

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

Open Session

**Meeting of the Board of Directors**

Conference Room, Metrolina Regional Scholars' Academy

Monday, April 25, 2016, 6:30 p.m.

**Voting Members Present**

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**Lee Keel, Chair**

**Jack Wagler (phone)**

**Makila Scruggs**

**Katherine Pair**

**Karen Cleary**

**Jen McClave**

**Noelle Sproul**

**Rob Watson**

**Renee Alsop**

**Michael Matthews**

**Call to Order and Mission Statement.** The meeting was called to order at 6:30 p.m. Dr. Matthews read the mission statement.

**Approval of Prior Minutes.**

Ms. Scruggs moved to approve the minutes from the March 14 and March 21, 2016 board meetings. Ms. Pair seconded the motion and the Board approved.

**Announcements & Adoption of the Agenda.**

**Action:** Ms. Scruggs moved to approve the agenda. Ms. Alsop seconded the motion and the Board approved.

**Executive Director Report**

Ms. Cuneo presented her report. Highlights:

Schedule changes:

- Beginning in 2016-2017: Daily schedule will include 20-30 minutes each day for social-emotional learning in classrooms.
- Next year plan to have 5th students stay with one teacher in the morning for Language Arts/Social Studies and switch to math/science in afternoon, as opposed to moving each period.

Other:

- Scholars Academy has been accepted into a Multi Tiered System of Support cohort for next year. The MTSS cohort is a program sponsored by the Department of Public Instruction where charter schools can collaborate and get support from each other.
- Six current Scholars Academy teachers recently completed their gifted certifications
- A new interview process for teachers is being implemented. The administration is currently interviewing for two positions: 4<sup>th</sup> grade & 5/6<sup>th</sup> grade.
- May 6<sup>th</sup> is the last day for the Confucius teachers. Administration is interviewing substitutes.
- The cost to replace the playground fence will be approximately \$14K. The Scholars Academy accountant assures us that since it is a capital expense, we could tap reserves if necessary.

**Strategic Planning Committee Update**

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Mr. Watson presented the strategic plan for tentative approval. The plan will be rolled-out to community for feedback with goal of final approval by Board in June meeting.

Other than a few minor wording issues, the Board supported the report. The next step is to create a communication strategy to reach community.

**Action:** Ms. Scruggs moved that the board authorize Strategic Planning committee to proceed with their plan as discussed. Ms. McClave seconded and the Board approves.

### Policy Committee Update

The board discussed the following policies (see attached):

- Health & Safety
- Exceptional Children
- Handbook
- Program Evaluation. Include: require development of procedure for cyclical evaluation.

**Action:** Mr. Watson moved to approve all policies, with discussed amendments. Dr. Matthews seconded the motion and the Board approved.

### Finance Committee Update

Tax filing update:

- Ms. Richter presented draft of 990 form from 2014-2015 to the board
- The Board will receive revised copy before filing

Ms. Hemming presented update on Annual Giving Campaign (see attached). As of April 23, \$178K of pledges are still outstanding.

The board discussed budget planning and trends. There was a discussion regarding potential programmatic changes and resulting budgetary adjustments. Board requests that the administration study and recommend what is required versus what is extra at next meeting.

### Board Development

Board Recruitment:

- There have been no nominations yet.
- Nomination forms are due to Manish by May 27.

The Board Retreat will take place on July 29.

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**Community Comments**

Community comments ensued.

**Motion to Convene in Closed Session.** Ms. Sproul moved to convene in closed session pursuant to the following statutes was made by, 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).

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

**Open Session**

**Action:** Ms. Scruggs moved to approve slate as discussed. Ms. Alsop seconded and the board approved. One director abstained.

**Motion to Adjourn.** Mr. Watson moved to adjourn and Ms. Sproul seconded the motion.

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**Policy Governing First Aid, Emergency Medical Care and Other Health Safety Issues**

Emergency Care

The Executive Director is authorized to designate employees, contracted agencies or staff who are authorized to perform the required emergency health care, first aid or other life saving techniques.

In accordance with North Carolina law, all persons are authorized to render first aid or emergency health care treatment to a person who is unconscious, ill or injured, when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the person. In addition, personnel designated by the Executive Director are authorized to perform any other first aid or lifesaving technique in which the employee has been trained in a program approved by the State Board of Education. The Executive Director shall not prevent or discourage adults from placing 911 emergency telephone calls in emergency medical situations. Any staff or other person at a school who telephones 911 for emergency purposes shall use reasonable efforts to notify the Executive Director (or designee) immediately upon making the call.

Anaphylaxis

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Many severe allergies are undiagnosed, and students or others may experience their first severe allergic reaction while at school. Epinephrine auto-injector devices are designed and used to administer epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal reaction to anaphylaxis. This policy addresses the use of emergency epinephrine auto-injector devices administered under a non-patient specific prescription. Student-specific orders for epinephrine auto-injector devices are addressed below in "Administering Medications to Students."

