

Cascade Public Schools

Board Meeting: Monday, January 14th, 2018; 6:30-8:30pm

Location: [Big Brothers Big Sisters of Puget Sound](#)

Minutes

1. **ACTION ITEM:** Ratify [minutes](#) from last meeting, 11.19.18 -- complete

2. **Charter Application Update (submitting on March 1 after external review, revisions, copy editing)**
 - a. **Support Needed:** Section 26: Operations Capacity and Section 28: Financial Management Capacity- Fill in experiences in applicable domains in this chart **(Please Complete by morning of Thursday, Jan. 17th)**
 - i. **Action item for all board members:** Fill in name in operations chart for any domains in which you have expertise

3. **Governance**
 - a. Follow Up Discussion:Bylaws, Articles of Incorporation, Conflict of Interest Policy
 - i. [CEO/CAO Leadership Structure](#), comparison to Catalyst Public Schools
 - ii. Catalyst has two co-founders, and each one will be a principal (one of middle school and one of elementary school) that reports to the board
 - iii. Bylaws and articles submitted to attorney
 - b. **Follow Up Support Needed:** Drafting Code of Ethics Policy
 - i. We have examples from Ashe Prep and from BBBS
 - ii. **Owner: Bonnie**
 - c. Recruiting:
 - i. Need: HR, Operations, Finance, Governance, Legal, Real Estate, Fundraising
 - d. Collect Charter Application Board Member Needs:
 - i. [Board Member Disclosure Form](#) (all board members)
 - ii. Resumes, Bios, Headshots (all board members)
 - iii. [Statement of Assurances](#) (Bonnie Only)
 - iv. [CSP Statement of Assurances](#) (Bonnie Only)
 - v. [Background Check Certification](#) (Bonnie Only)
 - vi. Begin background check and fingerprinting through BBBSPS
 1. Would have to go through another staff member (not Louis) and decide eligibility criteria
 2. **Action item for Louis and Scott:** Louis will share BBBS criteria with Scott, and Scott will send to Rekha (WA Charters) for her review

3. Open question: Will this be the same criteria we use with future teachers/Cascade staff?

2. Academic Excellence

3. Finance

- a. **Support Needed:** Development of Application Budget - any interest in follow up meetings/reviewing feedback from Haid/Noah Wepman?
 - i. Budget notes: doesn't account for small schools funding (for schools <300 students); Haid is doing the financial analysis to figure out how much extra funding this comes to
 - ii. Haid/Noah will provide feedback by early Feb
 - iii. **Owner:** Greg, Scott, Garth will review the feedback from Haid/Noah ~Feb 11-14
- b. Facilities updates from Louis
- c. **Support Needed:** Facilities/property listings; future meetings with WCSD and Raza Development Fund
 - i. Louis and Scott meeting with James Heugas on Fri 1/18
 - ii. James is encouraging Cascade to look at churches, even if they could only house the school for 1-2 years
 - iii. Also meeting with Raza, which will be much more likely to fund BBBS versus startup charter
 - iv. Exploring other options in the area

4. Development

- a. Planning Year Fundraising Plan
 - i. Won't get money from the state until Sept 2020 so need to have a plan for how Cascade will fund its planning year
 - ii. Letters of Support: gathering letters from the top 9 donors from the fall 2019 fundraiser to include in the charter application
 - iii. Questions:
 1. Other foundations/connections to reach out to?
- b. 5-Year Fundraising Goal: \$800,000
- c. NewSchools Venture Fund, CSP, WA Charters: \$200K each
 - i. 1/14 NSVF interview with Frances, Erin, Antonia; will find out by end of February

5. Leadership Support

6. Ad Hoc “Committee” updates

a. Community Outreach

- i. January 16th Community Design Session - Sea Mar Apartments
 1. Des Moines; next to Highline College; next to Dick’s
- ii. Sea Mar Radio
- iii. March Community Design Sessions
- iv. April Commission Public Forum
- v. Phone Calls to BBBSPS to families on BBBSPS waiting list

Next Board Meeting Date/Time: February 11th, 2019 6:30-8:30 pm (*should we consider shifting to Feb. 4th to allow time for revisions to application Feb. 11?*)

- Bonnie and Greg both out of town on 2/4 so can’t do this date

Future Board Meeting Dates: March 11; April 1; May 13; June 10; July 8; August 12; September 9; October 14; November 18; December 9

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