APPROVED

Eno River Academy

Minutes

June Board Meeting

Date and Time
Tuesday June 18, 2024 at 5:30 PM

Location
Remote only

Directors Present
Adam Haber (remote), David Nagel (remote), Jeremy Greene (remote), Margaret Barr (remote), Sabrina Kordys (remote)

Directors Absent
Charlotte Dungan, Pamela Norcross

Guests Present
Kristin Martin (remote), Lindsey Sealy (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

David Nagel called a meeting of the board of directors of Eno River Academy to order on Tuesday Jun 18, 2024 at 5:36 PM.

C. Approve May 14 Regular Meeting Minutes

David Nagel made a motion to approve the minutes from May Board Meeting on 05-14-24.
Sabrina Kordys seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve June 3 Special Meeting Minutes

Margaret Barr made a motion to approve the minutes from Board Meeting - Special Session on 06-03-24.
Adam Haber seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Pamela Norcross	Absent
Sabrina Kordys	Abstain
Charlotte Dungan	Absent
Jeremy Greene	Aye
Adam Haber	Aye
David Nagel	Aye

E. Approve June 4 Special Meeting Minutes

David Nagel made a motion to approve the minutes from Board Meeting - Special Session on 06-04-24.
Jeremy Greene seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

David Nagel	Aye
Jeremy Greene	Aye
Margaret Barr	Aye
Pamela Norcross	Absent
Charlotte Dungan	Absent
Sabrina Kordys	Abstain
Adam Haber	Aye

F. Approve June 7 Special Meeting Minutes

David Nagel made a motion to approve the minutes from Board Meeting - Special Session on 06-07-24.
Jeremy Greene seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Sabrina Kordys	Abstain
Charlotte Dungan	Absent
David Nagel	Aye
Pamela Norcross	Absent
Jeremy Greene	Aye

Roll Call

Adam Haber	Aye
Margaret Barr	Aye

II. Reading of Conflict of Interest and Ethics Statement

A. Reading of Statement

Dave Nagel read the conflict of interest and ethics statement- No conflicts brought forward.

III. Monthly Agenda Review

A. Review and revision, if needed, of meeting agenda

Jeremy Greene made a motion to approve the agenda as it is written.
Margaret Barr seconded the motion.
Dave reviewed the agenda.
The board **VOTED** unanimously to approve the motion.

IV. Public Comment Period

A. Public comments in accordance with the ERA Public Comment Policy

No public comments came in through email this month.
Opened it up to comments online-
None brought forward

V. New Business

A. Calendar of Meetings for 2024-25

David Nagel made a motion to adopt the 2024-2025 Proposed ERA regular meeting calendar.
Jeremy Greene seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Old Business

A. ED hiring update

Jeremy-The ED hiring task force offered the ED role to Dr Mathis and successfully negotiated a signed contract on June 10. On June 13, Dr Mathis informed ERA that he had accepted a counter-offer from Vance and would not be joining ERA. The ED hiring task force does not recommend making an offer to any of the other remaining ED candidates, but instead recommends continuing with Lindsey Sealy in the role of interim ED and will consider also appointing the eventual K-8 principal hire to an interim co-ED

role alongside Lindsey Sealy. The ED hiring task force will bring a proposed ED hiring plan back to the board at a future meeting after evaluating options.

Lindsey- She is on board to take this role, but has questions regarding time-period and how she can learn and grow in this opportunity? Where does she go for questions and training platform? Different programs we can create. Lindsey wants to TBD whether to share role with K-8 principal
David Nagel made a motion to to make appoint Lindsey Sealy interim executive director for indefinite period in 2024-2025 school year.
Sabrina Kordys seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. K-8 Principal hiring process and update

We have created a k-8 principal hiring task force- 5 teachers and Dr. Brown.

- sent an interest forum to faculty k-8, then voted on representatives across grade levels.
- Initial meeting on Thursday morning for applicant review
- 38 have applied (some qualified and some not qualified)- based on job description sent out. Narrowed down to 14-15 people.
- These will be ranked by hiring committee, top 5 will be reviewed.
- Top 2 will be brought to board to approve.

It would be better to approve earlier so they can start by July 8th. Sabrina suggested to do special board meeting to hopefully approve earlier. June 26-27th would be better.

