

THE METROLINA REGIONAL SCHOLARS' ACADEMY, INC.

Open and Closed Session

Meeting of the Board of Directors

Conference Room, Metrolina Regional Scholars' Academy

Monday, June 29, 2015, 6:30 p.m.

Voting Members Present

David Saye, Chair

Renee Alsop

Lee Keel

Makila Scruggs

Karen Cleary

Jen McClave

Noelle Sproul

Krista Newkirk

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

Adoption of the Agenda.

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

Approval of Minutes.

Action: A motion to approve the minutes from the May 26, June 8 & June 11, 2015 Board meeting was made by Ms. Scruggs, seconded by Mr. Keel, and approved by the Board.

Director's report

Mr. Yodice updated the Board on the Office of Charter School framework:

- We are considered non-compliant because we are not at our maximum enrollment allowed by law. Since we do not want to reach our max ADM, we will never be compliant unless the OCS will have to change the framework.
- We will also have to create written graduation requirements (what our students need to do to be promoted each year).
- Mr. Saye suggests writing signed response with our reasoning regarding, so we can have it in writing in a file.

Other issues:

- NC School State Report Card must be added to the website.
- Staff and Student retention is back to normal levels. (see attachment 1 for projected enrollment numbers)
- Mr. Yodice and Ms. Cuneo have been interviewing for the open teaching and staff positions. Resumes are still coming in.
- The administration is considering switching benefit provider (Charter School Health Alliance). The proposal offers better benefits (medical, dental, short/long, life, vision) while saving money. The administration is getting a second opinion to make sure they fully understand the proposal. Mr. Yodice will share the proposal with Ms. Sproul.
- Testing results are now available. EOG: scores were stronger than last year and fewer than 5% did not pass. EOC's: everyone passed. Ms. Cuneo will prepare more complete report for next meeting.

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Development Update

Mr. Keel updated the Board on the Annual Fund:

- We have collected \$490K. Only \$9700 outstanding from single donations (people who pledged but haven't given yet)
- Biggest category of outstanding receivables is matching gifts: \$54,000 of matching gifts are delayed.
- We are still awaiting \$9K in payroll deduction funds.

Hiring Committee Update

- We have finalized our contract with Mr. Boone for Phase I (creating the Portrait of a Graduate, updating the mission, identifying key priorities, and drafting an "opportunity statement")
- We have five members that have been approved. Ten community members have volunteered for two open spots. We will discuss in closed session
- The first committee meeting will be June 6 at 4:15, where they will present a draft of the survey and will discuss focus groups. For more details, see attachment 2.
- The committee will continue some more work at Board Retreat.

Community comments:

None.

Financial Committee Update

Mr. Keel explained amendments for 2014-15. The final numbers were very close to our initial estimates as revised during the year. Revenues and expenses will continue to be reconciled for the next few months in preparation for our audit, which should begin in August and end in October.

Action: Ms. McClave moved to approve the amendments. Seconded by Ms. Scruggs.

The Administration extended contract with Acadia for 2 ½ years (through December 2017).

2015-2016 School Budget:

Mr. Keel led the discussion regarding a budget for the upcoming school year. According to legislation, the school is required to submit a balanced budget by the first of July, although the per pupil amount is not known until the Fall. This forces the board to make prudent assumptions at this point, which can be adjusted in the future once more accurate numbers are received.

Initial recommendations were as follows:

Revenues:

- Assume a 3% reduction in state/local revenues. (Per pupil amount is not known until the Fall. The school usually receives around \$6500 per child, but funding varies by county of student residence.) Grants also fall into local funds.
- Estimate lower development revenues

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- Assume addition of more students. Our projected enrollment is 371 students, but we would assume 366 to be conservative.

Expenses:

- Include a Staff Salary line increase of 2%. This is not an across the board increase – it will instead be allocated on a case by case basis, taking into consideration, as appropriate, the impact of changes in the state schedule for public school teachers made last year and as part of the adoption of a new salary schedule for new hires..
- Assume an increase in medical costs/social security.
- Assume a 3% interest rate for entire year for main loan.

