APPROVED

Carolina Charter Academy

Minutes

Carolina Charter Academy Board of Directors Meeting January 2024

Date and Time
Wednesday January 10, 2024 at 7:00 PM

Location
Virtual

Directors Present
A. Jackson (remote), A. Rynearson (remote), D. Butler (remote), D. Gibson (remote), K. Day (remote), K. Potter (remote), L. Hopkins (remote)

Directors Absent
None

Ex Officio Members Present
M. Mills (remote)

Guests Present
Rebekah Barr, Guest (remote)

I. Opening Items

A. Call the Meeting to Order

B.

Record Attendance

C. Reading of Mission Statement

Chair Kate Day read the mission statement. Carolina Charter Academy prepares students for a lifetime of learning by developing their natural passion for discovery and problem-solving. Students are immersed in an engaged learning environment where they develop knowledge-based education to better understand the world around them.

D. Approve Minutes

D. Gibson made a motion to approve the minutes from November 8, 2023.
A. Jackson seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Officer Reports

A. Chair's Report

Chair Day explained that we are halfway through the year and it is going well. Chair Day further explained the new Board on Track platform and the features available on the tool She asked that all Board members complete the Board on Track training by the February meeting. This will make sure we are going in the right direction if we use it effectively.

Chair Day asked that we work together more as a Board in order to advance the school.

B. Treasurer's Report & Audit

Treasurer Allen introduced guest Rebekah Barr, CPA for the purpose of discussing the audit. Ms. Barr explained that the audit opinion was an unmodified clean opinion for last year. We ended the year with $3 million in cash. CCA had consistent income and expenses from each year. We had sound financial information with nothing concerning noted. Everything that was provided in a timely fashion. There were no end of year findings.

C. Revised Budget

Explained the revised budget.
D. Gibson made a motion to Approve the revised budget.
L. Hopkins seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Director's Report

A. Director's Report

Director Mills updated that we are about to start the enrollment process for the next year. We are required to leave it up and running for 35 days but we usually leave it open for 45

days. Next year is the last milestone for our bond. We have met and exceeded all enrollment parameters. Next year we anticipate 900 students.

We continue to work on professional development workshops and culture workshops.

As of January 2024, our salary schedule matches Wake County which will help with retention of our teachers. We exceed the salary schedules of Johnston and Harnett Counties.

B. Volunteer Parent Policy Draft

Ms. Mills explained the policy. In addition to background checks, the School needs the proposed policy to set the expectations for volunteers. This is consistent with Wake County.
A. Jackson made a motion to Approve the volunteer policy.
L. Hopkins seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. CCA Licensed teacher salary schedule

The Board approved a salary schedule consistent with Wake County Public Schools System for licensed teachers. CCA now has the same salary schedule as Wake County.

D. Admissions and Enrollment Policy

Ms. Mills explained the revisions to the policy and responded to questions.
A. Jackson made a motion to Approved the admissions and enrollment policy.
L. Hopkins seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. MOU with Wayne County

Director Mills explained that the School has entered into an MOU with Wayne County in order to promote the continued education of some of the teachers.

IV. Other Business

A. High School Expansion Update

Dan Gibson provided an update. Ms. Mills, Chair Day, and Mr. Gibson met with a real estate agent today to assist in locating property. We hopefully will be selecting a design build group after soliciting bids. We will likely not be using Highmark for developing the property. The real estate agent who they met with seemed very knowledgeable of the area and the potential sellers. Chair Day reminded that at this point we are working on these things but there is not a definite plan or opening date.

B. SB 49 Update

Ms. Rynearson explained that CCA has been built on some items now required by SB 49. The school had been providing much of the information already. As part of this, we have a proposed policy which speaks to the requirements of the new law. Chair Day explained how the policy was developed with a subsequent review by legal counsel. Ms. Rynearson opened the floor for questions. Director Mills explained that the policy will be incorporated into the handbook at its next revision for the upcoming academic year.
A. Jackson made a motion to Approve the proposed policy.
K. Potter seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Adjourn Meeting

During closed session, Ms. Mills proposed four new contracts for employees. Ms. Rynearson made a motion to approve the four new employee contracts, Mr. Allen seconded and the motion carried.

Chair Day asked for members to update their bios and pictures for the Board page and update the tasks.
K. Potter made a motion to To adjourn.
A. Jackson seconded the motion.
Next meeting is Wednesday, February 14, 2024 at 7 pm.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:56 PM.

Respectfully Submitted,
K. Potter