

THE METROLINA REGIONAL SCHOLARS' ACADEMY, INC.

Open and Closed Session

Meeting of the Board of Directors

Conference Room, Metrolina Regional Scholars' Academy

Monday, November 24, 2014, 6:30 p.m.

Voting Members Present

David Saye, Chair

Renee Alsop

Karen Cleary

Noelle Sproul

Michael Matthews

Jen McClave

Lee Keel

Eileen Woodward

Call to Order and Announcements. The meeting was called to order at 6:35 p.m.

Mr. Yodice announced to the board that two Scholars families have had very difficult times: one had a devastating fire and the other lost the mother to cancer. The school administration will support families as much as possible.

Adoption of the Agenda.

Action: A motion to approve the agenda with a reordering of topics (moving Finance/Audit up in order) was made by Dr. Matthews, seconded by Ms. Woodward, and approved by the Board.

Approval of the Meeting Minutes of October 27, 2014.

Action: A motion to approve the minutes of the October 27, 2014 meeting subject to discussed changes was made by Ms. Alsop, 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 were two withdrawals (3rd grader & 5th grader). New students are visiting and will make final decision after Thanksgiving whether to enroll.

Field trip update:

The meeting with 6th grade parents regarding the cancellation of Marine Quest was held on November 12, and it went well. Mr. Yodice felt that parents got a better understanding of why the situation occurred and most were on board with finding new trips. Camp Thunderbird is high on the list. Teachers thought the meeting went well, and they understand how to manage future issues to prevent similar situations from occurring again.

Extended care fees

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The Extended Care staff recommends keeping the main fees the same for this year, but adjusting the half-day fee until 3:30 pickup, and adding sibling discount. The Board discussed suggestions for handling delinquencies, such as emailing invoices so they don't get lost, and giving discounts for paying on-time. Any consequences must be followed through: the staff doesn't want to be taken advantage of because parents know the rules won't be enforced. Revoking ability to use extended care would be hard to enforce because we would need a safe place for the children to go if the parents don't show up on time at dismissal. For now, the staff will communicate that parents can have a retroactive sibling discount if they pay by Dec 8. Going forward, families will lose sibling discount if they are 30 past due.

There is agreement that the staff must find out issue with non-payers in case there are hardship issues. Mr. Keel offered to make phone calls – Mrs. Bartnik will get the list and Ms. Sproul & Mr. Keel. Without directory, Ms. Bartnik doesn't have emails for everyone.

Epi-pen agreement

As of Nov 1, doctors were allowed to write prescriptions for schools to have epi-pen, and law says we need one. Ms. Alsop found doctor to write prescription, but need to approve liability document (rules for how it is used and documented). Mr. Saye will advise on wording such document.

We can source pens at EpiPen4Schools.com.

PA system

Installing an intercom system would cost \$14,000. System would reach classrooms, playground, teachers' lounge, etc.

Part of JJ Foundation award (\$24,000) will be used to improve wi-fi, which will help with the intercom system. Ms. Richter & Mr. Keel will determine whether we have the money after December budgets are available. Board recommends Mr. Yodice provide priority list for improvements

Other issues:

Ms. Richter reminded board that in June budget meeting, it was voted that staff would receive an additional 1% raise at end of the school year if funds allow. She will have details on the amount of state funding we receive soon, which can help with this decision.

Audit Report

Ms. Richter explained her role: she is the one who interfaces between the board, administration, Acadia, BB&T, auditors, etc. Her main responsibilities is the Audit report (Oct), tax returns, bank reporting (due early January), and budgets (June).

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Financial Reports:

Cash balance on 10/31 was \$1,538,436 (which is right where it should be). It is good to have reserves in case state funding goes down (as did 5 years ago). This year we will get slightly more per child than in past, so she expects state revenues on budget report to go up. She noted that we have a \$200K loss for this year due to roof repair, but that since it is an asset, not an expense, it is not problematic.

Budget amendments: There are adjustments for students, library books, and the future Vision Committee survey (see Attachment 1). She will shift accounting for Selembo donation to include line-item in budget for what grant is used for.

