Minutes for Wednesday, July 145, 2021 - Wednesday

2pm, Virtual Meeting

In attendance: President Meghan Agresto, VP Al Marzetti, Treasurer Bryan Daggett, Secretary Allison Broughton, Susan Taylor, Gerri Adams, Frieda Harris. Member of the public: Karen Clark.

The meeting was called to order at 2:01pm. A quorum was established.

Board action

* Approve June minutes – Gerri made a motion to approve the June meeting minutes. Susan seconded and all voted in favor.
* Update non-discrimination clause presented by Sylvia Wolff in manual update and email.
  + Then WEVS does not discriminate or otherwise prohibit any person from any services or positions on the basis of race, color, age, gender, religion, sexual orientation or expression, national/ethnic origin, or disability for purposes of hiring and enrollment.
  + Now: Water’s Edge Village School strives to provide the safest possible learning environment for students and staff, and will not discriminate against any student or staff member, or any community member, on ***any*** basis including measures of achievement or aptitude, athletic ability, race, creed, ethnicity, national origin, pregnancy, gender, gender expression, sexual orientation, religion, or disability in the administration of any of its educational programs and services or in its employment practices.
  + Amended by Board to: Water’s Edge Village School strives to provide the safest possible learning environment for students and staff, and will not discriminate against any student or qualified staff member, or volunteer, on any basis including athletic ability, race, creed, ethnicity, national origin, pregnancy, gender, gender expression, sexual orientation, religion, or disability in the administration of any of its educational programs and services or in its employment practices.
  + Bryan made a motion to approve the amended wording. Susan seconded, and all voted in favor.

President’s Report

* Graduation/yearbook- Said goodbye to graduating 8th graders and retiring teacher, Mrs. Moore. Students helped create a yearbook. Links were sent to parents to order directly from Shutterfly, and printed copies are now in the schoolhouse and at the library.
* Hiring update – Melissa Kite has been hired, but her employment contract with her previous school system requires 30 days notice, so she is still technically employed by them until August 3, and therefore cannot yet be added to the WEVS health insurance policy.
* Hiring mental health professional –
* Update to Schoolhouse Open Houses- Open houses are going very well. The Bailey family brought a grill and sold hot dogs and snacks at the first open house, earning around $500. Most since then have brought in around $50. Parents are engaged and tourists are getting the opportunity to see inside the schoolhouse.
* Waiting list update – no movement from lottery day. Around 25 kids on the wait list—no admissions, nor additions to the list.
* Video/website for school renewal—Charter renewal is on schedule. Official notice of renewal will come in the middle of next year (2022—the school’s tenth year).
* MCNC came on 6/17 to swap the wireless router at the schoolhouse.
* Insurance – Workers comp audit paperwork is complete. The school holds a $250,000 bond in Meghan’s name for employee dishonesty, which was mandated by the state several years ago but now the state says it is unnecessary for us. Will cancel effective next year.
* Audit – The school has received a request for letterhead signature pages for Dare/Currituck funds due. They have been put into a PDF template and sent back to the auditors.

Treasurer’s Report

Another fiscal year for the Corolla Education Foundation and WEVS has concluded.

As it is the end of the fiscal year, the financials take a little longer and the results shared below are preliminary.

For the month, revenue was $24k as the school had already received and used all state allocations and grants. Both Currituck and Dare county checks were received and deposited so the local revenue for the year slightly exceeded the beginning of year budget projections.

June expenses were $64K, about $25K above the year-to-date average expenses. This was as anticipated with incentive compensation payments made in June.

The supplemental instructional services funds mentioned in last month’s report turned out to be funds that will carry over into the ’21-’22 fiscal year.

The security system charges ($5K) in May that were also referenced last month were researched and deemed to be excessive – A challenge has been made to the vendor and hopefully some money will be recovered through this effort.

