APPROVED

Metrolina Regional Scholars Academy

Minutes

SA Monthly Board Meeting

Date and Time
Monday September 25, 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:
Scholars Academy Monthly Board Meeting - Zoom Webinar Registration

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 Metrolina Regional Scholars Academy - Charlotte - YouTube

Directors Present
A. Farooqi, A. Hall, A. Starling, D. Palmer, E. Alvarez, E. Womer, L. Lopez, M. Dixon, W. Ning

Directors Absent
None

Directors who arrived after the meeting opened
L. Lopez

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

E. Womer called a meeting of the board of directors of Metrolina Regional Scholars Academy to order on Monday Sep 25, 2023 at 6:35 PM.

C. Read Mission Statement

L. Lopez arrived at 6:43 PM.

D. Administrative Meeting Review

E. Approval of Prior Minutes 8/28/23

M. Dixon made a motion to Approve the minutes from August 28, 2023 BOD meeting SA Monthly Board Meeting on 08-28-23.
A. Farooqi seconded the motion.
The board **VOTED** to approve the motion.

F. Adoption of the Agenda

M. Dixon made a motion to Adopt the Agenda for this meeting.
A. Farooqi seconded the motion.
The board **VOTED** to approve the motion.

II. Finance Committee

A. Updates

1. Adam discussed key amendments (true ups) to the budget.

2. Recommendation to Payoff the School Mortgage:

- Current balance of $3.2 million savings (currently invested in CDs returning about 5% interest)
- Current balance on School Mortgage Principal is $1.9 M with about 6.8% variable interest
- Finance committee recommends to payoff mortgage
- Main benefit is to free up capacity in budget
- The purpose of the Annual Giving Campaign would shift from paying off the building to other specific school needs
- The notification period for mortgage pre-payment is 10 days
- About $11 K in interest payments per month

3. Amazon credit card:

- Open a line of credit for $10K with Amazon Prime Credit Card for school purchases

4. Pay invoice of $20 K

- Invoice payment of the buses repairs
- Insurance will cover and school will be reimbursed
- Net expense would be $2K

III. Items Requiring Board Vote

A. Obtaining an Amazon Credit Card ($10k limit)

A. Starling made a motion to approve opening line of credit with Amazon Credit Card.
W. Ning seconded the motion.
The board **VOTED** to approve the motion.

B. Budget Amendments

A. Starling made a motion to Appove budget amendments.
M. Dixon seconded the motion.
The board **VOTED** to approve the motion.

C. Payment of Invoice in Excess of $20k for Bus Repairs

A. Starling made a motion to approve the payment of bus invoices.
A. Farooqi seconded the motion.
The board **VOTED** to approve the motion.

D. Mortgage Payoff

D. Palmer made a motion to Payoff the mortgage.
W. Ning seconded the motion.
The board **VOTED** to approve the motion.

IV. Director's Report

A. General Items

- Charter Renewal in 2025 - process has begun
- High School Transition presentation on Thursday, 9/28 at 6pm - moved this earlier due to deadline moved up by CMS
- Proposed new position for Instructional Facilitator
    - Teacher leader, not actual teacher but will support teachers
    - Typical position in other schools
    - Socializing the position at this point before actually posting for the position

Monthly topics to inform the board and community about the various programs and operations within the school

- 2022-2023 Testing Data review
- Removing Barriers to Enrollment

Transportation Program Overview

- Bus riders -198 students
- Transportation cost is approximately $71,000 for this year
    - $355 per student cost
    - $150 per student donation to subsidize the program
- 3 routes - one in North Charlotte, two in South Charlotte
- Plans to purchase two 15 passenger buses for future shuttle stops in underrepresented areas (these buses only require standard driver licenses)
- 5 Bus drivers plus 2 sub drivers- AM/PM routes
- Radios installed on buses - allows for communication with the school for emergencies and route delays
- Remind app used for communicating bus delays, cancellations, or students returning to school when not picked up
- Video recordings on buses
- School pass for accurate records of who is on the bust

