

**THE METROLINA REGIONAL SCHOLARS' ACADEMY, INC.**

Open and Closed Session

**Meeting of the Board of Directors**

Conference Room, Metrolina Regional Scholars' Academy

Monday, February 23, 2014, 2015, 6:30 p.m.

**Voting Members Present**

---

**David Saye, Chair**

**Renee Alsop**

**Lee Keel**

**Makila Scruggs**

**Michael Matthews**

**Jen McClave**

**Noelle Sproul**

**Rob Watson**

**Call to Order and Mission Statement.** The meeting was called to order at 6:30p.m.

**Adoption of the Agenda.**

Action: A motion to approve the agenda was made by Ms. McClave, seconded by Ms. Scruggs , and approved by the Board.

**Approval of the Meeting Minutes of January 26, 2015.**

Action: A motion to approve the minutes of the January 26, 2015 meeting, subject to discussed changes, was made by Mr. Watson, seconded by Ms. Sproul, and approved by the board.

**Director's Report.**

Mr. Yodice presented the Director's report to the Board.

**Total enrollment/withdrawals:**

There was one withdrawal since the last board meeting.

**Admissions Lottery:**

Lottery qualification letters went out, and the lottery will be on Wednesday. The process was much smoother this year due to the new process that required applicants to turn in completed applications. The numbers comparable to last year.

**Other issues:**

- New 6<sup>th</sup> grade overnight trip will take place on April 15/16. Permission slips went out last week.
- WiFi should be improved now that new access points have been installed. Part of the Jimmie Johnson grant covered this expense.

**Survey for calendar.** The administration surveyed parents regarding the school calendar. The intention was to also have teachers respond, but the wording may have prevented full teacher participation. 284 people responded, with 58% selecting Option 1 (keeping same calendar).

# THE METROLINA REGIONAL SCHOLARS' ACADEMY, INC.

Open and Closed Session

## Meeting of the Board of Directors

Conference Room, Metrolina Regional Scholars' Academy

Monday, February 23, 2014, 2015, 6:30 p.m.

### Community Comments

- Ms. Moschel has concerns that no teachers can attend Policy Committee meetings due to the time. She would like to have it rescheduled to a time when teachers can attend.
- Ms. Miller thought the calendar survey was only for parents. She also pointed out that the inclement weather may have had undue affect on the parents. She feels that with added hours, they are not getting more instruction – instead she must allow for more rest time and time to play because the students are tired.
- Ms. Gee points out that upper school has different needs than the lower school. She thinks the middle school benefits from extra time.

### School Schedule/Calendar

The board discussed the two calendar options. We currently get about 6 hours of instruction per day (when you take out the time for recess, class changes, lunch) and this what is tracked for compliance with legislation.

There are some potential problems with changing the schedule:

- In the past, when there were makeup days, many students did not attend. This resulted in lost instructional days because there were not enough students to offer new instruction.
- If families choose to go on vacations despite the earlier start date, the school will lose funding, which is based on our enrollment on Day One and Day 20.
- The calendar would no longer be aligned with the CMS calendar.
- Middle school benefits from the longer days.

There are also problems with the current, longer days:

- The spirit of charter was that gifted children don't need as much time in class (although the original charter assumed few enrichments in school – students would study outside interests on their own)
- There have been anecdotal stories that the longer days have been difficult for some families.
- The younger children get tired with the longer days.

Mr. Yodice's recommendation is to keep current schedule. Logistically it makes thing easier for managing the schedules. He acknowledges that academically, the longer day helps some groups more than others.

**Action:** Ms. Scruggs moved to keep current calendar, Mr. Saye seconded. Board approved to keep current calendar with a 7-1 vote.

### PTO

Ms. Perotta gave the PTO report. She recently met with an accountant and received good advice. She also reported that teacher appreciation week went very well.

**THE METROLINA REGIONAL SCHOLARS' ACADEMY, INC.**

Open and Closed Session

**Meeting of the Board of Directors**

Conference Room, Metrolina Regional Scholars' Academy

Monday, February 23, 2014, 2015, 6:30 p.m.

**Policy Committee Updates**

**Procedure for Policy Approval**

Mr. Watson presented edited policy (Attachment 1)

**Action:** Ms. Alsop moved to approve the policy. The motion was seconded by Mr. Keel, and approved by the board.

**Media Policy**

Ms. Scruggs made changes and sent to Mr. Yodice for teacher feedback. The Board agrees to give Mr. Yodice one month to get teacher feedback. In the meantime, he will tell staff to operate under new guidelines.

The board discussed how to make sure teachers know how to give feedback on policies. It was decided that there should be a teacher liaison. Ms. Turner volunteered to be the teacher liaison. Mr. Yodice said that if there is a teacher that wants to attend meetings, he would make sure their class is covered. Going forward, the Board will consider requiring that committees have a teacher representative.

**Financial Committee Update**

**Financial reports**

Mr. Keel provided the Financial Reports for February (Attachment 2).

