APPROVED

Carolina Charter Academy

Minutes

August 2024 Board Meeting

Open Session

Date and Time
Wednesday August 21, 2024 at 7:00 PM

Location
Join Zoom Meeting
https://us06web.zoom.us/j/87432782431?pwd=RLkrwz1QatcYBSZIdzyQAMtrpW2aoL.1
Meeting ID: 874 3278 2431
Passcode: 4Verwm

One tap mobile
+16469313860,,87432782431#,,,,*931921# US
+13017158592,,87432782431#,,,,*931921# US (Washington DC)

Meeting ID: 874 3278 2431
Passcode: 931921

Find your local number: https://us06web.zoom.us/u/kbHPYM95Ru

Directors Present
A. Rynearson (remote), D. Gibson (remote), K. Potter (remote), K. Shalkowski (remote), L. Hopkins (remote), R. Hunt (remote)

Directors Absent

D. Butler

Guests Present
K. Branch (remote), M. Allen (remote)

I. Opening Items

A. Call the Meeting to Order

D. Gibson called a meeting of the board of directors of Carolina Charter Academy to order on Wednesday Aug 21, 2024 at 7:03 PM.

B. Record Attendance

C. Reading of Mission Statement

D. Approve Minutes

K. Potter made a motion to approve the minutes from Carolina Charter Academy Board of Directors Meeting July 2024 on 07-27-24.
R. Hunt seconded the motion.
The board **VOTED** to approve the motion.

II. Officer Reports

A. Chair's Report

1. SRO Contract in place, interviews for SRO person in progress.
2. Made an offer to Christopher Fairbanks for Executive Director and he has accepted. Will discuss contract during closed session. He begins on September 1.
3. High School Expansion- requested Kristin Shalkowski to share an update.
    1. JD Bean reached out regarding setting up a meeting with the Board and others to address the tentative site chosen by the Board.
    2. Goal: reach out to the realtor, then find a time to discuss site concerns with JD Beam and others.

B. Treasurer's Report

1. Productive meeting with Ms. Brenda Curatolo, HR and Finance manager.
2. Do not have final budget yet, draft budget approved in July. Seek direction on when we approve final budget.
    1. Ana Rynearson stated she does not recall if we share a draft or wait for final copy.
    2. Kim reached out to former board chair Kate Day, and will follow up with more information.

3. Went through budget to understand large purchases like Chrome books. All money is accounted for.
4. Anticipate starting a finance committee.
    1. Begin with Mr. Fairbank, Ms. Curatolo, and Ms. Potter as a beginning committee.
5. Daniel Gibson: Setting up a wire for our rent? Ms. Potter confirms in is in process. Making board members signatories? Ms. Potter confirms this has been taken care of.

III. Director's Report

A. Director's Report

Dr. Branch shares a document with his report and Ryan Hunt shares this publicly within the Zoom call.

1. Total enrollment: 794
    1. Enrollment numbers are larger than last fall, but currently under projected numbers for this school year.
    2. There have been a very significant number of withdrawals since the end of last school year (reported over 100 students). We still have waitlisted families and we are still contacting them. Wake County beginning next week may impact enrollment.
    3. Loan agreement has minimum enrollment numbers. For this year it is 765 and we have met that with current enrollment.
2. EOG test score information (preliminary)
    1. Test scores will not be officially released until end of September 2024.
    2. Proficiency likely increased but other methods likely stayed the same.
3. Student Resource Officer Interviews
    1. Ms. Nall and Ms. Hilderbrant interviewed three members of Angier PD. Three candidates were interviewed, and one was highlighted as the preferred candidate. Today, CCA reached out to the Angier police force with the recommendation. Candidate has 8-10 years of SRO experience.
4. Athletics Update
5. Facilities Update
    1. Elevator was struck by lighting for the second time and has been repaired.
    2. Facilities manager is accepting bids for lighting rod installation.
        1. Ms. Potter: Should our builder have included a lighting rod in the building plan? Suggesting evaluating possibility of contacting the builder.
    3. Introducing vending machines for staff. These will not be available for students.
6. Recommendations
    1. Switch Drama and Clubs budget lines (see budget spreadsheet)

2. Create sub-budget lines for individual Electives under the category Instructional Supplies.
    1. Daniel Gibson to Kimberly Potter: Is this something the Board approves or we send to Prestige? Dr Branch suggests voting on this and then telling Prestige the change.
    2. Ana Rynearson to Dr. Branch: Do we additionally divide the budget by grade level? Dr. Branch suggests checking with Ms. Curatolo.
3. Access to funding policy
    1. Ms. Curatolo and Dr. Branch request $10,000 invoice limit be increased to $20,000 for Board Treasurer initials.
    2. Ms. Potter notes with addition of finance committee the financial oversight will increase.
4. Mid-Year Investor Phone Call scheduled for 8/28/24 at 10am
5. Recommendation: Document that it is forbidden for Carolina Charter to purchase alcohol with school money during work trips or on other occasions.
    1. Precedent within school was that during travel, alcoholic beverages we reimbursable.
    2. Noted that during 2024 Board Retreat, it was clearly stated alcohol would not be paid for and any members wishing to purchase must do so with personal money.
    3. Discussion of where to place this including Travel Policy, Reimbursable Expenses, etc.
    4. Daniel Gibson requested that Kimberly Potter research where to place this policy in addition to travel policy.
    5. Ana Rynearson noted she found a policy document (CCA Purchasing Policy 23, Section 20 located within Google Drive) that states alcohol is not reimbursable. She suggests consolidating policies for clarity.
        1. Kimberly Potter sent the document to all members present as well as Dr. Branch.

A. Rynearson made a motion to Swap budget lines for Drama and Clubs.
K. Shalkowski seconded the motion.
The board **VOTED** unanimously to approve the motion.
R. Hunt made a motion to Ask Prestige to create sub-budgets for each individual elective class.
A. Rynearson seconded the motion.
The board **VOTED** to approve the motion.
K. Potter made a motion to Increase invoice limit from $10,000 to $20,000 before the Board Treasurer must approve and sign.
K. Shalkowski seconded the motion.
The board **VOTED** to approve the motion.
K. Potter made a motion to Motion to update the Travel Policy to state we will not approve the purchase of alcohol or the use of school money for alcohol.

R. Hunt seconded the motion.
The board **VOTED** to approve the motion.

IV. Other Business

A. Bylaws Vote

K. Potter made a motion to Change 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." Read in full by Daniel Gibson.
K. Shalkowski seconded the motion.
The board **VOTED** to approve the motion.

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

A. Budget Report

B. Discuss Staff Contracts

K. Potter made a motion to Approve contracts discussed in closed session.
R. Hunt seconded the motion.
The board **VOTED** to approve the motion.
A. Rynearson made a motion to Compensation for pay discussed in closed session.
K. Potter seconded the motion.
The board **VOTED** to approve the motion.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
K. Potter

Let it be noted the Board's gratitude to Dr. Kenneth Branch for his role as interim director.