Minutes for Wednesday, February12, 2020

2pm, Corolla Public Offices

In attendance: President Meghan Agresto, Secretary Allison Broughton, Gerri Adams. Telephonically Treasurer Bryan Daggett, Frieda Harris. Teacher-Admin Sylvia Wolff. Members of the public: Karen Clark, Ron Gornstein

The meeting to called to order at 2:10pm. A quorum was established.

**Public Comment**

* Ron Gornstein was sent by Chief Shortway of Corolla Fire and Rescue, and presented three iPads to the school. The tablets were previously used by CFR and each came with Logitech keyboards and chargers.

Board action

* + Approve January’s minutes—Meghan made a motion to approve, Gerri second, and all approved.
	+ Educational leave applications review—none
	+ Request for days off from Teacher Sonnenberg (letter) – Teacher Sonnenberg has since decided not to submit the request for this year for a trip he was going to make to teach lifeguards in Central America. He may make the request next year, and is aware that this could entail unpaid leave.

President’s Report

* + Performance review update – Epicenter sent an email saying that the school’s weighted lottery policy is not reflected in the charter. The lottery is weighted for the children of teachers and Board members, up to 15% of enrollment. When we wrote the charter it was only allowed for teachers but then the legislation changed. Historically, teachers’ children have never bumped other students from being admitted. The report is not due until March 31.
	+ Commitment to return—100% of this year’s non-graduating students have committed to return for the 2020-21 school year.
	+ Lottery update – As of today, there are nine students in lottery for next school year. Five are kindergarteners. A discussion took place regarding whether to increase the enrollment cap for the 2020-21 school year from 38 to 41. There are six full-time staff members: four teachers and two aides. The demand exists, and the school has the ability to support it. Gerri moved to raise the enrollment cap from 38 to 41, Bryan seconded, and all voted in favor.
	+ W2 Tax forms were distributed, and addresses updated as necessary.
	+ WIDA testing was successfully administered (to EL students) – Two students were tested. Results will come in May.
	+ Special Education Aide Allen is now an EC teacher in NC. She is licensed cross-categorical k-12 with a Master’s in visually impaired k-12. With 15 years’ experience, she will be SPII instead of a beginning teacher if we renew her employment for next year.
	+ Donor tiles- new donor tiles are in and a will be added to the fence.
	+ The current school day was found to be short 5.5 minutes of instructional time. Some homeroom time is used for instruction, but regulation prevents homeroom from being called instructional time, and homeroom is also a daily requirement. Eleven minutes per day will have to be made up for the rest of the year (5.5 per day for the first half of the year, and 5.5 for the remainder). Homeroom and lunch/recess are both 5.5 minutes shorter. Outdoor time is not encroached upon.
	+ CIP- Continuous Improvement Plan—The CIP committee has been working to develop pillars to incorporate into the school day but doesn’t feel that it is happening organically. Instead, CIP has decided to step back and look at the current improvement plan, cleaning up the document and looking for areas that could be improved upon.
	+ School calendar discussion- The draft calendar will be an agenda item for March’s Board meeting, open for public discussion prior to adoption.

Treasurer’s Report -

At the end of January, our operating account at Towne Bank swelled to $93K as we had a very high revenue month. Dare county paid us $24K in January, basically all we are going to get for the year. We also had Currituck county send us a good deal of money ($28K) finally, doubling what we'd received prior YTD.

Our reserves have about $470K (all in CDs). With the CD that matured in January, we were able to secure a new CD for 7 months at a pretty attractive 1.6 percent.

January expenses remained at the previous YTD average and on budget. We will be making some minor budget adjustments, mostly to line items - for example since one of our employees is performing the custodian services, the expenses rightly go to a different line item than initially budgeted. No surprise expenses during the month.

Due to the high revenue in the month, our YTD surplus went from $7.5 K to $63K. My projections show that we will have a full year surplus of about $45 K and our total funds at the end of the fiscal year will be about $550K.

Our auditor, Jay from Reeves and Associates, emailed to inform us that he is setting up a new firm and would like to take our account with him. We have a great rate with him, and pricing would stay the same with his new firm. He also does our taxes. Jay is reasonably priced and a good communicator, but the switch makes this a good time to get pricing from some other firms.

Curriculum Committee Report – Susan congratulated Sylvia (via email) on a job well done for the Beginning Teacher Support Plan audit.

Building Committee -

* Chapel updates – Recent conversations and incidents have indicated that the school needs to be considering an alternative location to the chapel. They would like us to have a backup plan, as they do not want to become a school (and be forced to make compliance upgrades); rather, they prefer to be the church helping out the school. By October of next year, the Board should be thinking strongly about building.
* Corolla Fire Department and days on calendar

New Business - none

Old Business – none

Teacher update

* + Teacher-Admin Wolff’s idea for new job – Teacher-Admin Wolff proposed the idea of merging her role as WEVS Teacher-Administrator with Beginning Teacher Support Facilitator for eastern NC. She has a call this afternoon with Rhonda Holmes, the only charter school based BTSP in the state, to discuss feasibility. Board had many questions.
	+ Update on projects- Students are exploring food and regular packaging to see if they can find a biodegradable material (such as mushrooms, paper, or popcorn) that will protect an item (an egg right now).
	+ Progress, benchmarks- Benchmarks (check-ins) are in progress.
	+ Technology- All is working well.
	+ Professional Development- Continues at weekly meeting.
	+ Concerns – Teachers have been working quite a bit in addition to regular school hours, attending at least two meetings a week and contributing to weekend activities.
	+ Beginning Teacher Support audit- Areas of concern: mentor is not as involved as should/could be, mentor should be there at orientation, and mentor is not a member of a mentoring PLC; each administrative observation should be followed by a post conference within 10 days; formalizing orientation agenda. The school was commended for its layers of support for beginning teachers, access to professional development and conferences, and for paying mentors.
	+ The Wildlife Education Center hosted an Eco Explorer event, and WEVS contributed a table. Students made a game of the east coast flyway with obstacles such as windmills, power lines, hunters, buildings, and nets. Students wrote their own responses and had to solicit people to play games. It was a great community event and experience for students.
* Meghan motioned to adjourn at 3:48pm.