Note: We have reserves; we are a fiscally conservative board. But we are only able to provide all our programs because of our capital campaign. If we fail to get funds we have to make hard decisions. We also need to have a certain surplus according to covenants with BB&T. By next meeting we will know exact numbers that have to be met to be in compliance.

**Tax Return**

The Board is required to review the Tax returns at the March meeting.

**Interest Rate Protection**

Finance committee is looking at proceeding with a cap. Considering 3%, 4%, 5%. Mr. Adams is researching options for providers.

**Science Lab update**

Cost estimates have been added to plan.

**THE METROLINA REGIONAL SCHOLARS' ACADEMY, INC.**

Open and Closed Session

**Meeting of the Board of Directors**

Conference Room, Metrolina Regional Scholars' Academy

Monday, February 23, 2014, 2015, 6:30 p.m.

**Motion to Convene in Closed Session.** A motion to convene in closed session pursuant to the following statutes was made by Ms. Scruggs, seconded by Mr. Watson, and approved by the Board:

- a. Pursuant to N.C.G.S. §143-318.11(a)(1), to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes, such privilege or confidentiality arising under the Family Educational Rights and Privacy Act (20 U.S.C. §1232g) or N.C.G.S. Ch. 126, Art. 7, and
- b. to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee pursuant to N.C.G.S. §143-318.11 (a)(6).

**CLOSED SESSION**

*The closed session minutes are filed in the office of the Executive Director of the Metrolina Regional Scholars' Academy, Inc.*

**OPEN SESSION**

**New Business.** Mr. Yodice will invite Dr. Miller to run our retreat. We will discuss dates for the retreat at the next meeting.

**Motion to Adjourn.** Ms. Scruggs moved to adjourn. The motion was seconded by Ms. Sproul and the Board approved.

**THE METROLINA REGIONAL SCHOLARS' ACADEMY, INC.**

Open and Closed Session

**Meeting of the Board of Directors**

Conference Room, Metrolina Regional Scholars' Academy

Monday, February 23, 2014, 2015, 6:30 p.m.

**Attachment 1**

PROCEDURE FOR ADOPTION OF A PROPOSED POLICY  
OR POLICY REVISION BY THE BOARD

Metrolina Regional Scholars Academy ("Scholars Academy") is a non-discriminatory, K-8 public charter school that provides a differentiated, challenging education for children of high intellectual ability. Scholars Academy is a learning community that strives to meet the intellectual, social, and emotional needs of its students in a safe environment where they develop relationships with intellectual peers. Scholars Academy's goal is to prepare its graduates to become independent, productive, responsible and creative individuals capable of making positive contributions to society.

The Board must explicitly address the fundamental values of Scholars Academy. These values must center around the students at Scholars Academy. All policy and procedure decisions must address how they will affect the intellectual, social and emotional needs of our students. To that end, it is essential that the Board have some structured guidelines with which to operate. Below are the procedures on which the Board must use to adopt new policies or revising existing policies.

1. The Board and/or the Executive Director may direct the Policy Committee of the Board to draft a policy or policy revision. The Board may also call upon a Board member or another individual with a particular expertise to draft a policy for consideration by the Policy Committee and/or the Board. If a policy or policy revision is recommended by other stakeholders, the Policy Committee will inform the Board. The Board will then determine whether to direct the Policy Committee of the Board to draft a policy or policy revision based on such recommendation.
2. The Policy Committee of the Board will seek input from each of the following stakeholders on all policies and policy revisions unless the Board concludes that stakeholder input is not necessary (as reflected in a Board meeting decision):
  - a. Teachers and administrative staff of Scholars Academy will be notified by the Executive Director
  - b. Parents of students currently enrolled at Scholars Academy via posting of the Policy Committee agenda on the Scholars Academy website
  - c. Any other stakeholders deemed appropriate by the Executive Director, the Policy Committee of the Board or the Board
3. The Policy Committee of the Board will draft the policy or policy revision based research, a review of best practices, and stakeholder input.
4. The policy or policy revision will be placed on the agenda of a Board meeting. Notice of the first review of the policy or policy revision will be provided on the Scholars Academy website through inclusion of the policy title on the agenda. This will allow for community comment at the Board meeting when the policy or policy revision is reviewed.
5. On this first review, the Board will consider the proposed policy or policy revision, as well as input on stakeholder feedback, to agree upon the framework of the policy. No action will be taken at the meeting of the first review; provided, by affirmative vote of two-thirds of the total number of the Board members present at the meeting, the Board may waive this requirement and take action on the policy after the first review.

**THE METROLINA REGIONAL SCHOLARS' ACADEMY, INC.**

Open and Closed Session

**Meeting of the Board of Directors**

Conference Room, Metrolina Regional Scholars' Academy

Monday, February 23, 2014, 2015, 6:30 p.m.

6. The Policy Committee of the Board will incorporate any revisions determined by the Board during the first review and consider any feedback received from community comment at the Board meeting when the policy or policy revision was reviewed.