C. Annual Retreat Planning

Dave went over Retreat planning set for August 28th (4-8:30pm). Went over attached retreat documents (see attached documents).

- For each topic person assigned would bring to retreat- points and information regarding that topic.
- Discussed each Topic for consideration.
- Preparing each topic and pre-reads needed a week out to review before retreat.

D. Update on ERA Financial Controls, Procedures, and Policies

- Overview and discussion around implementing a financial controls and governance document.
- Initial review of the attorney provided governance document has been completed and we have a strong starting point.

- Remaining work should focus on tailoring the document to match the structure of Eno River Academy with an emphasis on creating a system that utilizes dual controls and facilitates transparency.
- Wants job titles defined- want to be clear and people protected but need to be sure there are no cogs that would bring things to halt.
- Need system that roles- need system with no points of failure, transparent but want smooth system.

VII. Officer and Liaison Updates

A. Treasurer and Finance Update

Sabrina- July 1st to June 30th is budget cycle.

- This report is up to May- Went over Shared Budget Analysis Report.
- We are on track a couple extra expenses -all were within anticipated budget.
- Likely to end year in surplus.
- Sabrina asked Adam-about credit card? Lindsey and Kristin met with First Horizon person. Waiting to hear from First Horizon.

VIII. Administration Announcements and Updates

A. Monthly Administration Update

1. Fire Marshal Inspections
    1. Reinspection on July 17
2. Facilities Updates:
    1. Security - We've updated several security cameras and set up dedicated security stations one in the high school and one in the lower school. We also added new fobs and doorbells.
    2. Doors - We've fixed all the exits that were leaking fluid.
    3. Soundproofing - Chorus room will be soundproofed in July.
    4. Floors - The floors are being stripped and waxed this week.
3. Red Rover
    1. Purchasing for next year for substitute management and timesheets for non-exempt employees
4. Technology
    1. ESSER funds have been spent. We've purchased:
        1. Student laptops
        2. Staff laptops
    2. Go Guardian - free of charge by NCDPI
5. Admissions Update

        1. Most grade levels are full for next year. We've had a couple of declines over the last few weeks and Mrs. Hover is working on filling from the waitlist. Essentially K-11 is full once those last few spots are refilled. We'll have the largest senior class to date with a current roster of 96 students. A handful of applicants are working on turning in their paperwork. Mrs. Hover is also investigating a new software system for the lottery process (Lotterease). This system is used by many of our neighboring charter schools and appears to be more user friendly. I'm currently working on gathering data to compare between Lotterease and our current system, Scribbles.
    6. Parents Bill of Rights
        1. Needs to be posted to the school's website by June 30 and survey to be completed to NCDPI
        2. KM and LS working on this document.
    7. Hiring
        1. HS ELA - filled
        2. OCS - filled
        3. OCS - TA - filled (new)
        4. MS PE - filled
        5. VACANT - Middle School EC
        6. VACANT - K 8 Principal
    8. State Testing is compliant
        1. Testing has been successfully completed for 2023-2024 school year

IX. Closing Items

A. Closed Session

David Nagel made a motion to go into closed session to discuss items which warrant confidentiality pursuant to Article 33C, Section 143-318.11. (a) 5&6 of the North Carolina.
Sabrina Kordys seconded the motion.
The board **VOTED** unanimously to approve the motion.
Sabrina Kordys made a motion to come out of closed session at 7:50pm.
Jeremy Greene seconded the motion.
The board **VOTED** unanimously to approve the motion.
Sabrina Kordys made a motion to extend Kristin Martins 2024-2025 contract to 12 months.
David Nagel seconded the motion.
The board **VOTED** unanimously to approve the motion.
Sabrina Kordys made a motion to approve Lindsey Sealy's interim ED contract addendum for 2024-2025 school year as agreed upon.
Margaret Barr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jeremy Greene made a motion to adjourn the meeting.
Sabrina Kordys seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:56 PM.

Respectfully Submitted,
Margaret Barr

Documents used during the meeting

- Proposed 2024-25 ERA Board Regular Meeting Calendar.pdf
- Board Retreat Plan.pdf
- May 2024 Budget Report - Condensed.pdf