

PLANNING AND DEVELOPMENT COMMITTEE

Meeting Minutes

February 27, 2018

Meeting held telephonically

Present: Mike Dyer, Board Vice President, Chair; Dawne Winn, Dobson Academy Principal; Gaye Leo, Hearn Academy Principal; Michael Sobieski, Dobson Board Secretary; Cheryl Parker, Director of Student Services; Karin Meilstrup, Board Coordinator; Amanda deNight, Val Vista Community Development Coordinator; Rome Williams, Dobson Community Development Coordinator

Mike Dyer called the meeting to order at 6:33 p.m.

| Topic | Discussion | Action/ Update |
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| 1. Community Development Coordinator Updates | <p>Amanda started talking about the work going on at Val Vista. They are focusing on increasing enrollment, parent referrals, and changing up their marketing strategies. They are tracking things better so they can use resources more effectively. She is also still updating the brochure, making sure it is perfect. They are also working on getting a postcard printed to hand out to new home developments in the area, but in the meantime, the developments have a handout to give new residents.</p> <p>Roamie started talking about an expo that he and Dr. Winn attended, where they were able to get 11 families to sign up for tours. 1 of those families already enrolled. He has a list of pre-schools/childcare centers within a 4 mile radius and is working on building relationships with them. Mike Dyer mentioned that it's important to still build relationships with the high schools in the area, so that we can become a feeder school for them.</p> <p>Mike Dyer mentioned the summer programs at Val Vista, and suggested that Dobson do something similar. We want our campuses to be used and to expose families to our schools. Roamie also asked how to improve the relationship with the PTO, and both Mike Dyer and Mike Sobieski suggested just making sure they know how valuable they can be, and trying to utilize them to help our schools.</p> | |
| 2. Board Membership Growth | <p>The outlined path to become a board member still sounds good.</p> <p>An advertisement was made, using what was sent out in previous years. Need to add the letterhead to the advertisement and the Ball Charter Logo to the Interest to Serve form, then send it to the principals to disburse into their communities to see interest.</p> | <p>Karin: -Get the application and interest to serve form on Letterhead and send out to Principals</p> |

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| <p>3. Fall Work Session</p> | <p>We are working on getting topics so that we have plenty of time to get information together. We want the major focus of this session to be the curriculum. We'll plan to spend at least 2, if not 2 ½ hours on this topic during that day.</p> <p>The tentative date is Saturday, September 29.</p> <p>The principals want the members of the Board to feel up to speed, so they can better counsel about curriculum decisions. The Principals will take some time to discuss what is being done at their campuses, then Mary Kennedy from Hearn Academy will come and present a history of things across all the campuses. After that, there will be a discussion and recommendations.</p> <p>We will add additional topics after we know that we have time to discuss the curriculum at all the campuses.</p> | <p>Karin:</p> <ul style="list-style-type: none"> -Add the date to the agenda for the next Board Meeting -Send a Calendar invite out for the rough date, September 29th -Put together a rough agenda (with times, breaks, lunch) so we can see what else we have time for |
| <p>4. Hiring Board Coordinator</p> | <p>Gaye has posted the job on ZipRecruiter, and there are already a few applicants. She will scan the applications/resumes over to Karin, who will vet before sending them along to the Board Members.</p> <p>Annie will be sitting in on the interviews, and Gaye, Dawne, and Cheryl all expressed interest and willingness to help with the interview process. We will set up a rubric of questions, so that all the applicants are being asked the same things, regardless of who is calling them.</p> | <p>We can use Mike Dyer's office as an interview place</p> <p>Karin:</p> <ul style="list-style-type: none"> -Put together an interviewing rubric, so each applicant is asked the same questions, no matter who is conducting the interview -Put together some rough interview questions -Put together a sheet with benefits and a pay range and other similar information <p>Updates:</p> <ul style="list-style-type: none"> -Interested parties will circulate interview dates as we can and have availability |
| <p>5. Summary/Future Agenda Items</p> | <p>Each member will bring additional topics to review for Fall retreat.</p> <p>No future agenda items.</p> | |

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| 6. Next Committee Meeting Date | The next committee date is Tuesday, April 3, 2018 at 6:30 p.m. telephonically. | |
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The Planning and Development Committee Meeting was adjourned at 7:36 p.m.

Meeting Minutes Submitted by: Karin Meilstrup, Board Coordinator, March 1, 2018.