7. The updated policy or policy revision will be placed on the agenda of a subsequent Board meeting. The presenter will provide information on any significant changes to the policy or policy revision since the first review, as well as any significant new feedback received from non-Board stakeholders. Notice of this second review of the policy or policy revision will be provided on the Scholars Academy website through inclusion of the policy title on the agenda. This will allow for community comment at the Board meeting when the policy or policy revision is reviewed.

8. The Board may adopt the policy upon the second review unless proposed changes to the draft reviewed at that time are so numerous that the Board elects to require a third review. Steps 6 and 7 will be repeated prior to a third review, or additional subsequent reviews, until the policy is adopted, denied, or removed from consideration by the Board. The Board may also amend a proposed policy and approve the amended version at a Board meeting without subsequent review by the Policy Committee. Adoption of new policies or revisions of existing policies requires a vote of the majority of the board members present at a meeting.

9. For the avoidance of doubt, the Board can waive the remaining review requirements by an affirmative vote of two-thirds of the total number of the Board members present at any meeting, which vote shall also be deemed a waiver of any requirement to obtain further stakeholder review of a policy.

Date Policy Adopted: \_\_\_\_\_

Date Policy Effective: \_\_\_\_\_

**THE METROLINA REGIONAL SCHOLARS' ACADEMY, INC.**  
Open and Closed Session

**Meeting of the Board of Directors**  
Conference Room, Metrolina Regional Scholars' Academy  
Monday, February 23, 2014, 2015, 6:30 p.m.

Attachment 2

**Metrolina Regional Scholars Academy**  
**February 2015 Board Meeting**

	A	B	C	(B-A)	(C-B)	
	PY Actuals	CY Original Budget	CY Revised Budget	PY vs Orig	Orig vs Revised	
	<i>(as filed with State)</i>	<i>(as of January)</i>	<i>(as of January)</i>			
<b>Revenue</b>						
State	1,742,647	1,692,058	1,770,662	(50,589)	78,604	higher allotment
Local	879,064	853,144	913,235	(25,920)	60,091	
Local- Cash Balance	-	1,542,146	1,633,624	1,542,146	91,478	cash balance increase
Local- Loan Proceeds	-	-	675,000	-	675,000	refi proceeds
Local- Other (Annual)	601,193	600,000	629,000	(1,193)	29,000	grant money
Federal	58,178	40,101	47,723	(18,077)	7,622	
Before/ After	43,852	89,425	89,425	45,573	-	
	<u>3,324,934</u>	<u>4,816,874</u>	<u>5,758,669</u>	<u>1,491,940</u>	<u>941,795</u>	
<b>Expenses</b>						
1 Salaries, Bonus	1,682,951	1,875,645	1,867,391	192,694 a	(8,254)	
2 Benefits	318,832	399,826	399,826	80,994 b	-	
3 Books & Supplies	93,982	86,238	99,771	(7,744)	13,533	
4 Technology	10,429	16,779	16,780	6,350	1	
5 Equipment, Leases	9,543	10,636	10,636	1,093	-	
6 Contracted Student Services	47,475	43,869	51,083	(3,606)	7,214	
7 Staff Development	11,585	40,226	44,000	28,641 c	3,774	increased to cover gifted cert
8 Administrative Services	130,841	135,777	191,593	4,936	55,816	increased for tech, refi
9 Insurance	29,028	32,500	32,500	3,472	-	
10 Rents & Debt Service	366,685	385,506	778,932	18,821	393,426	macro sea
11 Facilities	101,894	100,000	110,000	(1,894)	10,000	increased to cover drain repair
12 Utilities	97,003	100,000	100,000	2,997	-	
13 Nutrition & Food	2,902	11,250	11,250	8,348	-	
14 Transportation & Travel	6,505	8,200	8,200	1,695	-	
15 Capital Purchases	42,380	19,000	19,600	(23,380)	600	
16 Capital Campaign Project	185,823	350,000	248,010	164,177	(101,990)	hvac & roof
17 Confucious Classroom		6,543	6,543	6,543	-	
20 Foundation			30,000	-	30,000	foundation-science program
21 JJ Foundation			24,000	-	24,000	foundation-jj
	<u>3,137,858</u>	<u>3,621,995</u>	<u>4,050,115</u>	<u>484,137</u>	<u>428,120</u>	
<b>Net Surplus</b>	<u>187,076</u>	<u>1,194,879</u>	<u>1,708,554</u>	<u>1,007,803</u>	<u>513,675</u>	
<b>Remove:</b>						
Cash Balance	-	(1,542,146)	(1,633,624)			
Loan Proceeds			(675,000)			
Loan Payoff			400,000			
Capital Campaign (Roof HVAC)	185,823	350,000	248,010			HVAC/ Roof actual = 433,833
<b>Adjusted Net Surplus</b>	<u>372,899</u>	<u>2,733</u>	<u>47,940</u>			

a Teacher/ Asst 40, BA 50, Assoc 10, Acct 5, Dev 12, Tech 30, Bonus 5  
b Soc Sec 30, Hosp 50  
c Workshop 16, Ed Reimb 13