The Executive Director shall designate trained school personnel that shall be authorized to use emergency epinephrine auto-injector devices to deliver emergency health care to any person suffering from an anaphylactic reaction during the school day or at a school-sponsored event on school property. The Executive Director shall ensure that at least two emergency epinephrine auto-injector devices are located at Scholars Academy for this purpose and are stored in secure, but unlocked and easily accessible, locations.

The Executive Director shall designate one or more school personnel, as part of the medical care program under N.C.G.S. §115C-375.1, to receive initial training and annual retraining from a school nurse or qualified representative of the local health department regarding the storage and emergency use of epinephrine auto-injector devices. Only such trained personnel are authorized under N.C.G.S. §115C-375.2A to administer epinephrine to persons believed to be having an anaphylactic reaction. The Executive Director shall make reasonable efforts to notify other school staff members as to which employee(s) has received this training in order to facilitate a prompt emergency response. Employees who have not been trained in the use of epinephrine auto-injector devices are not permitted to administer such devices except when a trained employee is not available and when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the person believed to be having an anaphylactic reaction. In this circumstance, the epinephrine auto-injector device should be administered under the guidance of 911 protocols.

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The Executive Director shall oversee the creation an emergency action plan for the use of epinephrine auto-injector devices that complies with all state law requirements. The Executive Director is encouraged to include in the plan school-wide employee training in recognizing symptoms of anaphylaxis.

Epinephrine auto-injector devices provided by Scholars Academy are not intended, and cannot be used, as the sole supply for students known to have medical conditions requiring the availability of an epinephrine auto-injector device. Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for managing the student-specific order in accordance with "Administering Medications to Students" (below).

Administering Medications to Students

Medication (including over-the-counter and prescription medications) will be administered to students during school hours and during school-sponsored activities only upon receipt of a written parental request and a valid medical authorization.

The administration of drugs or medications, duly prescribed and authorized by a physician, is within the scope of duty of a teacher, including substitute, teacher assistant or student teacher, and any other public school employee as authorized by the Executive Director. The Board designates the Executive Director as its designee to authorize employees, contracted agencies or staff at each school to administer medication to students in accordance with state law. The Executive Director shall authorize named individuals to administer medication. Each person designated to administer medication shall receive annual training.

The Executive Director shall develop procedures to implement the provisions of this policy that include detailed rules regarding the circumstances in which students may self-administer medications.

Students with Food Allergies

The Board recognizes the increasing frequency and intensity of allergic reactions to foods by certain students and the impact these reactions may have on all children in the educational environment. Therefore, Scholars Academy will make every reasonable effort to promote and protect the health of children in school by providing an environment that reduces the risk of ingestion or contact with foods that trigger allergic reactions for students with known life-threatening food allergies.

The Executive Director will adopt procedures setting forth a detailed plan for how Scholars Academy will accomplish the above objectives that shall include information regarding the development of appropriate accommodations or healthcare plans for individual students with life-threatening allergies to foods.

Diabetic Care Plans

The Board recognizes that some students enrolled at Scholars Academy may have diabetes. As such, the Board directs the Executive Director to ensure that guidelines for individual diabetes care plans adopted by the State Board of Education under N.C.G.S. 115C-12(31) are implemented at Scholars Academy for so

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long as any student with diabetes is enrolled at Scholars Academy and Scholars Academy shall otherwise comply with the provisions of N.C.G.S. 115C-375.3.

Policy Adopted:

Legal Reference: N.C.G.S. §90-21.14, -21.15; §115C -218.75, -307, -375.1, -375.2, -375.2A, -375.3; §143-508(11) & -509(9)

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**Policy on Exceptional Children and Implementation of IDEA and Section 504**

Scholars Academy provides special education and related services according to the federal mandates of the Individual with Disabilities Education Act ("IDEA") and the laws, rules and regulations of the State of North Carolina. Consistent with such laws, Scholars Academy has implemented support systems and programs to ensure that each student enrolled at Scholars Academy with a disability (as defined in IDEA) receives a Free and Appropriate Public Education (FAPE) (as defined in IDEA).

The Public Schools of North Carolina, Exceptional Children Division, provides local units with detailed policies for the delivery of special education services, which rules are applicable to the Scholars Academy. The rules and regulations are detailed in Policies Governing Services for Children with Disabilities, as amended from time to time.

<http://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities/policies-children-disabilities.pdf>

To the extent that a parent or school personnel suspects that a child has a disability, such person should provide to school personnel (Executive Director, School Counselor, Exceptional Children's coordinator, Teacher) a written statement requesting an evaluation to determine the child's eligibility for special education services. Upon such referral, Scholars Academy will adhere to its obligations under Child Find (as defined in IDEA). Scholars Academy follows the process for disputes and appeals of disputes outline in the Procedural Safeguards: Handbook on Parents' Rights.

<http://ec.ncpublicschools.gov/parent-resources/parents-rights-handbook>

For the avoidance of doubt, Scholars Academy recognizes that The Public Schools of North Carolina, Exceptional Children Division, has adopted certain changes to its regulations regarding FAPE and IDEA which are automatically effectively on July 1, 2020 unless an "LEA" (which includes the Board of Directors of a charter school) provides notice to implement such rules prior to such effective date. Scholars Academy is not, as of the date of adoption of this policy, an "early adopter" of those rules. Any such early adoption would be implemented by the Board only following analysis and discussion of the impact of those rules on the population of students served by the Scholars Academy.

