Minutes of Board of Directors Meeting

January 17, 2021

10am, Virtual Meeting via Zoom

In attendance: President Meghan Agresto, VP Al Marzetti, Secretary Allison Broughton, Gerri Adams, Susan Taylor, Frieda Harris, Teacher-Admin Sylvia Wolff, Karen Clark

The meeting was called to order at 10:07am. A quorum was established.

**Board action**

* + December Meeting Minutes – Gerri made a motion to approve the December meeting minutes. Meghan seconded and all voted in favor.

**President’s Report**

* + Annual appeal update – An additional $500 was received after the last update was sent to the board for a total of about $16k. Tax receipt letters were sent to all donors.
  + Performance review – The Board conflict of interest policy was submitted to OCS. Proof of insurance will be submitted following receipt from Towne Bank. The agenda for the OCS visit will be updated to reflect that the meeting will be on February 19. Meghan is meeting with OCS on Tuesday to discuss how OCS would like CEF to present the requested information..
  + Almost all teachers had their first Covid vaccination through Albemarle Heath Department.
  + Upcoming: verification of “commitment to return” for teachers/parents. Teacher Moore has notified WEVS that she will not returning next year. However, she would be interested in a CEF board seat. She would also like to mentor Teacher Fretwell if she is hired as a full-time teacher. The CEF Bylaws allow for Board members to be compensated for consulting work so long as 2/3rds of the other Board Members approve. Thus, if Ms. Moore is elected to the board she can be compensated for serving as mentor for Teacher Fretwell.
  + BTSP was reformatted and resubmitted. There was no policy change, just a change in formatting so no board vote is required.
  + Testing – WIDA (testing proficiency in English for ESL students) is upcoming.
  + Lottery enrollment – There are five prospective students on the lottery list – 3 are siblings of current students, 2 not. WEVS will have five openings.
  + Student Teaching sign-off – Teacher Fretwell is officially a Student Teacher this semester and Teacher Moore is overseeing. Meghan signed the necessary forms for Teacher Fretwell’s school.
  + Dropbox non-profit rate (30% savings) exists and is now applied to CEF.

**Treasurer’s Report**

We are now half-way through our fiscal year and we remain in good financial health.

Revenues for the month were $43K as donations from our annual fundraising actions added to our totals from state and county sources. Expenses were $39K, right at the monthly average despite an uptick in expenses related to COVID-19. For the month, revenue exceeded expenses by just under $5K.

For the first half of this fiscal year, our revenue is $247K and our expenses are $233K, for a surplus of $14K (5%). COVID-related expenses so far accounted for YTD is $10K, about $1500 above the relief revenues provided.

75% of our expenses go to teacher salaries and benefits.

Projections for the remainder of the year have us right on budget, break-even. There will be some reallocation of expenses as federal money is made available, and as COVID relief fund transfers are complete.

Our total assets in banks (Including CDs) is $ 583K.

**Committee Reports**

* + Curriculum – Susan hopes to resume in-person observations in March.
  + Building – see New Business
  + Grievance – none

**New Business**

* Capital Campaign Planning – Bryan has drafted a letter for the launch of the capital campaign. A separate meeting will be set in February for the committee, including Clark Twiddy and Pastor Jim Southern. Clark responded to an email from Bryan with agreement and clarification, including suggesting a 30-year land lease (vs. 40-year). The board will explore Twiddy’s willingness to provide an option to extend and/or first right of refusal at termination of a 30 year lease..
* Video for Office of Charter School visit – 20 slides: recorded tour, façade, posted vision/mission, displayed student work, evidence of parental engagement, evidence of innovated practices from charter, evidence of notices of board meetings/agendas, evidence supporting growth and proficiency, anything we want to highlight, unique educational opportunities, displays representing innovative aspects of school/students, examples of socio/emotional learning, students engaged/working.
* NC Star introduction for SIP team management – NC Star website is required for schools that are underperforming While WEVS is not under performing, NC Star appears to be a useful tool to use nonetheless. And there is a high degree of certainty that it will ultimately be made mandatory for all charter schools. NC Star provides a template for the organization of the school’s mission, values, & goals. WEVS’ mission statement is long and could likely be honed to more simply articulate our mission. The teachers are considering their end goal for students; they want to validate this based on results from the classroom and will report back. The Leadership Team has been defined as the SIP committee, teachers, and BOD. NC OCS wants all goals/plans to be the SIP plan.
* Mental Health for students – solutions for 2nd semester with Sylvia: Through Debbie Welpe’s work, certain student needs have become apparent. We presently do not have a structure in place to provide students an opportunity to sit with an adult and process what is happening in their lives. One possibility is to have a parent come in for “lunch bunch”—to sit with students and have conversations that are not likely to be had in the classroom. Goal is facilitating an emotional outlet for students. The board will evaluate hiring for such a position next year.
* Continuing professional development in addition to minimum state requirements but which particularly benefits WEVS. For example, Teacher Fennimore may continue her graduate studies in school counseling instead of EC; this would be of benefit to WEVS as the lack of a mental health professional is an area of weakness.

**Old Business** – none

**Teacher/ Teacher/Admin update**

* Attendance update – this year’s statistics are better than prior years largely because completed work counts for attendance; thus, doctor’s appointments and the like no longer trigger an absence.
* EC updates – The classroom has been opened up to a middle schooler for all five days and it is going very well.
* Check-ins – Students are performing very well on assessments. None are flagging at level 1 and most are in the top 2 tiers of proficiency, which is outstanding.
* 3D printers – Implementing their use in projects for older students. Teachers Fennimore and Sonnenberg and Teacher-Admin Wolff are attending intensive 3D printing workshops about every three weeks and being receiving a stipend for that PD through the grant.
* Chromebook update – purchased 10 Chromebooks that are performing much better than the old ones. Implementing a 4-year replacement plan for Chromebooks for that reason.
* Aide’s current work, calendar, to-dos – Teachers are short on planning time. Aide is doing really well. He is now working more in the afternoon than morning.
* Portfolio – 3 students need Portfolio but are still at home and it cannot be used virtually.

**Public Comment** – none

The meeting was adjourned at 11:06am.