APPROVED

Metrolina Regional Scholars Academy

Minutes

Board Meeting

Date and Time
Monday March 26, 2018 at 6:30 PM

Location
Scholars Board Room

Directors Present
A. Gozycki, J. Wagler, M. Mittal, R. Watson, S. Liner, S. Scott

Directors Absent
M. Scruggs

Ex Officio Members Present
J. Cuneo

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

R. Watson called a meeting of the board of directors of Metrolina Regional Scholars Academy to order on Monday Mar 26, 2018 at 6:30 PM.
R. Watson reminded everyone that we are audio recording these meetings and that the board now approves draft meeting minutes within a couple of days of each board

meeting. Both recordings and written minutes are made available on the Board on Track public portal.

C. Read Mission Statement

M. Mittal read the mission statement.

D. Approval of Prior Minutes

J. Wagler made a motion to approve minutes from the Board Meeting on 02-26-18 as well as 3-14-18 Board Meeting on 02-26-18.
S. Liner seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Adoption of the Agenda

M. Mittal made a motion to approve the meeting agenda.
J. Wagler seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. Liner mentioned that the revised Grievance Policy would be up for discussion, but not a vote.

II. Community Comments (First Opportunity) - subject to guidelines

A. Community Comments - guidelines

No community comments in room or on phone in first community comments.

In the second round of comments, AJ Farooqi, a member of the Development Committee, shared his support for the volunteer database that S. Scott is working on.

III. Director's Report

A. General Items

J. Cuneo provided the Director's Report:

- New Scholars Day is 5/3 at 9a and 12:30p
  - J. Cuneo asked for a board member to present a brief introduction to the board at each session
- Currently hiring for a part-time counselor position for next year
  - Working on a contract with current counselor to hold virtual sessions with her current students
- Also hiring for art for next year, as Mrs. Tans is retiring
- Teacher Workplace Survey was completed by 70% of staff
  - Data should be ready in a few weeks and will help with strategic planning
- Intent to Return was sent to staff today

- Working on safety procedures
    - Architects, building experts and security firms have toured school to discuss improvements
    - Some quick improvements will be discussed in the next finance meeting
    - Discussions around adding additional doors, swipe card doors, panic buttons, etc.
    - Goal is to create zones within building
    - Police do want sight lines, glass is okay

- Various Insurance Options: B. Pantuso has been reviewing for cost savings
    - Possible savings of $50K

- Overview provided for Admissions Data for 2018-2019 school year:
    - Will go into further detail in Closed Session
- Student Intent-to-Return update
    - 217 have responded (due this Friday)
    - All returning so far, no low-SES has come in yet

IV. Development Commitee

A. Database Update

S. Scott presented updates:

- Volunteer database quotes have been received, additional discussion on these to occur in closed session
- Best quote received had 3 options
    - In first two options, the web interface connects to SA website
        - As standalone, these more expensive, 8-10 weeks to completion
    - Third choice would be the least expensive
        - Word Press based, 6-8 weeks to completion
        - Would require updates each year
- Database also can be linked to Annual Giving Campaign
    - Additional connections, potential donors to AGC
- Database would not require an administrator
    - Automation of communication, needs, etc.

- Which of the school's needs can we meet through volunteerism, how can this save us money in the long run
- Need to look at hosting fees
- M. Mittal asked if we can we build off of our own website to start, suggested someone to speak to
- Building a raw tool can enable us to sell (via LBL or BOT) down the line to other schools/organizations
    - Foundation can own the software
    - Outside company could sponsor the tool, fund the cost

- J. Cuneo voiced concerns about whether this would take volunteers from the PTO, which is currently looking to fill their slate of positions for the upcoming school year
    - Also, if there are issues with software in-house, who would handle this

- S. Scott discussed how tool can line up to Time, Talent, Treasure
    - Can be decentralized, the person who posts the need is the one who receives the responses
    - Building it ourselves allows this to be scalable
- J. Wagler stated that in his years on the Development Committee, he has learned that repeatable, foundational items are key and this database makes this possible
- R. Watson suggested carrying conversation into Closed Session to discuss associated costs

V. Finance Committee

A. Contracts Update

B. Budget - FY19 Priorities

M. Mittal led the board through the FY19 Projections:

- Proposed Spend for FY19 is based on FY18 Normalized Budget
- Reviewed Spending Priorities and Adjustments moving into FY19
- As of now, the proposed FY19 is balanced, discussions are ongoing
- J. Cuneo suggested adding an additional admin position that is not yet included in these projections
    - Additional position would help balance out administrative team
    - Looking at dean position handling student support and administrative needs