The Board discussed whether it was prudent to budget based on 366, given we don't know exactly how many students will return next year.

It was noted that there are only two ways to increase revenues: increase annual giving or increase class sizes. In the absence of these increases, we have to look at cuts to balance the budget. Board would like to eventually reduce reliance on Annual Campaign, and discussed that if the school receives more funds than expected, the first reduction should be related to the Annual Giving, subject to further discussion.

Ms. Cuneo recommends increasing Kindergarten & First Grade to 20 students. In Kindergarten, there are assistants to help the main teachers. She noted that the transition for new second graders is hard (currently two new students are added per class that year) and there is not a full-time assistant that year.

After studying the line items of the proposed budget and identifying areas where funding can be reduced, the Board agreed to:

- Reduce funding revenue assumption by 1.5% from current year, which reflects conservative views on per pupil funding (i.e. flat to current year) and lower enrollment than anticipated.
- Assume \$575K in community giving (includes all giving: AGC, other donations, sponsorships)
- Reduce spending on textbooks, HR expense, tuition reimbursement, building repairs.

Action: Mr. Keel moved to approve the budget with discussed changes. Ms. Scruggs seconded the motion and the board approved.

Motion to Convene in Closed Session. A motion to convene in closed session pursuant to the following statutes was made by Ms. McClave, seconded by Ms. Scruggs, 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

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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

Action: Ms. Scruggs moved to adopt the slate of board members presented in closed session. Mr. Keel seconded the motion and the Board approved.

Action: Ms. Scruggs moved to approve the two additional hiring committee members. Ms. Alsop seconded the motion and the Board approved.

New Business Ms. Alsop will not serve on Committee on the Board next year.

Motion to Adjourn. A motion to adjourn was made by Ms. Scruggs, seconded by Mr. Keel and approved by the Board.

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Attachment 1 – Projected Enrollment for 2015-2016

June 2015-Enrollment

Grade	Year end 2014-2015	Projected 2015-2016	Waitlist #	Comments
k	35	36	35	
1	36	36	22	
2	40	40	14	
3	41	43	14	
4	42	43	8	
5	43	44	6	
6	44	44	2	
7	41	44	0	
8	37	41	0	
total	359 ADM was 366	371		

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Attachment 2

Scholars Academy – Executive Director Hiring Committee

Monthly report: June 29, 2015

Committee members: Renee Alsop, Karen Cleary, Brad Chatigny, Cindy Gilson, Melissa Bernard; currently seeking two additional members.

1. **Contract was finalized with Mr. Boone** to partner with the Board and hiring committee on phase 1 of our Executive Director search process.
 - a. Phase 1 to include:
 - Facilitate the development of a Portrait of a Scholars Academy Graduate
 - With the PoG in place, help board and community evaluate the school's mission and identify key priorities that align with the newly- articulated attributes and skills
 - Draft the Opportunity Statement for the next Executive Director
2. **Members** – Two notifications were sent via email to the school community soliciting volunteers for two remaining seats on the hiring committee. Notice stated we are seeking “experience or education in school administration; experience hiring a school leader at any level of education; experience hiring a director for an organization (such as a nonprofit); and/or long-term experience with our school from multiple perspectives, such as employee, volunteer or parent.”
 - a. **We have received a total of eight volunteers;** discussion to proceed in closed session and a vote on slate of committee in open session.
3. **Next Meeting – Monday, June 6, 2015 at 4:15 (at school)**
 - a. **Agenda to include:** discussion of confidentiality (and signing a confidentiality agreement), a draft of the survey for review, discussion on focus groups, general time line, and an opportunity to share our experiences/expertise as committee members.
4. **Annual Board Retreat – Friday, August 14, 2015 (at school)**
 - a. **Agenda to include: Starting work on Phase 1** (Board goals and Executive Director goals, and a vision for the future to inform the Executive Director search process).
 - b. The work the Board does at this retreat will be communicated to hiring committee members as is appropriate.