

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
SAN CARLOS CHARTER LEARNING CENTER**

September 14, 2019 at 9:00 AM

SCC Room 302/CC, 750 Dartmouth Ave, San Carlos, CA

In attendance: Leigh Casamento, Inga Davis, Julia Fox, Alice Miller, Kristen Pezone

Absent: Robert Porter, Irene Thomas

1. CALLED TO ORDER at 9:13 AM

2. COMMUNICATIONS

- a. COMMUNITY COMMENTS – Community members (including staff and BOD Members) are encouraged to make comments. However, by law, if you wish to engage in a discussion with the BOD, the topic must be on the agenda. Contact a BOD member, or the Executive Director, to discuss adding topics to the agenda.
- b. RECOGNITION OF THE COMMUNITY – Recognize the achievements of our community's members and their contributions to the community. Send suggestions to a BOD member if you are not able to attend.

Middle School BTSN was very successful

3. CONSENT AGENDA

- a. Approve minutes from 2019-09-11 Regular Meeting
Postponed until October meeting

4. LEADERSHIP ANNUAL RETREAT

- a. TEAM BUILDING ACTIVITY
- b. BOARD IN-SERVICE TRAINING (Alice Miller) – Brown Act Refresher
Moved to first item
- c. SCCLC BOARD ROLES – Review of board member roles and expectations
- d. BOARD ROLE ASSIGNMENT – Assignment of 2019-20 BOD roles
Leigh willing to remain as board chair until June 2020. Other roles will be assigned once two open board seats are filled.

Adjourned for lunch at 12:25 PM

Alice left at 12:36 PM

Reconvened at 12:50 PM

- e. AUTHORIZING AGENT RELATIONSHIP – Creating a shared understanding of roles, responsibilities, and best practices
- f. SUCCESSION PLANNING – Succession planning for both executive leadership and board members

5. ADJOURNED AT 2:13 PM

The order of agenda items may be changed at the meeting.

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