It is the policy of Scholars Academy to provide a FAPE to each student with a disability within its jurisdiction, regardless of the nature or severity of the disability. As such, it is the intent of Scholars Academy to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, assessed, and provided with appropriate educational services. Under Section 504, a student with a disability is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such impairment, or (c) is regarded as having such an impairment. Scholars Academy recognizes that students may be disabled under Section 504, and thus entitled to certain accommodations, even though they do not require services pursuant to IDEA. Section 504 due process rights of students with disabilities and their parents will be enforced. The Executive Director will develop identification and referral procedures and will post such procedures on the Scholars Academy website.

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**Scholars Academy Handbooks**

The Executive Director (or designee) will develop, implement and circulate an Employee Handbook that includes general policies relating to personnel matters, which policies shall be in compliance with and furtherance of legal requirements and in compliance with and furtherance of policies of the Board. Policies and procedures in the Employee Handbook will include, without limitation, policies relating to daily schedule, leave, punctuality and attendance, professional development, staff evaluation, benefits and nondiscrimination.

The Executive Director (or designee) will develop, implement and circulate a Parent/Student Handbook that includes general policies and procedures relating to school operations, which policies and procedures shall be in compliance with and furtherance of legal requirements and in compliance with and furtherance of policies of the Board. Items covered in the Parent/Student Handbook will include, without limitation, policies and procedures relating to student discipline, suspension/expulsion, attendance, dress code, student retention and promotion, exceptional children and intervention, chaperones and volunteers, testing and health/medications.

The Employee Handbook and the Parent/Student Handbook shall be reviewed annually by the Executive Director and a copy of each such handbook shall be provided to the Board no later than the July board meeting of each year.



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**Policy Regarding Program Evaluation**

As provided in the Scholars Academy "Values of Our Community" and "Vision for our Graduates," at Scholars Academy, our guiding principle and true measure of success is fostering a learning environment that supports the distinctive intellectual, social, and emotional needs of gifted children. We are dedicated to the development of the whole child and aspire to equip our graduates to be confident by fostering intellectual engagement, social awareness and emotional confidence. We are obligated to design programs that meet, at minimum, the student performance standards adopted by the State Board of Education and the student performance standards contained in the Scholars Academy charter. Therefore, Scholars Academy shall foster an educational environment that promotes intellectual engagement, social awareness and emotional confidence through the implementation of programs designed to achieve such performance goals. The Scholars Academy Board of Directors believes that all programs, initiatives and products ("programs") in place at Scholars Academy should contribute to the creation of such a learning environment, as more fully described in the "Values of Our Community" and "Vision for our Graduates."

Therefore, the Executive Director shall ensure that the administration develops and maintains the ability to conduct expert and reliable research and evaluation of selected programs, including programs already in place at Scholars Academy as well as any program proposed for implementation. Programs selected for evaluation shall be studied to determine:

- How well they align with the Scholars Academy charter and charter application, the Values of Our Community," the "Vision for our Graduates" and the strategic plans adopted by the Board of Directors;
- Their effectiveness or likelihood of achieving their stated goals; and
- Whether they are a sound use of the dollars available to Scholars Academy.

In evaluating a particular program, among the factors that may be considered are the program's impact on fostering a learning environment that supports the distinctive intellectual, social, and emotional needs of gifted children, use of staff time and school resources, overall number of students impacted by the program, requirements of law, affordability, ease of implementation and reliability.

Summaries of the evaluations shall be made available to the Board upon request and in connection with annual budget recommendations. The results of the evaluations shall be used in making decisions to purchase, implement or continue programs and in developing annual budget recommendations.

Policy Adopted:

Legal Reference: N.C.G.S. §115C-218.85

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Annual Campaign: Year-to-date (as of April 23<sup>rd</sup>)

CAMPAIGN YEAR	2015/16	2014/15	2013/14	2012/13	2011/12
Goal	\$575K (reduced to \$530)	\$600K	\$600K	\$600K	\$600K
Received	\$326K	\$407K	\$463K	\$384K	\$427K
Pledges due	\$178K	\$148K	\$110K	\$122K	unknown
Year-end actuals	Est. \$500K	\$506K	\$565K	\$496K	\$524K

NOTES:

1. Data before 2011/12 AGC is not fully entered in the database.
2. Gifts from families of multiples tend to decrease as children graduate.
3. Gifts from families of children in middle school only tend to decrease.
4. The school lost many parent major gift donors in 2013/14; new or current parent donors have not accounted for that loss.
5. Many SA families reduce their gift each year they attend the school with only a nominal number of families maintaining or increasing their annual gift.
6. According to the donor database, the AGC has not achieved the goal of \$600K in unrestricted funds since 2011.
7. For the years prior to 2015/16, it is unclear if reported AGC year-end funds did not include some of the previous campaign year's matching gift funds.