The recently donated baby grand piano doesn't require budget amendment because we already accounted for band equipment maintenance.

If we choose to perform a swap, we will need an advisor. The first quote is for \$6000. This will need to be a budget amendment, but Mr. Keel will wait until January meeting, and will include such amendments with closing costs, etc.

Action: Mr. Keel moved to pass budget amendments, Ms. Sproul seconded. Board approved.

Loan balances: on report provided by Ms. Richter.

Audit report: In the independent auditor's report (available upon request), there were no weaknesses. In sum, the audit report was excellent audit report. She explained how to read audit report and financial reports.

Closing fees for the refinancing have to be reported on financials differently, and she needs to know that before we know whether there is a surplus or not. Hedging is not in near future. Mr. Keel explained that a swap doesn't have to happen at time of loan, and we will need rate swap advisor before we decide on hedging.

Ms. Sproul noted she has to recuse herself on loan votes since her firm represents BB&T.

Ms. Richter also explained reports that are in process.

Finance Report

Ranjit (our contact at BB&T) is retiring. We will get in contact with replacement and send retirement gift.

Mr. Keel provided a PowerPoint illustrating refinancing. In summation:

- New loan will cover the new roof and HVAC replacement.
- In general the refinancing will result in lower interest costs, but it is hard to know exactly what the rates are due to timing.
- There will be no prepayment penalty

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- **Loan 1:** Rates lower due to better financial footing/credit. In future we may want to swap from variable rate to fixed rate loan to know exactly what we would have to pay.
- **Loan 2:** interest rate around 2.65% (was 7%)
- Loan rates reset every 30 days, with no ceiling. This is one reason for entering into swap. We can consider swapping portion to have different layers of protection.

Ms. Richter was concerned with length of loan 2 – can we handle principal payments on that aggressive schedule? Mr. Keel will confirm Macro Sea details and discuss with BB&T. (In email exchange following meeting, Mr. Keel confirmed that there were 10 years left on Macro Sea, so amortization tables should be consistent).

Action: Mr. Keel made a resolution that he, as Board Treasurer, and Mr. Saye, as Board Chair, be authorized and directed, on behalf of the Board and the School, to execute and deliver the financing documents and such other agreements, certificates, instruments, and documents required to be made, executed and delivered by the School thereunder, each in such final form as the Board Treasurer and the Board Chair deem appropriate, provided that the terms and conditions are substantially similar to those presented by Mr. Keel to the Board at this Board meeting. Ms. Alsop seconded. Board approved resolution 7-0 (Ms. Sproul abstained due to a conflict of interest – her current employer, Moore and Van Allen PLLC, represents BB&T).

Ms. Sproul volunteered to draft a formal resolution for the lender.

Development Update

Ryan Moschel gave update.

- Annual campaign: \$552,569.67. Some past donors gave less or not at all. Erica will continue outreach.
- \$640,000 total so far this year including Jimmie Johnson Foundation & Selembo gift.
- JJ grant will pay for 25 computers and wifi ports. Looking at other options for chromebooks.
- No committed companies for Science Fair yet.
- Donor wall showcase will most likely be late January.

Policy Committee Updates

Update from Nov 12 meeting: The committee has set a monthly schedule with the goal to meet quarterly in subsequent years. The current schedule will be the second Wednesday of each month to discuss policies that are in process.

Chaperone policy: Ms. Sproul shared draft chaperone policy with board (see Attachment 2). This policy will eventually be rolled into more comprehensive volunteer policy.

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Ms. Newkirk suggested two additions: 1) adding a conviction of reckless driving as something that would preclude from chaperoning, and 2) chaperones have to provide their contact information for overnight trips.

Action: Ms. Woodward moved to approve as amended. Ms. Alsop as seconded. Board approves.

Paid time off policy: A Paid Time Off policy was drafted to allow sharing sick days (Attachment 3).

Action: Dr. Matthews moved to approve the policy. Ms. Cleary seconded the motion and the Board approved.

Vision Committee Update

Town Hall meeting: Ms. Alsop gave a recap of the first Town Hall meeting. She said the mood was good and interaction was positive. There was agreement that the format seemed to work well. The video is already posted online.

