



Board of Directors Meeting Notes

Time: 6:30pm

Location: Big Brothers Big Sisters of Puget Sound, 1600 S. Graham St., Seattle WA 98108

Board members present: Greg Sommers, Carolyn Chuong Holgate, Holly Morris, Jimmy Brown

Ex-officio board members present: Louis Garcia

Board members not in attendance: Nicholas Bradford (ex-officio)

[prior to board meeting] Cascade board formally invited Jimmy Brown to join the board on 6/26/19, and he accepted his offer on the same date.

1. Call to Order

Called to order 6:52pm.

2. Public Comment
3. Ratify Previous Meeting Minutes

All voting members approved. Ex-officio members did not vote.

4. General Updates
 - a. Charter Contract & Conditions
 - b. Scheduling
 - c. Google Drive/Email Set Up

Discussed 6/27 Commission meeting during which conditions #2 (removing conflict of interest) and #3 (clarifying Cascade's academic model) for Cascade's conditional approval were lifted. Condition #1 around SPED is a pre-opening condition to be discussed with the Commission at a later date.

Reviewed scheduling for board meeting guests:

- August: Paula from Commission to continue reviewing charter contract with us.
- September: WA Charters to carry out 3 trainings: Open Public Meeting Act, governance v. management, fiduciary oversight. Garth/Scott to ask whether we can combine OPMA with governance/management into single training.



- [TBD] James Heugas has offered to come in and speak about WCSD and facilities contract. Agreement that only facilities committee needs to be present at this training.

Clarified board policies for using new Cascade email addresses.

5. Committee Updates:

- a. Governance Committee
 - i. Jimmy Brown
 - ii. Board Terms
 - iii. Committees
 - iv. Board Recruitment

Jimmy Brown joined the Cascade board on 6/26/19 and attended his first meeting on 7/1/19.

Louis Garcia and Nicholas Bradford to step down from board officer positions (Vice Chair and Secretary, respectively) given that they are ex-officio board members and will have to recuse themselves from voting and from discussions related to their partnerships.

Jimmy Brown to become Secretary of the board, effective 7/1/19. Greg Sommers to become Vice Chair, effective 7/1/19. Unanimous board vote by Bonnie Lathram, Carolyn Chuong Holgate, Greg Sommers, Jimmy Brown. Ex-officio member Louis Garcia did not vote. Ex-officio member Nicholas Bradford was absent.

Discussion around board structure which board members will lead Cascade's core board committees:

- Governance: Louis Garcia
- Academic Excellence: Holly Morris, Jimmy Brown
- Finance and Operations: Carolyn Chuong Holgate
- Leadership Support: Bonnie Lathram
- Development: Greg Sommers, Nicholas Bradford
- [Ad-hoc] Facilities: Holly Morris

- b. Finance/Operations
 - i. Planning Budget Cash Flows
 - ii. Approval of Contracts over \$10,000
 1. Joule Growth Partners
 2. PBL Consulting
 3. Washington Charter School Development
 4. D3 Architecture Proposal
 5. CEO & CAO Contracts
 - iii. WA Charters Strong Start Grant Application
 - iv. Facilities



Motion to approve Joule Growth Partners contract. Unanimous board vote by Bonnie Lathram, Carolyn Chuong Holgate, Greg Sommers, Jimmy Brown. Ex-officio member Louis Garcia did not vote. Ex-officio member Nicholas Bradford was absent.

Motion to approve PBL Consulting contract for curriculum development. Unanimous board vote by Bonnie Lathram, Carolyn Chuong Holgate, Greg Sommers, Jimmy Brown. Ex-officio member Louis Garcia did not vote. Ex-officio member Nicholas Bradford was absent.

Motion to approve WA Charter School Development contract. Unanimous board vote by Bonnie Lathram, Carolyn Chuong Holgate, Greg Sommers, Jimmy Brown. Ex-officio member Louis Garcia did not vote. Ex-officio member Nicholas Bradford was absent.

Motion to approve D3 Architecture Proposal contract. Unanimous board vote by Bonnie Lathram, Carolyn Chuong Holgate, Greg Sommers, Jimmy Brown. Ex-officio member Louis Garcia did not vote. Ex-officio member Nicholas Bradford was absent.

Discussion on CEO & CAO contracts and need to add CSP contingency and the 12-month timeline. Carolyn Chuong Holgate to revise contract and send to Bonnie Lathram for review; will then send to Scott and Garth and full board for voting approval.

Facilities update from Scott Canfield. Cascade is drafting letter of intent to occupy Pacific Ridge Center starting 8/1/2019.

- c. Development Committee
 - i. n/a

- d. Academic Excellence
 - i. Summer Design Work

- e. Leadership Support
 - i. N/A

Meeting adjourned 8:48pm.

Next Board Meeting: Monday, August 12th, 6:30-8:30pm at BBBSPS