APPROVED

Carolina Charter Academy

Minutes

Carolina Charter Academy Board of Directors Meeting July 2024

Date and Time
Saturday July 27, 2024 at 3:00 PM

Location
Virtual

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

Directors Absent
A. Rynearson, D. Butler

I. Opening Items

A. Call the Meeting to Order

K. Day called a meeting of the board of directors of Carolina Charter Academy to order on Saturday Jul 27, 2024 at 3:05 PM.

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 a knowledge-based education to better understand the world around them.

D. Approve Minutes

D. Gibson made a motion to approve the minutes from Emergency Board Meeting June 27, 2024 on 06-27-24.
L. Hopkins seconded the motion.
The board **VOTED** to approve the motion.

II. Officer Reports

A. Chair's Report

Chair Day thanked the Board for working with her during this year. She shared about the retreat the Board had at the school on July 27, 2024 and listed some of the speakers, which included representatives from Prestige (who does our accounting), our ECC coordinator, and our outside legal counsel from Poyner & Spruill and McGuire Woods. Ms. Day spoke for a moment recognizing the changes that had occurred since CCA opened its doors in 2019. After two terms on the Board, Ms. Day will continue to be an active member of the CCA community but in a different capacity.

B. Treasurer's Report

In the absence of our Treasurer, Chair Day gave an update on the preliminary June budget. The Board did not have any further questions.

III. New Items

A. Renew Carolina Charter Academy's Charter

The Board discussed the renewal process and the steps necessary for the school's charter to be renewed.
D. Gibson made a motion to to submit to DPI a letter of intent to renew the school's charter and proceed forward with the necessary steps to obtain a renewal of the charter from DPI.
K. Potter seconded the motion.
The board **VOTED** to approve the motion.

B. New Board Members

Kristin Shalkowski is an instructor at Wake Tech Community College and Campbell University. Prior to those roles, she worked at a design/engineering firm. She also has a background in fundraising. She has agreed to work on the potential high school.
D. Gibson made a motion to add Kristin Shalkowski to the Board as a member.
L. Hopkins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. Butler	Absent

Roll Call

D. Gibson	Aye
K. Day	Aye
L. Hopkins	Aye
A. Rynearson	Absent
A. Jackson	Aye
K. Potter	Aye

Ryan Hunt is an IT executive and has been in the IT field more than 20 years. He would like to join the Board in order to share his expertise in the area and bring his experience.
D. Gibson made a motion to add Ryan Hunt to the Board as a member.
L. Hopkins seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Rynearson	Absent
D. Gibson	Aye
D. Butler	Absent
A. Jackson	Aye
L. Hopkins	Aye
K. Potter	Aye
K. Day	Aye

C. New Board Officers

Board members agreed to serve in the following roles: Dan Gibson as Chair, Ryan Hunt as Vice Chair, Kristin Shalkowski as Secretary, and Kimberly Potter as Treasurer.
L. Hopkins made a motion to elect the roster of members to the various positions, including Dan Gibson as Chair, Ryan Hunt as Vice Chair, Kristin Shalkowski as Secretary, and Kimberly Potter as Treasurer.
K. Potter seconded the motion.
The board **VOTED** to approve the motion.

D. Annual Board Calendar

The Board reviewed the annual board calendar.
K. Potter made a motion to accept the proposed Board calendar.
L. Hopkins seconded the motion.
The board **VOTED** to approve the motion.

E. Operating Budget

The Board was presented with a draft 2024-25 budget which was built off last year's budget with the inclusion of a line item for a School Resource Officer. Assuming approval of that new item for an SRO, the budget as drafted had a generalized 10% increase for various line items. Dr. Branch, Ms. Nall, Ms. Day, and Ms. Curatolo worked to complete the proposed budget.
L. Hopkins made a motion to approve the draft budget.

D. Gibson seconded the motion.
The board **VOTED** to approve the motion.

F. CCA Bank Account Updates

Board needs to update the authorized users on accounts due to change in administration and in Board membership. Discussion about the various accounts.
L. Hopkins made a motion to Authorize and approve Daniel Gibson, Kimberly Potter, Stephanie Nall and Brenda Curatolo to be the signers on the Money Market account ending -7819 and the CCA Holding Checking account ending -6456 and CCA Main Operating ending -6647 at First Federal Bank.
K. Potter seconded the motion.
The board **VOTED** to approve the motion.

