APPROVED

Eno River Academy

Minutes

August Board Meeting

Date and Time
Tuesday August 20, 2024 at 5:30 PM

Location
Virtual only

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

Directors Absent
None

Directors who left before the meeting adjourned
Jeremy Greene

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 Aug 20, 2024 at 5:34 PM.

C. Approve July 16 Regular Board Meeting Minutes

David Nagel made a motion to approve the minutes from July 2024 Board Meeting on 07-16-24.
Margaret Barr seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Reading of Conflict of Interest and Ethics Statement

A. Reading of Statement

David Nagel read the conflict of interest and ethics statement- no conflicts were brought forward.

III. Monthly Agenda Review

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

Added a couple things to agenda:
Pamela Review of proposal for fundraising committee
2 Members to join grievence committee
Proposal for ED Support

David Nagel made a motion to approve the monthly agenda.
Charlotte Dungan seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Public Comment Period

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

Jeremy- received no public comments via email
Online-
1. Mrs. Kathryn Bryant- 6th grade teacher- strong positive comments to Mrs. Sealy and Mrs. Martin for their leadership. Transition has better than expected because of consistency of leadership with Mrs. Martin and Mrs. Sealy. She had wonderful comments for their work and leadership. Urge us to give support to Mrs. Sealy for her ED leadership.

V. New Business

A. Policy Reviews and Updates

Comprehensive Manual Updates:

This is an introduction, the templates for staff and student handbooks were provided by our school attorney, and were updated by the administrative team. Now we are hoping the board will look them over and let us know of any edits before submitting for a board vote at the next board meeting.

Comprehensive Manual

(current)

Proposed breaking down into three smaller categories:

Staff Handbook-Link is available online

Student Handbook-Link is available online

Other/Misc.

- Charter Agreement
- Current Charter
- Board Committee Descriptions but not School
- Blood Borne Pathogens
- Public Conduct Policy
- Personnel Policy on ERA's ED Yearly Review
- Employee Medical Examinations
- Employment Termination (bringing back items is there but not what leads to this)
- Use of Equipment/Vehicles
- Business Travel Expenses

Gone through both Staff and student handbooks and updated them both.

Over next month-board to review these manuals and and give feedback before September meeting.Try to vote in September meeting.

Sabrina wanted to be sure it is noted to be both a parent and student handbook. Charlotte asked if there is a list of just changes? Answer- too many to list. This is template from lawyer.

Feedback should be given by September 12th.

B. Charter School Performance Framework

Mrs. Sealy Discussing:

- **Performance Framework- from NCDPI -Office of Charter Schools**
  - What level of input/knowledge should the board have with these items? More of an administrative update or more involvement? David- recommends if new analysis being submitted to state may want to see new material. Feels like more a day to day item.

- Went over the Performance Framework Measures-Presentation and what we need to submit to NCDPI
    - Gives clear framework of all things needed for compliance for charter schools
    - The Performance Framework is an accountability measure and is a tool used by school and DPI
    - How DPI has oversight over ERA

C. State Parental Leave Program

Need board vote for the state parental leave program
8 weeks leave for birth of child for mother.
4 weeks leave for father of child.

No real downside to joining this program provided by State.
Parental Leave Document was shared with board prior to meeting.
Board strongly in favor of joining this program.
Charlotte Dungan made a motion to approve enter the state parental leave program as presented by Mrs. Sealy.
Jeremy Greene seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Old Business

A. Appoint grievance committee members

Current committee- Vice Chair and 2 committee members.
2 Volunteers

- Stephanie Baldwin
- John Jans

David Nagel made a motion to appoint Stephanie Balwin and John Jans as the 2 community volunteer members to the grievance committee.
Sabrina Kordys seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Annual Retreat Planning

Mrs. Sealy shared the annual retreat planning agenda-

- Discussed what will be covered and what to wait on.
- Create a pre-read will be helpful. In by Friday this week. So they can be reviewed prior to retreat.

C.

Fundraising Committee Remit and Structure

Pamela-
Fundraising Committee shared with us a document and chart.
Regarding forming a ERA BoD Fundraising committee focused on securing financial resources and stability to directly support the organization's mission.

