



**November 2022**

**Monday, November 7, 2022**

**Location: Virtual**

**Link to Virtual Meeting: <https://meet.google.com/che-cfgc-tfx>**

**Or dial: (US) +1 910-758-0415 PIN: 481 955 593#**

## **THE GO BIG FOUNDATION**

### **BOARD MEETING MINUTES**

#### **Vision Statement**

One day, all girls will have access to **great opportunities** in education.

#### **Mission Statement**

G.O. B.I.G. will provide an immersive STEM education for girls, fostering their academic achievement, entrepreneurial mindset, character development, social responsibility, and, ultimately, preparing them to excel in college and the world beyond.

#### **Ethics Statement**

As members of the Board of Directors of The GO BIG Foundation, we are responsible for adding value to Great Opportunities and Boundless Innovations for Girls (G.O. B.I.G.) and for contributing to the ethical success of the organization. As such, we commit to the following:

- We further the mission, vision, and goals of G.O. B.I.G. by engaging in activities that enhance its credibility and value.
- We uphold and adhere to the highest standards of ethical and professional behavior.
- We avoid engaging in activities that create actual, perceived, or potential conflicts of interest.
- We accept professional responsibility for our individual decisions and actions.
- We source and disseminate information ethically and responsibly.
- We foster inclusiveness and cultivate diversity in our organization.
- We develop, implement, and advocate for policies that promote equitable and just treatment for all.

*(Adapted from [The Foraker Group](#))*



## Board Members

- Crystal Howe, Co-Founder & Board Chair (CH)
- Erin Howe, Co-Founder & Vice Chair (EH)
- Shalonda Edwards, Board Vice Chair Elect (SE)
- La-Deidre Matthews, Board Secretary (LM)
- Shauntay Cloud, Board Treasurer (SC)
- Diamond Howell-Shields, Board Member (DHS) (Absent)
- Brittany Anderson, Board Member (BA)
- Marsha Thomas, Board Member (MT)

### Guests:

- Jennifer Adler, CSP
- Gary Feinster
- Unknown caller

## Minutes

### Open Session

#### 1. Call to Order (CH)

The meeting was called to order by CH at 6:35pm.

#### 2. Recitation of Vision, Mission, & Ethics Statements

The Vision and Mission and Ethics Statements were recited by EH.

#### 3. Approval of Current Meeting Agenda

LM moved to approve the agenda. Seconded by EH. Vote: unanimous approval

#### 4. Public Comment

*Public comment is a time for the community to provide feedback to the Board of Directors. For in-person meetings, attendees must sign up at the start of the meeting if they desire to give a public comment. Each community member is limited to three minutes of comment, with a total time of up to 30 minutes allotted to public comments. During remote meetings, attendees may add their public comments to the chat feature which will be sent directly to the Board of Directors. Board members will then share the comments with the meeting attendees for up to 10 minutes.*



*Public comment is also a time for the Board of Directors to listen to the feedback of the community. Board members cannot respond to public comments during the meeting. However, the Board recognizes that each stakeholder is a vital part of our community and will take comments into consideration when making decisions, planning, providing feedback to administration, and completing committee work.*

No public comments

## **5. Board Member Resignation**

CH announced Laria McNeil's resignation from the Board effective immediately. Laria submitted written notice of her resignation to CH and EH today, which was read to the Board. CH discussed the possibility of implementing an exit interview procedure for Board members who decide to resign.

## **6. RTO Policy Review & Voting**

CH explained the process for accessing the draft policies on the Board's Google drive and reminded the Board that the drafts should be reviewed for feedback prior to the meeting during which the Board will consider them.

### **a. [GO BIG Criminal History and Background Check Policy](#)**

Motion by DH to adopt policy. Seconded by SE. Vote: unanimous approval

### **b. [GO BIG Criminal History Policy](#)**

CH explained that the Criminal History Policy is encompassed within the GO BIG Criminal Background Check policy and was inadvertently included on the Agenda as a separate policy. LM revised agenda to reflect the correct title of the GO BIG Criminal History and Background Check Policy.