Outside survey options: The Vision Committee will meet on Dec 1 to finalize vendor to host school climate survey.

Gifted conference: Continuing to make plans for April 25. One main purpose of the conference is to satisfy the part of our charter that says we will provide information on gifted children to the outside community. The conference will be free this year. Currently, we are planning to have Richard Courtright, Heidi Tringali, Michael Clay Thompson, and Scholars staff members to present.

Five year plan: Will be in development over next few months.

Committee on the Board Report.

Renee Alsop presented on the work of the Committee.

Mission statement at meetings: Other schools read mission statement at the beginning of each meeting. We would like to start doing so at meetings. Ms. Castle will also make poster for board room.

Board Member expectations: Board Member Expectations were discussed (see Attachment 4). Ms. McClave suggests adding "when engaged with community members outside the board room" to the expectation of acting as a unified board, so that members are clear that they are free to dissent during board meetings.

Action: Ms. Woodward moved to approve policy as amended. Ms. Alsop seconded. Board approves as amended.

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Member recruitment: The Committee interviewed five candidates for the open board positions. Ms. Alsop will present slate to board in closed session

The COB is still looking for non-board member parent to join COB

PTO Update

None

Newsletter Submission Schedule

The board has agreed to write pieces to be included in the school newsletter once a month. Ms. Cleary will write a piece for the December 12 newsletter. Mr. Keel will write one for the January 9 newsletter.

Community Comments

AJ. Farooki suggested the board give better guidelines as to what's expected and the guidelines for participation in Town Halls and board meetings. He also suggested the board asks for parent volunteers to help with organizing gifted conference.

Additional business from the Treasurer:

Mr. Keel gave an update regarding the discussion with True North (owner of land) and CB Richard Ellis (owner of the business complex) and real estate dealer about leasing 5301. They are not excited about selling land, partially because they are not sure how much it is worth. They would potentially enter into a ground lease of land + 10 year lease of building, but Mr. Keel is not comfortable with ground lease.

On the other hand, they are interested in leasing us the building (5301). Upfit would take at least 3 months. These are still very preliminary discussions and they will come back to us with ideas next weeks.

Motion to Convene in Closed Session. A motion to convene in closed session pursuant to the following statutes was made by Dr. Matthews, seconded by Ms. Woodward, 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).

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CLOSED SESSION

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

OPEN SESSION

Vote to Approve Slate

Action: Ms. Sproul moved to approved the slate as recommended in closed session. Dr. Matthews seconded and the Board approved the slate of new board members.

New Business. No new business

Motion to Adjourn. Ms. Sproul moved to adjourn. Ms. Also seconded and the board approved.

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Attachment 1

Proposed Budget Amendments - Meeting on 11/23/2014

	Original	Adjusted	Difference	
Revenue				
Rev - Sales Tax	5,000.00	15,000.00	10,000.00	to adjust to projected - larger than usual due to roof/HVAC project
Rev - Contributions/Donations	600,000.00	598,902.15	(1,097.85)	to adjust for contributions made by stock gift
Rev - Stock Contributions	-	1,097.85	1,097.85	to adjust to actual
Rev - Unrealized Gain/Loss	200.17	499.76	299.59	to adjust to actual
Rev - Charlotte-Mecklenburg	696,393.26	694,493.26	(1,900.00)	to adjust for one less student
Rev - Iredell-Statesville	-	1,433.00	1,433.00	to adjust to projected for the year
Rev - Lincoln County	2,558.86	2,691.26	132.40	to adjust to actual
Rev - Fundraising	4,500.00	4,285.79	<u>(214.21)</u>	to adjust to actual
Total Revenue			<u>9,750.78</u>	
Expenses				
#3 Books & Supplies - Library Books	-	1,350.00	1,350.00	to provide a budget for library books (book fair)
#3 Books & Supplies - Sales Tax Expense	5,000.00	15,000.00	10,000.00	to adjust to projected - larger than usual due to roof/HVAC project
#3 Books & Supplies - Instructional Supplies	23,000.00	20,213.67	(2,786.33)	to adjust for amounts reclassified to Hayworth expenses
#3 Books & Supplies - Hayworth Expenses	1,038.64	3,824.97	2,786.33	to adjust to match revenue line item
#3 Student Activity - Fundraising	2,500.00	2,936.25	436.25	to adjust to actual (book fair)
#8 General Administration	1,000.00	4,000.00	3,000.00	to allow for Vision Committee Survey
#10 Rents and Debt Service - Principal	172,506.00	565,932.70	<u>393,426.70</u>	to adjust for the payoff of the Macro Sea loan
Total Expenses			<u>406,862.95</u>	
Net change to budget surplus (deficit)			(397,112.17)	
Net change to budget surplus (deficit) without Macro Sea loan payoff			(3,685.47)	

