

APPROVED



## The Meliora School

### Minutes

#### Board Meeting

Annual Meeting

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#### Date and Time

Tuesday May 5, 2026 at 7:00 PM

#### Location

Remote: call in details below

#### Directors Present

L. Hollon (remote), L. Hooda (remote), L. Ramdhanie (remote), P. Flinch (remote), Z. Mahmuda (remote)

#### Directors Absent

*None*

#### Directors who arrived after the meeting opened

L. Ramdhanie, 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 May 5, 2026 at 7:04 PM.

### C. Approve Agenda

P. Flinch made a motion to Approve meeting agenda.  
L. Hollon 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 04-21-26.  
L. Hooda seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## II. Recurring Items

### A. Executive Update

Z. Mahmuda arrived.  
L. Ramdhanie arrived.

- The school has **131 fully enrolled learners**, exceeding the target of 125, with about **61 learners on the waitlist**.
- The team is preparing for the state enrollment verification deadline and continuing family follow-up for missing documentation.
- Family engagement remains strong through community events, parent task force outreach, and upcoming bowling night.
- The readathon raised **\$5,600.50** to support the school's house system.
- The school is shifting transportation support toward YMCA aftercare, with possible subsidies for families with financial need.
- The school has submitted its first CSP drawdown and is awaiting reimbursement.
- The school received a term sheet for a **\$500,000 construction loan**, co-signed by ReDefine Ed.
- Core Construction has been selected as the general contractor for facility updates.
- The leadership team and learning guide roles are fully hired.
- The school is exploring a Teach For America partnership to support staffing and teacher development.
- Staff onboarding has begun through Slack, welcome packages, one-on-one meetings, and shared professional reading.
- The academic team is continuing work with Building 21 on competencies, rubrics, and summer professional development.

### B. Academic Committee Update

- Academic planning is ongoing, including work on the competency framework, mastery-based rubrics, standards-based math progression, and summer professional development.

### C. Finance Committee Update

- The budget remains conservative and is based on 125 students.
- The board noted that budget amendments may be needed once final enrollment and funding numbers are confirmed.
- The Finance Committee reviewed procurement thresholds and recommended board approval for purchases or contracts above \$25,000.

### D. Operations Committee Update

- The board discussed background check requirements for board members and volunteers.
- Members agreed the volunteer policy should distinguish between supervised volunteers and volunteers with independent responsibility for students.
- The board also discussed visitor check-in procedures and safety tracking.

### E. Community Engagement Committee Update

- Community engagement updates were included in the Executive Update.
- Recent outreach and family events have supported enrollment conversion and family connection.

## III. New Items

### A. Budget Hearing

- The board reviewed the proposed budget during the budget hearing.
- No public comments or requested edits were noted.
- Final budget approval will occur after the required hearing/public comment process.

### B. Procurement Policy

L. Hollon made a motion to Approve procurement policy.

P. Flinch seconded the motion.

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

- The board reviewed the proposed procurement policy based on the SCSC template.
- The policy sets a **\$25,000 threshold** for full board approval of contracts or purchase commitments.

- The board unanimously approved the procurement policy.

### C. Board Slate

- The board discussed upcoming transitions, including L. Ramdhanie's future move, Z. Mahmuda's transition into a staff role, and P. Flinch's term ending June 30.
- The board discussed potential new members and future officer roles.
- Members will continue candidate outreach and schedule interviews.

### D. Policy Discussion - Volunteer Eligibility

- The board discussed whether background checks should apply to all volunteers or only those with independent responsibility for students.
- Members agreed the policy needs further clarification before approval.

### E. Loan for Construction - Approval

L. Ramdhanie made a motion to Approve loan for construction.

L. Hooda seconded the motion.

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

- The board reviewed the **\$500,000 construction loan** for facility improvements needed for the certificate of occupancy.
- ReDefine Ed is co-signing the loan at 100%.

### F. Personnel Policies - Approval

P. Flinch made a motion to Approve EEO policy.

L. Hollon seconded the motion.

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

P. Flinch made a motion to Approve health and safety policy.

L. Hooda seconded the motion.

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

- The board paused approval of the employment classifications/contract policy pending additional review.

## IV. Closing Items

### A. Next Meeting Date: 19 May 2026

### B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:53 PM.

Respectfully Submitted,

P. Flinch