### **c. [GO BIG Staff Evaluations Policy](#)**

Motion by DH to adopt policy. Seconded by LM. Vote: unanimous approval

### **d. [GO BIG Record Retention Policy](#)**

Motion by LM to adopt policy as-is contingent upon confirmation that policy adheres to retention laws. Seconded by SC.



Discussion: SE requested that policy be revised to explain retention policy for students who transfer. Vote: unanimous approval

e. **GO BIG Student Records Policy**

Motion by DH to adopt policy as-is. Seconded by BA. Vote: unanimous approval.

f. **GO BIG Family & School Communication Policy**

- SE asked how and why diseases and conditions referenced in the policy were included. JA explained that the State requires the particular references be included. EH requested that the policy be revised to cite the state law that requires the reference. MT asked whether the policy should be revised to include school's plan for communication in response to emergency weather or other emergencies. CH suggested that the policy be revised to include a reference to the separate and independent emergency communication policy. Motion to approve policy with the 2 aforementioned suggested revisions. Seconded by LM; Vote: Unanimous approval. JA will add the 2 revisions.

g. **GO BIG School Visitor Policy**

The Board reviewed and considered MT's suggestion that parents be required to observe class once a quarter. CH expressed concerns that required parent visits may disrupt the class. Motion to adopt visitor policy by EH; Seconded by SE. Vote: Ayes- BA; CH; EH; SE. Nays- LM; Abstention- DH. Vote passes by majority.

h. **GO BIG Budget Planning and Approval Policy**

Motion to adopt policy as written by EH. Seconded by DH. Vote: unanimous approval

i. **GO BIG Third Party Contracts Policy**

SE asked whether the terms Charter School and Nonprofit were interchangeable as used in the policy. CH replied yes and revised the policy to clarify this point. CH also revised policy to eliminate any references to "Executive Director" to Motion by LM to adopt policy with the revisions. Seconded by SC. Vote: unanimous approval

j. **GO BIG Accessing Funds Policy**



Motion by MT to adopt policy as written. Seconded by DH. Vote: Unanimous approval

**k. GO BIG Financial Audits Policy**

**Motion by SE to adopt policy as written. Seconded by DH. Vote: unanimous approval**

**l. GO BIG Purchasing and Payments Policy**

SE expressed concern that the policy may not detailed enough and noted that she identified another example policy that provided a more robust procedure. CH explained that there will be a separate procedure with more details.

Motion by DH to approve policy with revision to change “authorized by two of these individuals” to “authorized by three (3) of these individuals”. Seconded by MT. Vote: unanimous approval

**m. GO BIG Testing & Accountability Coordinator Position Job Description**

Motion by LM to table policy until the next meeting where policies and descriptions are considered. Seconded by SE. Vote: unanimous approval

**n. G.O. B.I.G. Student Code of Conduct Policy–**

Discussion: MT asked whether the policy considers the additional rights to which exceptional students are entitled; SE asked whether the practices and techniques referenced in Policy Overview Section defined somewhere else for the reader. CH suggested that a link to the charter application where the practices and techniques are defined. SE asked whether students and families will have to submit written consent. Motion to approve policy with revisions to add a reference to Exceptional Children’s Discipline Policy. Motion to approve policy by as-is by SE. Seconded by BA. CH reminded Board that there was consensus to revise the policy to reference Exceptional Children’s Discipline Policy. SE amended motion to approve to account for reference to Exceptional Children’s Discipline Policy. Seconded by BA. Vote: unanimous approval

**o. Board Committee’s Policy**

motion for approval by EH; seconded by SE. Unanimous approval

**p. GO BIG Grievance Policy**

Motion by SE to adopt policy. Seconded by EH. Vote: unanimous approval



7. Motion by LM to amend agenda to reflect the consideration and adoption of the Board Committees and Student Code of Conduct policies. Seconded by MT. Vote: Unanimous approval

## **Adjournment**

Motion by LM to adjourn meeting at 8:20. Seconded by SE. Vote: unanimous approval.