C. Budget Amendments

M. Mittal detailed budget amendments:

- Amendments do not include reduction in counselor position
- Reflect adjustments to actuals, projections, and the interest rate hike
- Adding $4,769.51 to budget

M. Mittal made a motion to approve budget amendments.
J. Wagler seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Educational Excellence Committee

A. Updates on Peer School List and Parent Survey

A. Gozycki presented updates from the Educational Excellence Committee:

- Peer School List
  - Committee has compiled a list of like schools
    - Primarily gifted charters serving elementary and middle school students
    - Some independent/private schools also on the list due to interest in their programs
    - List enables us to form relationships and see how other schools are handling curriculum analysis, internal/external metrics, and SEL assessment.
      - It is also helpful to review these schools in terms of board policies, parent/community resources, etc.
    - SA Staff on the committee is currently reaching out to these schools to find out which schools are open to communication/collaboration
- Parent Survey
  - Compiling an end of year survey to sync up with the working conditions survey that the staff has just taken
    - Goal is to run both surveys every two years
  - Committee is putting together questions on curriculum, operations, environment/safety, governance and SEL
  - Aiming to send out in May, free of cost (using existing Survey Monkey account)
  - J. Cuneo asked that committee include T. Hemming in survey preparation

VII. Diversity Committee

A. Admissions Policy

R. Watson presented updates on Admissions Policy:

- Feedback from OCS on newly approved policy mainly stemmed from need for numbers/percentages

- We had been using the initial 13% based on community makeup
    - New number/range would based on Title 1 funding (between 15-30%)
    - There are various levels of grants associated with this funding (start at 10 children or 2%), but grants are very restricted
- School is finding out current numbers for low-SES through Intent to Enroll - then we can move forward with a better idea of what we should aim for
- Financial Implications: What do we want to do vs. what can we afford to do?

- S. Scott urged board to think about the opportunity provided to these low-SES households, not necessarily the need to fully support these low - SES students financially
    - Believes this community is resourceful, can work to close the gaps and overcome the obstacles in their own way

VIII. Policy Committee

A. Open Meetings Policy

S. Liner made a motion to approve the Open Meetings Policy.
A. Gozycki seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. Liner reminded board that due to this new policy, all board meetings need to be posted on the school calendar within the website.

B. Grievance Policy (first reading)

S. Liner presented the revised Grievance Policy for board review:

- J. Cuneo recommended reviewing again in committee given the revisions in structure and process
- R. Watson noted that this revision delineates dispute resolutions and grievance process
- Policy Committee will meet prior to next board meeting to discuss

IX. Governance

A. Board Recruitment Plans

- M. Mittal shared that the website and newsletter have been updated with call for board nominations.
    - Wording has been changed to reach out to both parents and non-parents.
- R. Watson spoke with G. Gorski of LBL for his thoughts.

- Independent members can be found within universities, businesses near or involved with the school, those who have run for school boards, etc.

- J. Cuneo shared that LBL has recommended a level of Exec Director involvement in the process.

B. Set Next Month's Agenda

Discussed agenda for April meeting.

C. LBL Support Opportunities

R. Watson asked board if LBL can help with training sessions.

- J. Wagler, A. Gozycki mentioned that LBL insight has been very valuable on questions that arise

X. Closed Session (if necessary)

A. Closed Session

Before going into Closed Session, R. Watson shared that the sale of this office complex is expected to go through soon, after which we can reschedule the expansion meeting that was cancelled last month.

XI. Closing Items

A. Vote on any items from Closed Sessions

J. Wagler made a motion to convene in Closed Session pursuant to "Permitted Purposes" under N.C.G.S. §143-318.11: (a) To prevent the disclosure of privileged or confidential information.
S. Liner seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Wagler made a motion to move back into Open Session.
S. Liner seconded the motion.
The board **VOTED** unanimously to approve the motion.
M. Mittal made a motion to approve accounting contract discussed in Closed Session.
J. Wagler seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Wagler made a motion to approve copier contract and purchase as discussed in Closed Session.
M. Mittal seconded the motion.
The board **VOTED** unanimously to approve the motion.

B.

Adjourn Meeting

J. Wagler made a motion to adjourn the meeting.
M. Mittal seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:30 PM.

Respectfully Submitted,
A. Gozycki