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Attachment 2

Metrolina Regional Scholars Academy Overnight Chaperone Policy

At Metrolina Regional Scholars Academy, we believe that overnight field trips provide a valuable educational experience for students. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, overnight field trips would not be possible, so we thank you for your time in support of these activities.

In order to help ensure that overnight field trips result in a safe and rewarding experience for all participants, we require a minimum ratio of one chaperone per ten students, with a minimum of two chaperones (which may include the coordinating teacher). A smaller ratio may be required to the extent recommended by the coordinating teacher or required by the field trip venue.

To the extent that more qualified parents volunteer to be chaperones than are needed, the coordinating teacher and administration will consider whether any parents of children with severe and documented allergies or other documented health or behavior issues have volunteered and may elect to give priority to such parent volunteers. For co-ed groups, the administration and the coordinating teacher may also give priority to ensure that there is at least one male and one female chaperone. To the extent additional chaperones are needed, volunteers will be selected by an informal lottery process (in manner acceptable to the coordinating teacher and administration), keeping in mind that only one parent per family will be permitted the opportunity to be a chaperone. Those chaperones not chosen to go will be placed on a waiting list in the event that a chosen chaperone finds out later that he or she is unable to attend the field trip. Certain circumstances may result in a modification of these guidelines. Such circumstances will be determined by the Executive Director.

Any parent interested in serving as a chaperone for an overnight field trip must submit to a criminal background check at least every two years or such greater frequency as may be required. Failure to submit to a criminal background check will automatically disqualify a person as a chaperone on an overnight field trip until such time as one is performed.

Information obtained through a criminal background check may be discussed by administrative personnel, as well as appropriate legal counsel. Should the criminal background check lead to the disqualification of a parent/volunteer as a chaperone, the Executive Director will speak directly with said parent/volunteer privately to inform him or her of the issue.

Information that could warrant disqualification of being a chaperone include convictions for:

- Offenses related to illegal substances
- Reckless Driving, DWI and/or lack of a driver's license (to the extent a chaperone would be required to transport students)
- Offenses involving weapons and/or violence
- Offenses involving children
- Such other related offenses that in the discretion of the Executive Director are not individuals who need to serve in such a capacity.

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Ultimately, each criminal background check will be evaluated on a case by case basis by the administration. Decisions of the Executive Director are final.

Adult chaperones or staff members attending a field trip may not bring their own or other children not in the class on the trip. If parents and their other children attend, the parent may not be used as a chaperone. Siblings enrolled in other classes at Scholars Academy will not be allowed to join the class taking the trip.

For overnight trips that require students to stay in a "cabin" or hotel setting, female chaperones will stay with female students and male chaperones will stay with male students.

Chaperoning extends beyond the room itself. A chaperone is responsible for his or her students throughout the entire field trip. Chaperones are expected to adhere to the Volunteer Chaperone Code of Conduct and put the needs of the students and trip organizers ahead of personal preferences about the trip.

All chaperone's should provide their cell phone number and their emergency contact information to the coordinating teacher, other chaperones and the school office. To the extent a chaperone is required to transport any children in their vehicle, a copy of the chaperone's driver's license and evidence of effective insurance must be on file in the school office. The coordinating teacher should maintain a list of which students are in which vehicle and should provide each chaperone transporting children a sealed "Emergency Consent to Treat" packet for the students being transported in that chaperone's vehicle, which packet should only be opened in event of emergency and must be returned to the school. When transporting students, chaperones should stay with the group and should not make unauthorized or unplanned stops unless there is an emergency.

