

## PLANNING AND DEVELOPMENT COMMITTEE

### Meeting Minutes

February 5, 2020

(Meeting held telephonically)

**Attendees:** Karah Gagnon, Gaye Leo, Dawne Winn, Annie Gilbert, Natalie McKenney, Devin Grigg, and Board Candidates: Todd Piluga, Kyle Malcomson

The meeting was called to order at 5:33 p.m. by Annie Gilbert, who indicated Karah Gagnon would lead the meeting, as Mike Dyer was unable to attend.

Topic	Discussion	Action/ Update
<b>1. BCS Spring Work Session / Ideas</b>	<ul style="list-style-type: none"><li>Annie reported Herb Paine will facilitate the Spring Work Session. Mike and Annie have been in contact with him and they have a meeting scheduled in early March to go over the Work Session agenda with him.</li><li>At the March Planning and Development meeting, the old strategic plan will be presented. Be thinking about the plan and be prepared with your questions.</li></ul>	
<b>2. Ball Charter Schools Branding</b>	<p>Natalie indicated the school branding topic consists of two parts:</p> <ul style="list-style-type: none"><li>Overall branding: New stationery with the BCS Crest and school mascots, as well as a standard email signature line will be introduced. Committee members had opportunity to look over samples prior to the Ball Charter roll out.</li><li>BCS Website development: The team is currently working on content for specific school sites and is on schedule for February completion. Annie noted this item has been moved to the Curriculum &amp; Systems Committee, and members will have opportunity to look over and provide feedback. Annie reiterated Committee Co-Chair, Mike Sobieski's comments from that meeting, indicating not all suggestions and design elements will be implemented.</li></ul>	BCS Website moved to Curriculum and Systems Committee
<b>3. BCS Educator 2020 Kickoff</b>	<p>Annie reported this item is being spearheaded by the Principals.</p> <ul style="list-style-type: none"><li>The Principals will meet to determine a common theme at the next Admin. meeting. They will not have an update to present until March.</li><li>Devin Grigg's speaker suggestion has been forwarded to the Admin. Committee.</li></ul>	
<b>4. Governing Board Membership</b>	<p>The Committee welcomed two new Board candidates who were introduced by Principals Gaye Leo and Dawne Winn. Both candidates have children at their respective schools and are active in the school communities. Welcome!</p> <ul style="list-style-type: none"><li>Hearn Board Candidate, Kyle Malcomson</li><li>Dobson Board Candidate, Todd Piluga</li></ul>	

	<ul style="list-style-type: none"> <li>▪ Dawne noted that Mike Dyer’s and Natalie’s terms end this summer. She had spoken to Natalie about extending, and reached out to Todd to see if he was interested.</li> <li>▪ Natalie stated she will be happy to stay on the Dobson Board for another year, as it is her son’s last year. Natalie would like to see Board rotation included as a Strategic Planning topic.</li> <li>▪ Gaye indicated Michael Larrabee will be rolling off the Hearn Board and is thankful Kyle has indicated interest. She asked for direction if she should be seeking another candidate.</li> <li>▪ Annie will see that the topic of Board Rotation is included at the Spring Retreat Strategic Planning session.</li> </ul>	
<b>5. Summary and Future Agenda Items</b>	<p>Anything else to add to the To Do List?</p> <ul style="list-style-type: none"> <li>▪ Let’s go over what the Branding/Marketing Committee looks like. Annie will talk about this topic at the next meeting, and provide recommendations re: expansion, and how the new position of Director of Marketing fits in with the Committee, or if there will be a separate branding/marketing committee.</li> <li>▪ Connie brought up Mike’s recommendation that we be thinking of a person to lead the Planning and Development Committee when he rolls off the Board. Karah indicated she would be happy to serve in that leadership role when Mike leaves.</li> <li>▪ Both Annie and Gaye expressed approval of this decision.</li> </ul>	Annie will present the old Strategic Plan in preparation for Spring Work Session.
<b>6. Next Committee Meeting</b>	<b>Wednesday, March 26, 2020 5:30 p.m.</b>	

The Planning and Development Committee meeting adjourned at 5:47 p.m.

*Meeting Minutes Submitted by: Connie Johnston, Board Coordinator – 2/5/2020*