Minutes for Wednesday, August 12, 2020

2pm, Virtual Meeting

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

The meeting was called to order at 2:00pm. A quorum was established.

Board action

Susan made a motion to approve minutes from the following meetings:

* + July board meeting, July 8, 2020
	+ July board meeting closed session, July 8, 2020
	+ July special meeting, July 27, 2020
	+ July special meeting closed session, July 27, 2020

Bryan seconded the motion. All voted in favor.

President’s Report

* + A special meeting was held on July 27, 2020 to determine the school reopening plan. WEVS will reopen with a staggered Plan B schedule.
	+ Update on grants – 611, EC grant which pays part of Teacher Fennimore’s salary was submitted. No news on it yet. REAP, which pays for teacher aide, was submitted; also no news.
	+ Current waitlist- 24 students. Some are families relocating to Corolla; some are Dare County families.
	+ Yearbooks have been distributed.

Treasurer’s Report

 Acadia hasn’t reported July numbers yet. The school ended the fiscal year in a better financial position than anticipated due to late county payments. County funding may change for the upcoming school year but that information is not yet available. The school is in a solid financial position. Funding from PRC 121 will cover professional development for teachers and teacher aide. Teacher-Admin Wolff will assist in determining Acadia expense codes for additional monies. Email to come from Bryan re: July expenditures.

Curriculum Committee Report – no report

Building Committee - Towne Bank update

 TowneBank has not yet express an interest in donating or selling the former Corolla Classic building at a discount to us. There is a lot of open retail space in Corolla so may be worth submitting a proposal to them. With 24 people on our waitlist, we could become a bigger school. Gerri will draft a communication to TowneBank—school, history, how we serve, waiting list information, future expansion, etc.

Grievance Committee – none

Discussion: There has been no complaints made to board from parents following announcement of the school re-opening plan, and no unexpected CIP feedback. PTAs at other schools are forming virtual support groups for parents. CIP will fulfill this role for WEVS. The goal of CIP is to provide support for parents.

Old Business – none

New Business

* WEVS info, employee manual to include a form, FAQ for Families First Coronavirus Response Act- extending medical leave, protection for teachers who have been asked to return to the classroom during a pandemic. Funded by the school.
* WEVS Digital Teaching and Learning Guide for Teachers- PD and online teaching; working on creating snapshots of learning goals by the end of the school year for each grade, which are drafted generally.
* Remote Learning Guide for parents
* Parent/Teacher manual- updated e-cigarette policy
* SB199/Session Law 2019-245 Signed 11/7/2019 - Sex Trafficking Prevention Training- Requires two hours of training for every teacher by the end of the semester. School must obtain the curriculum. Teacher-Admin Wolff will reach out to Exploris and NEEAT to see what they’re using and if WEVS can jump on with them.
	+ SB476/Session Law 2020-7 Signed 6/8/2020 - Mental Health Plans- must have public policy
	+ Link to SB199 and SB476:

<https://files.nc.gov/dpi/documents/charterschools/resources/guidance-documents/nc-ocs-guidance-sb199-and-sb476.pdf>

Teacher-Admin update

* Remote Learning Guide for Parents has been sent out.
* Plans A, B, and C – adding/changing symptoms and what counts as exclusionary for school attendance.
* Teacher scheduling –
	+ At least one teacher is “off” during every block—Teacher Fennimore is available to pull students for EC during blocks 1 and 2, and also available for tech issues. Teacher-Admin Wolff can be tech person during third block. However, if there is a tech issue while Teacher Fennimore is on EC, she will have to do both. Not having a specific person dedicated to tech issues during remote learning is a gap.
	+ The three core blocks—Math, ELA, and Social Studies/Science will all be done before lunch as a result of family feedback. These are the only mandatory classes for live instruction.
	+ The gap in the teacher schedule is a support person.
* Lisa Alcott, intern, update – Lisa finished her 100 hours a couple of weeks ago. She helped create the base templates for many of the recent documents and Teacher-Admin Wolff was able to talk through plans with her. Lisa expressed her gratitude to Sylvia and the board for allowing her to complete her 100-hour internship with us.
* CIP updates: BYOCoffee Zoom school community meetings with board and CIP – Virtual forum for parents to meet and express whatever they need so that virtual learning feels like a team effort. CIP member will lead and board member will assist meeting with parents to discuss: What do you need? What are your anxieties? What can we help you with? How can we make virtual learning better for you? (As an example, a parent asked if they could borrow a desk, and that is something the school can easily provide). Board member presence will help ensure meeting is productive rather than merely an airing of grievances. instead of a complaint session. Meeting dates/times are as follows: Wednesday 8/19—K/1; Thu 8/20 8:45am—2/3/4; Fri 8/21 8:45am—catchall and 5pm for grades 5-8. CIP meeting leaders: Erin Price will cover K/1; Brittany Finch—2/3/4, Kerri Engley—5-8. Karen Clark, Sylvia and/or Meghan will lead the catchall meeting. Meetings will be held in board Zoom room. Teacher-Admin Wolff will send out meeting format. Gerri will join Kerri for Friday afternoon meeting. Allison will cover Thursday morning with Brittany. Susan and Bryan will do Wednesday with Erin. Board members can join any meeting. The more interaction between the board and parents, the better so that the board doesn’t become the proverbial “they.”
* Summer school/Jump Start update- One more session and it is going well, with a 75% attendance rate. Using Istation to track student progress. There is no indication of significant setbacks due to Covid closure.
* PD summer trainings for teachers update—There are three modules on Canvas that teachers are working through, to be completed by this Monday
* Parent Teacher Manual—Gerri made a motion to approve the updated Parent/Teacher manual. Susan seconded, and all voted in favor.
* Employee manual – updating to add word “e-cigarettes” for tobacco free campus
* Contract updates—This is the third of three years for Rosetta stone.
* Suggestion to add expiration dates and costs to existing list of current contracts.
* EC updates—Annual EC self-assessment (by Teacher Fennimore, Teacher Allen, Kathy and Meghan) is usually due at end of July but extended to October.
* Hiring—Discussion re: hiring a part-time morning aide for administrative assistance and tech help during live virtual instruction. Financial reserves mean the school can handle the expense. Position to be posted immediately and emailed to all who have submitted interest form within the last year. Resumes to be submitted by 8/15 at 6pm and interviews conducted with top three candidates. Position will start 8/31, hours 8:30-1:30 but earlier for cleaning at the chapel on pod switch days. Job duties will also include taking temperatures when in-person learning resumes.

Public Comment

Appreciation expressed for board’s attention to long-term vision during this transition period

The meeting was adjourned at 3:50pm.