APPROVED

Metrolina Regional Scholars Academy

Minutes

SA Monthly Board Meeting

Date and Time
Monday January 23, 2023 at 6:30 PM

Location
You are invited to a Zoom webinar.
Topic: Scholars Academy Monthly Board Meetings
Register in advance for this webinar:
https://us02web.zoom.us/webinar/register/WN_tVP7q8nNR9O4LaIS1aV99g

After registering, you will receive a confirmation email containing information about joining the webinar.

You may also watch the meeting live via YouTube stream, at rtmp://a.rtmp.youtube.com/live2

Directors Present
A. Farooqi, A. Hall, A. Starling, C. Lewis, D. Palmer, E. Womer, M. Pfaff, N. Morrison, S. Dasu, W. Ning

Directors Absent
None

Ex Officio Members Present
A. Pieper

Guests Present

Enrique Alvarez, K. Ely, M. Dixon, T. Hemming

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Lewis called a meeting of the board of directors of Metrolina Regional Scholars Academy to order on Monday Jan 23, 2023 at 6:31 PM.

C. Read Mission Statement

D. Administrative Meeting Review

E. Approval of Prior Minutes 11/28/22

A. Farooqi made a motion to approve the minutes from SA Monthly Board Meeting on 11-28-22.
E. Womer seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approval of Prior Minutes - Special Meeting 12/14/22

A. Starling made a motion to approve the minutes from SA Special Board Meeting - 12/14/22 on 12-14-22.
M. Pfaff seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Adoption of the Agenda

E. Womer made a motion to Approve the agenda.
A. Farooqi seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Director's Report

A. General Items

- Staff Report (6:00)
  - Hiring update to be discussed in closed session
- Admissions Update
  - Record group test numbers - nearly 300 students (compared to 200 last year)
  - Deadline for private psychological testing applications is February 17th

- Lottery is March 23rd

Monthly Board Report Topics (9:00)

- 2023 school Calendar - 2 options shared for feedback. Virtual days are no longer required. The 2023 -2024 calendar needs to make up for 5 additional days of instruction.
  - Proposing adding 5 minutes to the school day. Moving to an 8:05 am start time adds the equivalent of 2 days to the calendar -. 8/29 start 6/7 end.
  - Draft A - Thanksgiving week off with Winter Break 12/20-1/2.
  - Draft B - In school 11/20 and 11/21. Winter Break 12/18 - 1/2.
  - Sharing with the community to solicit feedback on calendars

Human Resources Overview (20:44)

- Scholars Academy Staff Functions
  - Overview of advertising and recruitment process
  - Hiring Committee is comprised of staff members with representation from various areas of the school
  - Phone screen, interviews, (teachers are required to do a model teaching lesson), and offer extended. The Board must approve all hires.
  - Contract, Payroll, Benefits, and PowerSchool
- Assistance from AltHR
  - Background check, drug screening, and qualifications verified
  - Onboarding paperwork - future state

Types of Employees:

- Exempt - teachers, administrators, management
- Non-exempt - teaching assistants, office workers, bus drivers,
- Contracted Services Providers - Nurse

All staff has a one-year contract based on the number of contracted work days.

- Renewal - Contracts given each May
- Non-Renewal

Termination occurs before the contract ends. Subject to board approval.
NC is an employment-at-will state

Benefits package includes:
Health Insurance
Life Insurance
Short Term Disability
Additional Benefit Options - Retirement, Worker's Compensation, Unemployment

Other Employee Support

- Administrative Support
- Mental Health Support - How can we expand?
- Physical Health Support
- Dispute Resolution
- Alt HR - Is there access to an Employee Assistance Program through Alt HR

Policies under review:

- Time Off Policy is currently based on the number of contracted work days.
- Teleworking
- Emergency or Family Extended Leave

III. Governance Committee

A. Status Review

(45:20)

- Quarterly Board Newsletter - first edition is scheduled to be released in late January
- Community Townhall on April 19th at 6:30 PM- in-person and zoom participation
    - The community has the ability to ask questions in advance
- Staff Survey
- Executive Director Evaluation
- "Ask the Board" form on the school website

IV. Policy Committee Updates

A. Policy Updates

(51:20)

- Policies under review this year: staff teleworking, paid time off, and religious holiday
- Policy "first read" for Teleworking and Religious Non-discrimination policies.
    - Condense policy name

V. Expansion Committee

A. Status Review

(1:08:25)
An expansion-related contract is to be discussed in closed

VI. Diversity, Equity & Inclusion Committee Updates

A. Status Review

(1:08:55)
• Developing a religious holiday non-discrimination policy
• Build a list of diversity-focused community organizations with which we could partner
• Focus on DEI for the quarterly Board newsletter in Feb/March

VII. Educational Excellence Committee Updates

A. Status Review

(1:10:10)
Committee updates: Working on a survey for parents to gather feedback on the school experience. Seeking a broader school experience (the last one was done in 2018) to be sent by the end of February.

VIII. Foundation

A. Status Review

(1:12:15)

- Annual Giving Campaign trends
  - YTD $162,124
  - Current families 74% (79.5% in the prior year)
  - New families 88% (60% in the prior year)
  - Created a phone script for Trustees to do targeted outreach to those who have not pledged yet.

- Highlighted the 3-year strategic planning process

IX. Whole Child Committee

A. Status Review

(1:18:10)

- Committee update - working on a staff and teacher retreat and compiling data.
- A meeting is to be scheduled onsite to review playground options.

X. Finance Committee Update

A. Finance Recommendations

(1:19:40)
Committee Update

- Review budget amendments (vote)
  - Increase in revenue - $9,386.79
  - Reducing expenses - $26,372.50
- If approved, surplus is $316,600.40
  - Surplus is higher than average due to federal grants received over the last few years.
  - 30% of bus riders have donated to the transportation fund.
- Reviewed quarterly financial performance dashboard
- ECF - Tax Credit estimated $1m credit spread out over 2 years - unrestricted amount to be used at our discretion.

XI. Closed Session

A. Closed Session

Employment contracts
expansion related
S. Dasu made a motion to go into closed session to discuss an employment contract and an expansion-related contract.
E. Womer seconded the motion.
The board **VOTED** to approve the motion.

XII. Closing Items

A. Vote on any items from Closed Session

M. Pfaff made a motion to approve the employment contract as presented by Ms. Pieper.
A. Farooqi seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. Dasu made a motion to approve the budget amendment as proposed by the Finance Committee.
A. Farooqi 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 10:22 PM.

Respectfully Submitted,
D. Palmer