



# The Meliora School

## Minutes

### Board Meeting

04 November 2025

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#### Date and Time

Tuesday November 4, 2025 at 7:00 PM

#### Location

Virtual

#### Directors Present

L. Shipp (remote), P. Flinch (remote), R. Goodwin (remote), Z. Mahmuda (remote)

#### Directors Absent

P. Jackson

#### Directors who arrived after the meeting opened

L. Shipp

#### Directors who left before the meeting adjourned

Z. Mahmuda

#### Guests Present

C. Keck (remote)

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#### I. Opening Items

A.

## **Record Attendance**

### **B. Call the Meeting to Order**

P. Flinch called a meeting of the board of directors of The Meliora School to order on Tuesday Nov 4, 2025 at 7:27 PM.

### **C. Approve Minutes**

Z. Mahmuda made a motion to approve the minutes from 21 Oct 2025.

R. Goodwin seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Old Business**

### **A. DDO Hiring Update**

First round interviews are happening this week. Offer 5 max spots for final interviews.

Friday, Dr. Keck will send final interview updates to the Board. Final interviews - targeting 15 November 2025 at 2 pm. Location TBD. Two panel interviews - 30 min with Board 30 min with community task force, performance task. Zenat to update community task force and see if people are able to attend interviews.

### **B. Facilities Update**

Grace Snellville - currently working on LOI. Rodney will review once it is available.

Biggest concern to work through - they need the rooms on Wednesdays (20x a year) so we would need to remove items on certain days. Thinking of potentially shifting to early close on Wednesdays where these conflicts exist.

Timelines - bring in attorney next week then enter into due diligence period. Cannot sign the contract until SCSC approves it.

### **C. Enrollment Update**

50 applications to date.

10 leads in past 3 days from ScholarLead.

Outreach from community task force to new leads / interested parties. Community task force to take on personal outreach. To be discussed in committee.

### **D. Finance Update**

Dr. Keck to forward draft budget to the full Board. Currently in review with finance committee. 6 year budget including CSP and RedefinED funding. Pretty conservative budget.

Needs from the rest of the board: give it a once over and if you see anything glaring, point it out to finance.

Next finance meeting will be focused on ensuring committee has all access and info they require and plan for paying Dr. Keck for work done to date and until the full contract is signed.

Z. Mahmuda left.

L. Shipp arrived.

#### **E. Events Update**

### **III. New Business**

#### **A. Timelines for Deliverables Planning**

Backwards planning on all submission to SCSC to allow for board review, comment period (and discussion) and then vote. Will be added to the pre-opening checklist tracker.

#### **B. SCSC Submission 01 Dec 2025**

#### **C. Board On Track**

Agree on solidifying where and how documents are shared, etc. by January 2026. Board is in agreement that we need to get organized.

### **IV. Closing Items**

#### **A. Next Meeting Date: 18 November 2025**

#### **B. 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,

P. Flinch