Originally Adopted: 11/24/14 Effective: 11/24/14

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Volunteer Chaperone Code of Conduct

Prior to a field trip sponsored by Scholars Academy, the coordinating teacher will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general guidelines will help you effectively perform your duties as a chaperone. If you have questions regarding these guidelines, please talk to the coordinating teacher or Executive Director.

1. All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the teacher. Any discussions about decisions and policies should be held in private and not in the presence of students. Chaperones are expected to put the needs of the students and trip organizers ahead of personal preferences about the trip.
2. In order to comply with school policy, before or during the field trip, chaperones may not use or possess alcohol or other drugs, may not use tobacco in the presence of, or within the sight of, students, and may not administer any medications, prescription or nonprescription, to students.
3. Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students (which may or may not include your own child), helping them learn and making sure they behave appropriately. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Siblings and family members may not participate in a school sponsored field trip. (Young children can easily distract you from your primary responsibility of supervising your group of students.)
7. Chaperones should be aware of what protocol to follow in the event of an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where your cell phone is, and where the Emergency Consent to Treat packet is located. Keep the cell phone contact number of the teacher and other chaperones available.
8. When transporting students, stay with the group, do not make unauthorized stops unless there is an emergency, do not skip-planned stops, and make sure that all students have the appropriate safety restraints.

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You may not transport students without carrying the sealed Emergency Consent to Treat packet. Do not open this packet unless there is an emergency. At the end of the field trip, immediately return the packet to the office.

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In the event that I have a personal emergency while chaperoning, please contact:

Printed Name

Relationship

Daytime Phone

I acknowledge that I have received the "Volunteer Chaperone Code of Conduct," have read these guidelines, and agree to comply with these guidelines with respect to my service as a chaperone on the field trip sponsored by _____ going to _____ on _____. I also acknowledge that failure to comply with this code of conduct may disqualify me from serving as a chaperone on future field trip sponsored by Scholars Academy.

Printed Name _____ Date _____ Signature

Cell Phone _____

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Attachment 3

Metrolina Regional Scholars Academy Paid Time Off Policy

All Metrolina Regional Scholars Academy salaried employees on full-time status are entitled to receive 11 sick/personal days throughout the year. Metrolina Regional Scholars Academy salaried employees on part-time status are entitled to receive 8 sick/personal half-time days throughout the year. Hourly employees do not receive paid time off.

Sick/personal days may be used for personal reasons such as scheduled appointments, to attend to parental responsibilities, religious holidays, or other matters of a personal nature such as funerals, sickness, etc.

Metrolina Regional Scholars Academy will provide both a substitute (for teachers) and pay for you on those days. Any days used beyond the 11 or 8 allotted, up to 5 additional days, will result in a deduction of the substitute salary from your pay. Sick/personal days used beyond these amounts require a conference with the director. There is no accumulation of unused sick/personal days.

Salaried employees should not ask to come to school late or leave early, even if you have a first or last period planning period. If you have an appointment or personal reason that requires you to be late or leave early, please use the appropriate 1/2 day of sick/personal leave.

Forms to request paid time off are available from the administration and must be submitted at least one week in advance of the planned absence except in the case of an emergency or unforeseen circumstance. PTO forms should be completed after the fact for emergencies within 24 hours after an employee's return to work.

Employees may elect to exhaust accumulated PTO during the 10-day waiting period for Short Term Disability benefits to commence.

Employees may donate unused sick/personal days to provide economic relief to another staff member who is likely to suffer financial hardship because of a prolonged absence or frequent short-term absences caused by a serious medical condition of a staff member or a family member thereof. Only salaried employees who have exhausted all available sick/personal days are eligible to receive donated sick/personal days.

An eligible employee may apply to the administration for donated leave. Application may also be made by a third person acting on the employee's behalf, if the employee is unable to make application. An employee may make application for shared leave at such time as the administration has obtained sufficient evidence (as determined by the administration in its discretion) to support the need for leave beyond the employee's available accumulated leave.