For the just completed fiscal year, the school had a surplus of just under $49K – this is $4K less than the year end projection shared in last month’s report. Revenue was $521K and expenses totaled $473K. The string of fiscal years in the black continued! A highlight is the financial support from donors, as $34K was donated utilizing a low key fundraising effort knowing that the major fundraising will occur in the ’21-22 and ’22-23 fiscal years with the capital campaign.

Addition perspective: (fiscal year)

* 86% of expenses were directly for instructional programs (teachers, aides, benefits)
* 8% of expenses were for administration (Acadia, audit, insurance, etc.)
* 3% of expenses were for instructional support
* 1% of expenses were for facilities

* 64% of revenue is from the state of North Carolina
* 27% is local funding – Currituck County, Dare County, REAP grant
* 8% is CEF generated - donations and interest income
* 1% is Federal – IDEA VI-B money for students with special needs

Accounts total $618k currently-- $343k of which is in CDs.

A brokerage account for stock donations has been set up. Just awaiting instructions for those who wish to donate that way.

Committee Reports

* Curriculum/Teacher Eval/Professional Development – Will need to follow up with Teacher-Admin Wolff re: Teacher Allen’s evaluation.
* Capital Campaign – RFP- Architectural services: Design Development Group in Raleigh responded with a comprehensive proposal and qualifications. They have worked with a number of schools and non-profits. Their proposed fee is approximately 7.5% of construction cost to manage the process. We are to respond to their proposal by the end of July. Gerri made a motion to move forward with a response to the proposal from Design Development Group. Susan seconded and all voted in favor.

A Google sheet has gone out to the board identifying potential leading donors and/or community members who could help identify additional names.

New Business - none

Old Business - none

Teachers/Admin update

* New teacher Melissa Kite has been added to most subscriptions and has received overview of major subscriptions including NewsELA, and RA kids. Many she is already familiar with. She should have access to Canvas now that the new academic year has started. She has a Google  account- [Kite@watersedgevillageschool.com](mailto:Kite@watersedgevillageschool.com). She has signed up to take the ELA Praxis at the end of August. She is expecting to teach ELA 2/3/4 and ELA middle school. World history hasn’t been decided yet—Teacher Sonnenberg has agreed to take the high school history praxis so that no matter who ends up teaching it, 8th grade students can receive credit.
* New students have been sent to PowerSchool and a new roster has been started.
* The WEVS Parent manual was updated, as well as subsequent forms and links.
* A mental health plan based on the state published template has been started. We do not have an adopted multi-tiered intervention policy for struggling students though we do employ one through PLCs.
* JumpStart and ESY programs start next week; they were supposed to start last week but no family attended. Most advised in advance; it was 4th of July week. Teacher-Admin Wolff is teaching JumpStart; Teacher Fennimore (Voldish?) is teaching ESY.
* Survey results have been tallied; no feedback flagged hugely; it was largely positive with most of critical feedback stemming from Covid-related circumstance (masks and virtual learning). Results have not been shared with parents yet, but will be soon.
* Dates have been published on the public calendar for Kindergarten orientation and for the back to school potluck.
* Teacher-Admin Wolff has begun assembling a teacher-training program - open in Safe Schools database, which is the program purchased last year and seems a worthwhile investment so far.
* As soon as Teacher Fretwell gets her teaching license in hand (which should be this week), we will seek a mentor for her- possibly retired Teacher Moore. Will need to document start of BTSP.
* Met with Katie from Green Schools and was pleased to get a school of quality award. Will seek school of excellence award and maybe national. The point is to gain certification for recognition of our practices and perhaps use for grants and seeking funding for building.

Upcoming this month:

* working on our mental health plan based on the template and self-assessments published by the state
* updating employee manual to reflect verbiage from state including mental health and title nine,
* starting files on and ensuring all proper paperwork received, requesting records from old schools for new students
* helping with capital campaign
* Working with Teacher Fennimore (Voldish) to define a tier system that incorporates our current practices
* starting bi-weekly parent updates (all while keeping an eye on NC interpretation of CDC guidelines.)

Public Comment – none

Bryan made a motion to adjourn. Frieda seconded, and all voted in favor. The meeting was adjourned at 4:01pm.