Lunch Program

- My Hot Lunch Box- daily service from local food vendors
- PTO, donations and My Hot Lunch Box revenue covers some of the cost for lunches for EDS students
- Emergency lunches for all students regardless of EDS status with PTO donations

Other Support for Students

- PTO support - school supplies and field trip scholarships
- Counselor developing clothing closet
- Professional development for staff

Admissions

- Targeted marketing
- Translation of marketing materials
- Free group test

Removing Barriers for Success Program

Includes the following staff:

- **Karen Ely - Student Support Services Director**
- **Alysun Tebben - OT**
- **Kerri Poe - Speech and Language**
- **Lori Chicano- Counselor**
- **Gabbie Kramer - Intervention**

Programs include: (Note: that future budget for this may need adjustments)

- Exceptional Children - special education services
- 504 - services for students with medical conditions that affect learning
- Speech services
- Occupational Therapy
- Counseling
- Intervention
- NCVPS - online courses available to students

V. Governance Committee Update

A. Board Member Resignation

Erica mentioned resignation of Mike Pfaff and stated the following: *We regretfully announce the resignation of Mike Pfaff. His departure was a difficult decision for him, and he will be greatly missed. We express our gratitude for his dedicated service and look forward to the possibility of working together again in the future.*

B. Update

Dominique mentioned Monthly Committee Meetings were Scheduled and need to get updated background checks.

VI. Policy Committee

A. First Reads & Upcoming Policy

- First Read: 2.4(b) - Discrimination, Harassment, and Bullying Policy & Complaint Process
- First Read: 1.11(a) - Public Records Request Policy
    - First Reads should be reviewed prior to next Board meeting

- Upcoming Policy: New policy for compliance with North Carolina's Act to Enumerate the Rights of Parents to Direct the Upbringing, Education, Health Care and Mental Health of their Minor Children.
    - The Policy Committee acknowledges that the North Carolina Legislature passed a bill on August 16, 2023 called an Act to Enumerate the Rights of Parents to Direct the Upbringing, Education, Health care and Mental Health of their Minor Children. The Bill requires schools to:
        - (1) Inform parents of their legal rights and responsibilities with regards to their child's education;
        - (2) Share the State Board of Educations Parent's Guide for student achievement; and
        - (3) Develop policies to effectively involve parents in schools and their child's education.
    - The State Board of Education has yet to publish a Parent's Guide. The administration has begun identifying the applicable and actionable mandates imposed by the law, such as posting a Parent's Bill of Rights to the school website, and will be developing policies and procedures that will comply with the new legislation. The Policy Committee is recommending a tentative completion deadline of December 2023 and will provide a progress update at the November Board meeting."

VII. Education Excellence Committee

A. 2025 Charter Renewal

Education Excellence will provide support to the ED as needed and provide updates to the BOD on the renewal process and status

- 1st read expected in 11/2023
- Committee meetings will be first Monday of each month

VIII. Foundation

A. Status Review

1. Preliminary update of Annual Giving Campaign $14K received
2. Transportation $11,331 received (compared to annual expectation this is low)
3. 60% participation from leadership (Foundation, Board and PTO) looking at 100% prior to end of September
4. Reviewing Foundation investment policy - provide guidance and procedures for investments Foundation assets

IX. Community Comments (Second Opportunity) - Subject to Guidelines

A. Community Comments

No comments from community
M. Dixon made a motion to close public meeting.
W. Ning seconded the motion.
The board **VOTED** to approve the motion.

X. Closed Session

A. Discuss material terms of vendor contracts & confidential personnel matters

XI. Closing Items

A. Adjourn Meeting

E. Alvarez made a motion to Adjourn the meeting.
D. Palmer seconded the motion.
The board **VOTED** 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 9:00 PM.

Respectfully Submitted,
L. Lopez

Documents used during the meeting

- DRAFT_SA_NON-TITLE IX DISCRIMINATION HARASSMENT AND BULLYING COMPLAINT PROCESS.pdf
- DRAFT_SA_Public Records Request Policy.pdf