Minutes for Wednesday April 13, 2022

2pm via Zoom

In attendance: President Meghan Agresto, VP Al Marzetti, Treasurer Bryan Daggett, Secretary Allison Broughton, Susan Taylor, Frieda Harris, Marcy Moore. Members of the public: Jacquelin Winter, Erin Price, Karen Clark.

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

Board action

* Approve March minutes – Susan made a motion to approve. Al seconded and all voted in favor.
* Face covering policy review – No need to review as there have been no significant changes locally.
* Renewal of Charter update –Susan made a motion to sign the Renewal of Charter. Al seconded and all voted in favor. Meghan will sign and the new charter will take the school through 2029.
* Client/Lawyer agreement for HOA amendment for Lot 37 – Before we can build, there must be an amendment to the covenants for Corolla Village. We have engaged with a lawyer (who does not require a retainer). Al made a motion to authorize an engagement with David Powers firm on this matter. Meghan seconded and all voted in favor.

 President’s Report

* Epicenter updates – Proof of employee dishonesty insurance is in place (through work with Linda Woodard at TowneBank) costing $300/year. We are now in full compliance and have affirmed that no changes to policy are made at this point in the school year.
* Capital Campaign kick-off event yesterday – Donations from parents (financial and food). Attendance was exactly as hoped. Word about the event and the campaign is spreading through emails to Mailchimp list, Facebook, posts from parents, and postcards from the event in the lighthouse. It will be interesting to see these two weeks (with spring breakers visiting) if the QR codes on money boxes engage anyone—so far they have not. Altogether, the kickoff a great event. PSAs for the big donors and spotlighting businesses around town are helping the campaign.
* IDEA grant – now opens May 1-May 30 (used to open earlier). IDEA grant is the annual special education federal money. A public notification in the newspaper re; how the money is spent and stating that WEVS is an inclusion school is required.
* Two job descriptions (for ELA teacher and Executive Director) have been posted, mostly on social media. A targeted email to people who have expressed interest in WEVS jobs in the past has also been sent. One application has been received for the middle school teacher position.
* Mindfulness –Leela Heyder hosted a parent meeting to introduce the new mindfulness program. Attendance was lighter than hoped for. Board members in attendance were pleased with the presentation. Leela is sending out videos to parents so they can use similar language to that used in school to reinforce the concepts.

 Treasurer’s Report

March was the end of third quarter of the fiscal year so this report will go a bit deeper than the regular monthly report.

For the month of March, revenue was a little light ($32k) as no county money was accounted for and the full spend on the $20k REAP grant for the year was reached. Expenses remained fairly consistent month to month and the $34.5k spent meant accounts were $2.5k in the red for the month.

The operating account has $285k, no change for the quarter.
The new building account has $366k, an increase of $60k.
CDs total $120k for a grand total of $771k.

Two CDs are maturing. Bryan made a motion to move the funds from the CDs to the new building fund. Meghan seconded and all voted in favor.

Details:
REVENUE:

67% of state funds for charter schools has been used, so a little under forecast YTD.

On other state fund budgets, there are remaining special funds (GEER and ESSER) – Covid relief funds if qualifying expenses exist. This money has varying “use by” dates that go out more than 2 years. We continue to evaluate expense items that qualify for these special funds.

Local funds - each of the counties pays on a per student basis and money received for the first three quarters of the year is about on forecast.

Donations:
In the first calendar quarter, about $60k in donations toward the capital campaign was received, below aspirations. A number of “asks” are outstanding.

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

Salaries / wages is running very consistently and on forecast. Bonuses through state & federal programs have raised the amount paid out, but un-budgeted funds were received to pay those bonuses.

Benefits: Health Insurance continues running a little higher than forecast - probably a forecasting error.

Books and Supplies - slightly over budget

Contracted Student services remains well under forecast (about $15k under YTD) and staff development is on budget

Administrative Services and Insurance budget is projected to be on budget at year end.

Third quarter expenses appear higher than the second quarter expenses but is fully explained by the nearly $20k in teacher bonuses paid through federal and state programs acknowledging the extra challenges teachers have met in helping students learn through the pandemic period.

Everything else is on budget or near budget.

NET POSITION: The mid-year projection of a small surplus (5-10%) with the operating account remains the projection.
Year to date, separating out donations and CD transfers for the capital campaign, accounts are $5k in the black (Expenses are 1% less than revenue)

As mentioned, there are some federal / state programs with funding that have “turn back” dates (if the funds haven’t been spent, they are no longer available for use). The nearest time frame is for a program that provides for guidance services with $6k yet to be used by Sept 2022.

There is a $78k CD maturing this week that will be added to our new building account

2022-2023 Budget Preview: County money from Dare 21% and Currituck 65% counties is projected to increase significantly. This data requires further investigation before it is counted on for budgeting purposes. If correct, these funds will cover the cost of the Executive Director’s salary. Budget draft will be sent out for a vote at next meeting. Approved budgets do not need to be sent to the state this year.

 Committee Reports

* Curriculum/Teacher Eval/Professional Development – Observation and evaluation completed for Teacher Voldish last week. Teacher Fretwell will have one more surprise evaluation and Teacher-Admin Wolff will have one more 20-minute observation. Susan will meet with Teacher Sonnenberg re: recording PD hours.
* Capital Campaign Committee Update – DOT update/Attorney, event held, financials. As board members, make the ask in the community as much as possible. We were holding off on individual asks while making the big asks to business and large potential donors, but now is the time to ask any potential donors. Will try to update the drawing so as not to depict the new building so close to the current school building. No response to DOT letter re: making the road one way. Will need to follow up. Received a $10k pledge from SAGA community fund (Shweta Gupta)
* Grievance Committee – none
* School Improvement Planning (SIP)

 New Business – none

Old Business – none

Teachers/Admin update

* Covid update: 0/0 postive/quarantine
* Portfolio update – All students have passed portfolio!
* Have had a student diagnosed with diabetes who needs daily care. As a paramedic, Teacher-Admin Wolff has approval to administer the daily shot. In the future, we will need to consider that without having a paramedic already on staff, we would need a school nurse. Could also speak to paramedics at Corolla Rescue. Diabetes/Epilepsy/Asthma report
* Parent/Teacher conferences are happening on Thursday, which is a teacher workday ahead of the school holiday Friday-Monday.

 Public Comment – Erin Price pointed out that we will need a backup plan for Teacher-Admin Wolff administering the insulin shot to the diabetic student. Meghan will follow up with Sylvia

Bryan made a motion to adjourn the meeting. Susan seconded and all voted in favor. The meeting was adjourned at 2:58pm.