G. Announcement of Update to Bylaws

Changes to Bylaws are required to be announced 30 days before the vote. The vote to update to Bylaws will be at the August 21 board meeting.

The vote will be to include the addition of the following statement to the Bylaws:

In order to engage the services of a charter management organization in any manner that necessitates a modification to the Carolina Charter Academy's charter, a supermajority vote of three-fourths (3/4) of the Board of Directors is required. This measure ensures thorough consideration and broad consensus among board members for such significant decisions.

H. New Executive Director Candidates

During closed session the Board will discuss personnel matters related to the selection of candidates. In order to continue the recruitment process, Ms. Potter discussed that we need Board of approval to advance final executive director candidates to in-person meetings and begin contract negotiations and extend an offer to the selected candidate following these meetings.
D. Gibson made a motion to Advance final executive director candidates to in-person meetings and begin contract negotiations and extend an offer to the selected candidate following these meetings.
K. Potter seconded the motion.
The board **VOTED** to approve the motion.

I. Carolina Charter Academy Travel Policy

Board had reviewed the draft travel policy which will provide guidelines on how to reimburse travel expenses to employees of the school and any Board members traveling on CCA business.

K. Potter made a motion to adopt the travel policy as drafted.
L. Hopkins seconded the motion.
The board **VOTED** to approve the motion.

IV. Other Business

A. High School Expansion Update

Mr. Gibson provided an update on the high school expansion. Several potential properties have been identified by our realtor and we are evaluating whether we can move forward with any of them.

B. SRO Update

The Board was presented with a contract for a School Resource Officer from the Angier Police Department. Angier PD indicated that they were hopeful to have an SRO by the first day of school. By hiring the SRO, we will not need to pay for separate services for carpool. Our SRO should be able to provide that support. Angier PD will give CCA administration an opportunity to weigh in on which officer will be assigned to CCA.
D. Gibson made a motion to execute the proposed contract with Angier PD for a School Resource Officer for the 2024-25 school year.
L. Hopkins seconded the motion.
The board **VOTED** to approve the motion.

C. CCA Blended Academy Update

Ms. Nall shared that the timeline for the blended academy was short as CCA had applied for it once it was an option to the school and received that approval in the spring 2024. 6 families from either current enrolled students or the waitlist expressed an interest in moving towards the blended academy. Due to shortness of time, the amount of resources that would be needed, and the changing in leadership, the current administration proposed that blended academy be deferred for one year. If this is acceptable, Ms. Nall will reach out to DPI and request a deferral.
K. Potter made a motion to defer opening the blended academy to 2025 and seek the necessary permission from DPI to defer opening the blended academy for one year.
L. Hopkins seconded the motion.
The board **VOTED** to approve the motion.

D. Handbooks

Ms. Nall provided to the Board draft handbooks, specifically an Employee Handbook, a Parent/Student Handbook, and a Substitute Handbook. The Board had a chance to review and wanted to confirm that the updates from our attorneys at Poyner & Spruill were included.
D. Gibson made a motion to adopt the Employee Handbook, the Parent/Student Handbook, and Substitute Handbook with adjustments based on Poyner & Spruill's review.

K. Potter seconded the motion.
The board **VOTED** to approve the motion.

E. Contracts for Employees

Following return from Closed session, the Board voted on approving the contracts detailed by Ms. Nall.
D. Gibson made a motion to approve the employment contracts detailed by Ms. Nall during closed session.
K. Potter seconded the motion.
The board **VOTED** to approve the motion.

V. Closed Session (pursuant to NCGS 143-318.11(a)(5) and (6)

A. Moved into closed session to discuss SRO contract, employment contract, and the search for an Executive Director

D. Gibson made a motion to move into closed session.
L. Hopkins seconded the motion.
The board **VOTED** to approve the motion.

VI. Closing Items

A. Adjourn Meeting

D. Gibson made a motion to adjourn.
K. Potter seconded the motion.
The board **VOTED** 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 5:35 PM.

Respectfully Submitted,
K. Day

Allen Jackson provided his proxy vote to Kimberly Potter.