Other Metrolina Regional Scholars Academy employees who have available in excess of five sick/personal days for the current school year may donate time in 1/2 day increments, provided, in no event shall an employee donate leave so that a donating employee would have less than five sick/personal days available for the donating employee's use. The combined total of sick/personal days donated to a recipient in any school year

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shall not exceed twenty days.

Any unused donated leave must be returned on a pro rata basis to the donors.

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Attachment 4

Board Member Expectations and Guidelines

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.

Scholars Academy is governed by a Board of Directors (collectively, the "Board" and, individually, a "board member") tasked with the duty to make planning and policy decisions consistent with its mission and charter, to assure adequate funding, to monitor and sanction student performance and teacher employment, and to employ and evaluate the Executive Director of Scholars Academy.

Each board member is expected to comply with the following duties and expectations:

1. Board members should have a deep understanding of the Scholars Academy mission, charter and academic program. Each board member should respect the Scholars Academy mission, students, teachers, administration and staff/volunteer partnership.
2. Board members should attend board meetings regularly, missing no more than two meetings each year. If not able to attend a meeting, the Chair is to be notified in advance with the reason for the absence. A board member who misses three meetings in any fiscal year without good cause and prior approval is deemed to have resigned from the Board.
3. Board members should review agenda items and related reports in advance of meetings, ask discerning questions, and constructively participate in deliberations. Board members shall respect and listen to ideas being presented by other board members. Board members shall be encouraged by other board members to fulfill their responsibilities to their fullest potential. Each board member shall consider the mission and charter of Scholars Academy in forming its decision yet vote according to its own convictions.
4. Each board member should act in a professional and respectful manner to provide an example that others may emulate and to foster effective and efficient operation of the charter school:
 - a. When engaged with community members outside of board meetings, act as one, unified entity dependent on one another rather than independent board members with multiple ideas and a scattered vision;
 - b. Support the Board's decision regardless of personal opinion; and
 - c. Follow the duty of loyalty to pursue actions that are in the best interest of the school and not a personal agenda.

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5 Each board member should assume a major responsibility on at least one standing committee and on task forces as needed. In addition, board members should assume leadership positions, like joining a committee for a special event, as needed by Scholars Academy.

6. Board members should be mindful that the North Carolina Office of Charter Schools identifies the fiduciary obligations of the Board to include the following: (a) guiding the school in a manner consistent with Scholars Academy's mission and charter, (b) ensuring that Scholars Academy is on a financially sustainable path, and (c) maintaining the integrity of Scholars Academy's academic program. As such, board members should work collaboratively with other board members to fulfill the fiduciary and governance obligations of the Board.

7. Each board member should make a financial contribution to the annual campaign and support the development director in raising money for the school. Each board member should be willing and able to act as an advocate for Scholars Academy in the community.

8. The Board should oversee school results, with a focus on the academic performance of students.

9. The Board should hire the Executive Director and monitor his or her performance with annual evaluations. The Board should trust the hired leadership to perform daily, operational duties while they also help shape the governance effectiveness of the Board.

10. The Board should adopt policies to clarify the operational boundaries of the Executive Director. Those policies should be governance-based, not management-oriented.

11. Board members must participate in an annual Board self-evaluation and set goals for the Board. Board members must participate in retreats or conferences established to develop a strategic plan for Scholars Academy and/or to obtain training on effective board leadership or other topics pertinent to Scholars Academy and its mission.

12. Board members shall abide by the North Carolina open meetings law (N.C. Gen. § 143-318.10-11).

13. Board members shall maintain the confidentiality of personnel discussions or other closed sessions topics.

14. Board members shall sign, annually, Scholars Academy's conflict of interest statement, confidentiality agreement and this statement of expectations.

15. When receiving criticisms from parents or other interested parties about staff or other board members, a board member shall direct the speaker to the board member/staff member which the situation involves.

16. Board members should attend school events to show support and encouragement for our school.

17. A board member should resign from the Board if he or she believes they are unable to fulfill the above-stated expectations or that they are no longer in support of the mission and vision of Scholars Academy.

Originally Adopted: 11/24/14 Effective: 11/24/14