of which the BOD needs to be informed*
    - Discuss:
        i. *List topics that require discussion to move work forward*
        ii. *Consider if the topic is extensive enough to be discussed at a special topics meeting*
- Wrap:
    - Next actions clear, recorded, and distributed to those doing them?
    - Next meeting:
- Close:
    - closing round of learnings, appreciations, feedback ect on the meeting

# 06/29/2022 Last minute meeting to purchase insurance

- Admin:
    - Facilitator- Amy, Scribe- Nicole
    - 3:30-
    - purpose of meeting: obtain a vote to purchase leaders liability and employment practices insurance
- Checkins:
    - Amy, Nicole, Sylvia, Jessica, Shelley, Sarah, Razia, Lisa
- Verse
- Ops Reports -
- Agenda:
    - Vote:
        i. *Purchase leaders liability and employment practices insurance*
- Wrap:
    - Next actions: purchase insurance
    - Next meeting:

- Close:
    -

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# 06/15/2022 Special Topics Meeting

- Admin:
    - Facilitator: Jessica; Scribe: Nicole; Timekeeper: _
    - start and end times
    - purpose of meeting?

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business
        - Inform
            - Recurring Fundraising Committee Meetings (LC & SR)
            - Fundraising Script (LC)
            - Updated Facilities Preliminary Strategy (SR)
            - Outreach Strategy (SW)
        - Discuss
            - Fundraising Preliminary Strategy (LC & SR)
            - Efficiency of scale
            - 5 - 8 grade enrollment
            - Fundraising team for forest school. Unified Waldorf stream(SP)
    - Exigent business
    - Close

# 05/31/2022 General BOD Meeting

- Admin:
    - Facilitator: Sylvia/Steph; Scribe: Amy ; Timekeeper: Nicole
    - 4:00-5:30pm

- Agenda:
    - Check-ins
    - Verse
    - Vote to amend/accept previous meeting minutes
    - Ops reports
    - New business

            - Vote
                - Fund APWE training in Core Principles of Waldorf education (RAH)
            - Inform
                - Committee Meetings in the Sunshine (NR)
                - BOD Committee Chairs, etc document
                - Updated Policy Manual Deadlines (SR & RAH)
                - BOD Membership (SP)
                - BOD training (NR)
                - Committee calendars and tasks (AS)
                - Grant work update (SR & AS)
            - Discuss
                - Archiving Meetings (SR)
                - Governance Doc
                - Board newsletter inquiries (SP)
        - Exigent business
        - Close

# 05/18/2022 Special Topics Meeting

- Admin:
    - Scribe (Shelley), Facilitator (Sarah), Time Keeper
    - start and end times 3:30-5pm
    - purpose of meeting?

- Agenda:
    - Check-ins
    - Verse
    - Vote to accept previous meeting minutes
    - Ops reports
    - New Business
        - Vote:
            - Facilities Committee Preliminary Strategy
            - Proposal Template
            - Letterheads
        - Inform:
            - Procedure for holding committee meetings (NR)
            - Recurring Committee Meetings Schedule (Committee chairs)
            - CSP Grant Timeline (NR)
            - Policies & Procedures Deadlines (SR/RAH)
        - Discuss
            - Master List of Calendars & Collaboration/Tracking tools (AS/JB)
            - Capital campaign strategy (SP)
    - Exigent Business

    - Close

# 04/26/2022 General BOD Meeting

- Admin:
    - Facilitator: Razia; Scribe: Jessica; Timekeeper: Jordan
    - 4-5;30
    - General BOD Meeting
- Agenda:
    - Check-ins
    - Vote to accept previous meeting minutes
    - Ops reports
    - New business
        - Discussion: Quarterly/Monthly updates for community
        - Board member path forward (RAH)
        - Current Outreach (RAH)
        - Notifications of new Start date
        - New timeline, committees, facility
        - Discussion: special topics meetings and discussions
    - Exigent business
    - Close

# 04/13/2022 Special Topics Meeting

- Admin:
    - Scribe: Nicole (Stephanie), facilitator: Sylvia (Amy)
    - 2:30-4pm
    - purpose of meeting: Determine fundraising strategy - capital campaign
- Agenda:
    - Check-ins
    - Vote to accept previous meeting minutes
    - New business
        - Pathway forward towards 2023 opening date the following suggestions :
        - Letter to inform school board
        - Additional support on the facilities committee. Suggestion : we divide the city into 4 quadrants and a point person for each quadrant
        - A calendar with important dates of compliances needed to have work completed. Such as handbooks correspondence with acsb
        - Outreach
        - Community education
        - Board training sessions
        - Regular communication with our mailing list with updates

        - A more robust list to be created in subcommittee. Who's on that committee? ( to help create our pathway)
        - Capital campaign strategy (SP)
    - Exigent business
    - Close

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# 03/29/2022 General Meeting

- Admin:
    - Scribe: Shelley, Facilitator: Lisa, Sita/Sarah: Time Keepers
    - 4:00 - 5:30 pm
    - purpose of meeting:  Vote on crucial timely topics
- Agenda:
    - Check-ins
    - Ops reports
    - New business
        - Vote:
            - Vote to accept previous meeting minutes
            - Proceed with UCG lease (SR)
            - Board Officers (SR)
            - Fundraising script & goals/timeline (LC) - moved from last meeting
            - Outreach email (SR & SP)
            - Timeline/ads for HR (SW, JB, AS)
            - Leaders liability insurance (AS)
            - Proposal to assign a Board role called “Collab Trainer” (SR)
        - Inform:
            - APWE dues (SP) - moved from last gen meeting
            - Opportunity with Round Sky Solutions (SR)
            - Classroom supplies, ordering(SR)
        - Discuss:
            - Discussion of dress code (JB & SW) - moved from last gen meeting
            - Pivot date (SR) - moved from last gen meeting
            - SBAC deadlines (SFJ) - moved from last gen meeting
    - Exigent business
        - Loan Request to TWIG (SR)
    - Close

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# 03/16/2022 Special Topics Meeting

- Admin:
  - Facilitator: Razia; Scribe: Jordan; Timekeeper: Jessica
  - 2:30-4
  - Purpose of meeting: Timeline, CSP grant, BOD composition and facility.
- Agenda:
  - Check-ins
  - Ops reports
  - New business
    - Slack Reminder (SR)
    - Timeline (RAH)
    - CSP grant (SFJ)
    - BOD composition, restructuring and recruitment (SFJ)
  - Close

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# 03/01/2022 General Board Meeting

- Admin:
  - Facilitator: Amy & Nicole; Scribe: Stephanie; Timekeeper: Sylvia
  - 4-5:30pm
  - General board meeting
- Agenda:
  - Check-ins
  - Ops Reports
  - New Business
    - Special topic meetings (SFJ)
    - Meeting schedule (SFJ)
    - Recap of Meeting Format & Integrative Consent Decision-making (SR)
    - Florida School Leaders Workshop (RAH)
    - Constellation's trajectory (RAH)
    - Pivot date (SR)
    - Adoption of "Code of Student Conduct"? ( SW & JB)
    - Dress code (JB & SW)
    - SBAC deadlines (SFJ)
    - Enrollment application (SW)
    - Fundraising script (LC)
  - Close

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# 02/27/2022 Special Topics Meeting

- Admin:
    - Facilitator: Jessica; Scribe: Stephanie
    - 3-3:30pm
    - February BOD application cycle vote
- Agenda:
    - Check-ins
    - Vote on BOD applicants
    - Close

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