Corolla Education Foundation

Minutes for Wednesday, January 12, 2022

2pm, Virtual Option or at Library meeting Room for in-person option

In attendance: President Meghan Agresto, VP Al Marzetti, Treasurer Bryan Daggett, Secretary Allison Broughton, Susan Taylor, Frieda Harris, Marcy Moore, Teacher-Admin Sylvia Wolff. Members of the public: Karen Clark.

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

Board action

* Approve December minutes – Susan made a motion to approve the December meeting minutes. Bryan seconded and all voted in favor. Meghan made a motion to approve the closed session meeting minutes. Marcy seconded and all voted in favor.
* Face covering policy review – both counties much higher % positive than when red before (Dare from 11% two weeks ago to 31% last week) so no action needed.
* 1095s for teachers – Proof of health insurance for teachers. Board previously agreed to pay for and work with Acadia and the state to provide but haven’t heard anything yet.

President’s Report

* Lottery update: Five students will graduate this year and one 8th grader has left, so there will be at least 6 spaces available. There are five siblings on the lottery list so far, which leaves one spot available. There are 23 students on the lottery list. Four of the non-siblings will be in the k/1 lottery. Thirteen of the non-current student siblings report a Corolla address (though some still an out of state mailing address). The lottery drawing will be held on March 4.
* Licensure update: Kat Fretwell was issued her elementary license beginning July 1, 2021 and good through 2024! We knew it was coming but it’s good it finally arrived.
* Renewal of school update – Seven vs. 10-year renewal is on the table because of Statutory rule triggering concern over 2017 EOG scores and growth compared to home county LEA (Currituck County School System). Sylvia and Meghan presented to a committee of the state board of education. The next step is to write to Shaunda Cooper, the attorney, and the head of charter schools to see what options are available. The statute in question says that the state board of education MAY renew for seven instead of 10 years, not MUST renew for only seven under these circumstances. The committee claims that their hands are tied but the language of the statute indicates discretion. The next state board of education meeting will be held Feb 2 and 3.
* Annual appeal report – In the past month, between capital campaign asks (2 were $20K) and annual appeal, about $77K in donations was received. There are four new $1000 donors (for fence tiles). The paper mailing grossed about $12K (so netted us about $8k) and 65 new donors.
* OBCF Grant—Meghan and Sylvia have been working on the application and are ready now for Bryan and Frieda to take a look/edit. Application is due January 28, would like to have it submitted by January 21. Making a case for the problem of space. Have letters of support from Sharon Twiddy and Jim Southern.
* Donor database – Mailchimp. Have already started to receive donations dated 2022. Managing involves tracking who wants to be anonymous and making a separate campaign mailing for them, for those who donate through charitable fundraisers and may not get tax letter, who donated $1000 individually or needing a business name in merge, etc.

 Treasurer’s Report

This report is utilizing the data from Acadia reports for the first half of the year (July- Dec). We are at the half way point and of the fiscal year and as the second quarter is in the books, I’ll provide additional detail on our financial situation.

REVENUE: After some earlier in the year challenges due to delayed release of state funds for education the funds are now flowing more regularly — and that should continue for the rest of the year.

Forty-seven percent of the state funds for charter schools has been used, so a little under forecast YTD.

On other state fund budgets, more money will be coming in ($7K in teacher bonus funds at the state level being the largest) plus another ~$4K in unspent Covid relief funds if there are qualifying expenses.

Local funds - each of the counties pays on a per student basis and money received for the first half of the year is below budget - that usually catches up in January and February as some is just the timing of checks / deposited funds.

Donations:
In December donations totaling $43K were deposited, with $16K of that going to the operating account from donations as a response to the annual campaign and $27K in donations for the capital campaign.

YTD our capital campaign has received $62K in cash/securities donations along with $250K in confirmed pledges. A maturing CD of $131K was moved into the capital campaign account for a total of $193K. We anticipate that with the formation of the Capital campaign committee that we will see increased donations in the second half of this fiscal year.

EXPENSES: Overall, within 1% of forecast (budgeted).

Salaries / wages is running right at forecast for the quarter and year to date (0.5% under forecast). With Ms. Kite leaving, this expense should run under budget for the remainder of the year.

Benefits: Health insurance is running a little higher than forecast, but Social Security & Medicare is running a little under forecast. Together, benefits are right on forecast as well.

The books and supplies line item is about 5% over pro-rated forecast but is typically higher in the first quarter of the year, so still forecast to be on budget.

Contracted student services is well under forecast (about $14K under YTD) and staff development is slightly over forecast

The Administrative Services and Insurance budget is nearly exhausted for the year, but since that includes expenses for once a year items like insurance, the annual audit and tax return, I’m not concerned. The expense of mailing donation requests to thousands of people (just short of $4K) was not forecast.

Rent and facilities expenses are running a couple of thousand over forecast, with the overage being primarily for a repair to a ceiling.