- Went over objectives
- Membership
- Meeting frequency
- Deliverables to BoD
- Deliverables to committees

Mrs. Sealy created a document and that was shared of the interested members in finance committee, goals (annual fund, special fund, capital fund), activity ideas (penny drive, monthly giving, car spot auction, paint-your-spot, one-time giving, sports giving are some examples)

Pie-chart on % of where money is allocated.

Question/Answer Time:
Charlotte had question- how are community members fit into this framework?
Mrs. Lindsey had a couple comments:
Tonight, goal is to get vote to form an official fundraising committee
Then at board retreat we will discuss further details on set up.
Dave commented can still operate as a team versus a committee.
Pamela shared a Fundraising committee charter document.
Sabrina- shared some feedback on needing some more answers before voting.
Jeremy- concern of losing momentum or parent involvement.
Mrs. Sealy- Does it need to be a voted on committee or can it stay as a team? Better to wait until retreat and iron out more details. Can continue with parents without being an official committee.
Pamela- clarifies the committee isn't the one saying how money is going to be spent, that falls under the BoD discretion how money is spent.
David comments on agenda for retreat that might address some of these conflicts.

D. ED consulting support

ED Consulting support- Mrs. Sealy and Mrs. Martin went to the NC Charter school conference. Very positive and got some good guidance and information. Lindsey wants to propose hiring a coach for support, education and advisement. Here are two options she is proposing.

Bid #1
Beth Napleton
Proposal

Cost: $39,500

Leaders Building Leaders
Tom Miller
Proposal #1
Cost: $1,875
Proposal #2
Cost: $6,497

My recommendations:

First Choice: Beth Napleton
Pros:

- Comprehensive Analysis by experts
- Is a part of the team, takes on part of the work
- Coaching
- Coach-sulting (additional capacity)
- Thought partner
- Practical and actionable and tailor to ERA
- Freeing up the “to-do”s

Cons:

- Price
- Not in the role indefinitely

Second Choice: Tom Miller Proposal #2
Pros:

- Weekly mastermind sessions
- Monthly Thinktank Expert Sessions
- Quarterly best practice site visits
- Training for Finances and Exceptional Children
- Teacher Leader Academy (90 day leadership development for top teachers)
- Work with our team for healthier work environment (15:1 ratio)
- On call Think Partner
- Coaching
- Marketing/Recruitment Support
- School climate survey and analysis
- KM can join the Inner Circle with my membership

Cons:

- Not tailored just for ERA

Discussion around these two options.
David Nagel made a motion to approve funding proposal #2 with Tom Miller for ED consulting.
Jeremy Greene seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Sabrina Kordys	Aye
Jeremy Greene	Aye
Pamela Norcross	Aye
David Nagel	Aye
Charlotte Dungan	No
Adam Haber	Aye
Margaret Barr	Aye

VII. Officer and Liaison Updates

A. Treasurer and Finance Update

Reached out to Tonya at Accadia and has not gotten July. Gretchen working on audit report
Have June report-
Wrapping up 2023-24 school year report-

- Had a surplus- adding to savings.
- Had budgeted for 400k surplus and had actual 168k surplus (overspent in some categories)
    - Teacher salaries was part of that
- Recommend a 300K cushion going forward for unexpected expenses.
- Sabrina wants finance committee to address what is a good goal for what we need for surplus versus expenses.

Jeremy Greene left at 7:31 PM.

VIII. Administration Announcements and Updates

A. Monthly Administration Update

Started school and it went great!

- Had positive teacher workdays prior to start- discussed teacher education in those days.
- Orientations, open house, leadership teams.
- BOG-administered (3rd grade)
- Started school improvement team- done a lot of work.
- Mrs. Hover started plan with PTO
- All Chromebooks went out.

• Discussion on hurricane closures and weather related closures

IX. Closing Items

A. Closed Session

No closed session
David Nagel made a motion to adjourn meeting.
Sabrina Kordys seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call
Jeremy Greene Absent

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:39 PM.

Respectfully Submitted,
Margaret Barr