

APPROVED



# The Meliora School

## Minutes

### Board Meeting

19 November 2025

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#### **Date and Time**

Wednesday November 19, 2025 at 7:00 PM

#### **Location**

Virtual

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#### **Directors Present**

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

#### **Directors Absent**

*None*

#### **Guests Present**

C. Keck (remote)

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### **I. Opening Items**

#### **A. Record Attendance**

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

L. Shipp called a meeting of the board of directors of The Meliora School to order on Wednesday Nov 19, 2025 at 7:04 PM.

### **C. Approve Agenda**

Agenda was reviewed and a few items added. P. Flinch made a motion to approve the agenda. R. Goodwin seconded the motion. The board VOTED unanimously to approve the motion.

### **D. Approve Minutes from Previous Meeting**

P. Flinch made a motion to approve the minutes from Board Meeting on 11-04-25.

L. Shipp seconded the motion.

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

## **II. Old Business**

### **A. Hiring Update**

DOO hiring update - moving through reference checks. Starting to post for DoA position - starting interview in January with a start date of Feb / March 2025. Will be a part-time role until July 2025. Teachers will follow.

Board member interest - large number of people interested in joining the board. Screener questions sent to be filled out by Friday. Goal would be to onboard in January 2026.

### **B. Facilities Update**

Grace Snellville - LOI is agreed to on a per pupil basis. Real estate attorneys are now involved and reviewing. We should receive it by 02 December 2025. Voting day 16 December 2026. Submission date to SCSC is 19 December 2025.

### **C. Enrollment Update**

Average 4 new leads a week. 62 applications; 93 leads.

### **D. Finance Update**

No updates at this time. CSP grants announcements have been delayed due to government shutdown.

### **E. Events Update**

Finished all events for the year and they have gone well. There is a parade that we may or may not join on 29 Nov 2025. Looking for a car to participate in this parade. December is generally slow. Z. Mahmuda is using the time to connect with parents who have shown interest in the school and answer any questions that may have.

## **III. Closed Executive Session**

### **A.**

### **Closed Executive Session**

Closed Executive Session was called. Directors removed themselves to a separate closed room for further discussion.

## **IV. New Business**

### **A. Vote on Proposed School Calendar**

P. Jackson made a motion to approve the school calendar.

L. Shipp seconded the motion.

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

#### **Roll Call**

Z. Mahmuda Aye

R. Goodwin Aye

P. Flinch Aye

P. Jackson Aye

L. Shipp Aye

### **B. Vote on Enrollment and Student Lottery Policies**

P. Jackson made a motion to approve enrollment and student lottery policies.

R. Goodwin seconded the motion.

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

#### **Roll Call**

Z. Mahmuda Aye

P. Jackson Aye

P. Flinch Aye

L. Shipp Aye

R. Goodwin Aye

### **C. Vote to Approve Dr. Keck Contract Agreement**

Postponed.

## **V. Closing Items**

### **A. Next Meeting Date: 02 December 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 9:25 PM.

Respectfully Submitted,

L. Shipp