**Mountain Island Day School**

**Charter Application/Entry Board Meeting**

**November 30th, 2017**

**Present:**

Tammy Winstead Advisors:

Nicole Pajack Kasey West

Denise Ballard-Styles

Kristin Lanier

John Blythe

Tom Winstead

Amy Bruining

Deborah Stinson

* The purpose of this board meeting is to formally vote on items required to meet the Ready to Open Deadline of December 4th. This meeting is being conducted via phone.
* Established a quorum, meeting called to order.
* **REMINDER!!!** MID’s clarification meeting is **December 11th** at the Office of Charter Schools in Raleigh NC. The following Board members have been able to make plans to attend this meeting; Tom Winstead, Tammy Winstead, Amy Bruining, Nicole Pajack, Deborah Stinson, Kristen Lanier, and John Blythe. If anyone is unable to attend please make sure a letter explaining why you are unable to attend. This letter needs to be submitted no later than December 7th. Letters can be e-mailed to Tammy Winstead and she will download the letter into the Charter Application.

The Board of Directors have collectively been working on the list of Ready to Open Items due to the Office of Charter Schools by December 4th. Tammy Winstead has distributed a copy of all documents with board member recommended revisions made for final review. The following documents have been provided:

**Copy of the Ready to Open Items due December 4th 2017.**

**Governing Board**

c. School Calendar

d. Bylaws

e. Evaluation tools for Head of School and Board

f. Current list of Board of Directors

**Student Accountability Plans**

1. Testing/Accountability Coordinator job description.
2. Testing Calendar
3. 10/20 Day rule

**Key Staff**

1. Official employee agreement

**School Safety**

1. Immunization (Policy)

**Board Policies**

Instructional Programing

1. School Calendar/Length of Day Policy

**Operations**

1. Criminal Background Checks for Staff, Criminal Background Checks for Volunteers, Admission/Lottery, Record Retention

**Governance**

1. Board Committees, Conflict of interest and nepotism, Third-Party Agreements, Grievance for Staff members and families, Employee Agreements, Board Member Residency, and Board meeting calendar.

**Finances**

1. Budget Approval, Third-Party Access, Access to funding, Audits, Purchasing, and Federal Funds.

**Handbook**

1. Employee Handbook

Due to the volume of documents the board needs to approve a google document has been created to tally each board members vote. Board members can either approve or disapprove the final version of any of the documents distributed to them.

The meeting was adjourned.