Utilities, Transportation & Travel are under forecast by $3K, while Technology expenses are over by $3K.

NET POSITION: With the donations, the operating account is about $20K (8%) in the red through half the year. Projections are for a surplus of about that same size by the end of the year as county revenue catches up all of our once yearly expenses are paid.

Projections for the Capital Campaign and Capital account are much harder to do - your guess may be as good as mine.

Taxes have been filed.

Committee Reports

* Curriculum/Teacher Eval/Professional Development – PDPs, scheduled evaluations, PD; updated evals for everyone but Teachers Allen and Fretwell (could not get access to Teacher Fretwell’s account). Having a PowerSchool principal would allow privileges—Sylvia’s get yanked every year because her primary role is instructor. Teacher Sonnenberg may need PD as he is at the end of a 5-year cycle.
* Capital Campaign Committee Update – Two meetings in the past two weeks and great progress. Have assembled a 10 or 11-member capital campaign team, all contributing and helpful. David Shufflebarger is willing to come in to train the new committee members re: soliciting donations/ how to talk about the capital campaign. He will attend the weekly meeting next Wednesday and then team members will head out to solicit donations. The team has created a timeline with goals and is excited about the potential for summer donations, i.e. a donation line on restaurant receipts, QR codes for businesses with a potential match, #imadeWEVS merchandise for sale at schoolhouse (60 days allowable).
* Building Committee—Design Development group has been working with DOT, hoping to turn the street one way per the Corolla Village Plan and don’t anticipate traffic problems that would prevent approval. The architects plan to come to Corolla to meet with teachers on a Thursday, and board on Friday for input from teachers re: needs and wants. The Building Committee is meeting with Clark Twiddy tomorrow (1/13) at 11 to discuss the lease agreement for the land. Al will draft a letter to the county commissioners from CEF ahead of their annual retreat at the end of the month and copy the interim town manager. The letter will be informational and reiterate their plan to turn the street one-way.
* Grievance Committee – n/a
* School Improvement Planning (SIP)- will meet last Monday of January. No fun Friday because the weather was uncooperative.

New Business

* + Getting ready next month to send out commitment to return/attend forms– will push to as close to lottery as possible so people are less inclined to be disingenuous. Will talk to Teacher Voldish re: potential EC needs next year.
	+ A Demographic Mirroring Plan is due for submission to the state by the end of the month. The plan should address how we ensure WEVS reflects its home county’s racial and economic data. Questions of the school is marketed to the committee should be addressed. The current growth Corolla is seeing may impact the school’s demographics in a way that doesn’t mirror the county’s data. In the past, the school sent a form out to families which generally showed 18-20% economic disadvantage by definition, but that information is now being reported with the use of different data via social services—i.e. free lunches, unemployed parents, etc. These numbers have been reported as zero because the school doesn’t provide free lunches. Will need to consider language of the policy and means of advertising the lottery.
	+ Fence tiles and how long should they stay—distinguish between founding donors and other donators over the years. Survey donors who gave $1000+ 5 or more years ago and nothing since and ask them to consider an additional donation to keep their tile in place. Will put a capital campaign group on the task.
	+ Meghan is envisioning setting a firmer boundary about her unpaid time for CEF but doesn’t want to rock the boat without a budget in place and a vision for who/how/when… So – how should we go about Strategic/Vision/Budget planning for this? Do we want to pay someone to help us with strategic planning for the inevitable end of “teacher led” school as we plan to grow? Meghan and Sylvia will create a job description for principal/director—Director of Corolla Education Foundation + administrator of WEVS. Candidate will need an education background and knowledge of Corolla. Will need to consider providing transitional housing, possibly including apartment in the architectural plan for new building, if zoning allows. She will put together a draft of a job description for review.

 Old Business - none

Teachers/Admin update

* Covid update: WEVS folks in quarantine/positive cases- Two current confirmed active student cases, which appear to have been acquired from active parent cases.
* Website updates for covid – website and health department have been updated
* Covid testing and changes to it – computer glitch last week led to late results; testers are coming this week on Friday and will Friday will become the new testing day.
* Holiday events update – fabulous parent support, excited community, donations received.
* Upcoming events – Q2 ends January 24
* Projects – still working on board games; should finish this week.
* Testing – check-ins at end of January, no one new is flagging. Portfolio is going well.
* SIP – athletics and incorporating more people to take ownership of the school; meets next in two weeks.
* Students have transitioned well to Ms. Kite’s exit. Teaching staff is working together to fill in the gaps left by her absence and are not overwhelmed by the additional work.
* NCEES erased Sylvia’s admin role; having a principal would help smooth issues in that system.
* PD—Sylvia to Cullowhee next week; Teacher Voldish attending a conference in March.

 Public Comment - none

Al made a motion to adjourn. Susan seconded and all voted in favor. The meeting was adjourned at 4:09pm.