Minutes for Wednesday October 12, 2022 – 2pm

Via Zoom and in person at the Corolla Library

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

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

Board action

* Approve September minutes – Susan made a motion to approve the September meeting minutes. Al seconded and all voted in favor.
* Discuss ADM for next year – Discussion regarding whether to hold at 44 students knowing that the new building is not likely to be ready on August 31 or to add to ADM knowing that the additional building will be ready before the end of the school year. The chapel could be reorganized to accommodate additional students until the new space is available, though acoustics are an issue there. Will ask for feedback from Director Wolff and teachers
* Ratify Social Emotional Mental Health Manual – Susan made a motion to ratify. Al seconded and all voted in favor.
* Educational Leave request – Eight-day leave request for student traveling to Hawaii. We can approve up to five days. Meghan made a motion to approve five days of educational leave for the student. Susan seconded and all voted in favor.
* Contracts – Kerri Appelbaum’s contract is up for renewal, and the money previously used to fund her contract ended in September. Additional clarification regarding funding available and used is needed. Will continue with contract as is until next month.
* Dropbox changes FYI – A recent Dropbox update reorganized files and access but all are still available to board members.
* Whalehead Club student performance and tour—Currituck county requires that the Whalehead Club is added as an additional name on the insurance rider for this activity. The cost is $40.

Board President/Director’s Update

* Workers Comp Accident Fund Audit – Paperwork filled out as required each year. No changes.
* Insurance for after school/sports – School clubs don’t require additional insurance/changes but adding sports teams will.
* Weather impacts, remote learning days – Recently had a ½ day (early release) based on NOAA wind reports and a remote day for a nor’easter.
* Epicenter Updates – Everything is up-to-date. Have approved our certificate of occupancy and list of board members. Standard monthly updates.
* PLCs, Substitute teachers – Sylvia is compiling a list of preferred substitutes including Marcy and Sean Sonnenberg. Subs can be paid, including Marcy as substituting would be outside of her board work..
* Teachers’ plans are in the board Google drive @watersedgevillageschool.com.
* Teacher Voldish just completed responsive classrooms, which she and Sylvia think is a great program. It has helped beginning and end-of-day procedures
* BTSP – had a great meeting with teachers.
* Leela Heyder (Calm Minds, Kind Hearts) will host a community event on Thursday 10/20 after school.
* Testing coordinator Raleigh training – EOGs will be called personalized flexible assessment. Two out of three check-ins must be completed, though they don’t carry any weight. No changes except that check-ins will be submitted to the state. A target set of questions on EOG will be created by responses on check-ins. Program is in pilot right now. Testing coordinator is now responsible for reports submitted online with increasingly intricate technology so board may need to consider relieving our testing coordinator of some of these duties.
* Volunteers – have a growing list of regular, semi-regular, and occasional volunteers
* Summer tasks – safety plan for the new building, social/emotional health, signage around school, volunteer process/program/tracking
* PRC 16 - have some spending to submit

Treasurer’s Report

The preliminary draft from our auditor Sharpe Patel LLC was received and I’ve asked Sylvia to work with me in preparing the Management Discussion & Analysis in order for the audit to be complete and ready for publication and sharing. There weren’t any issues and concerns expressed by the auditor other than noting that we have funds with our primary bank that exceed the FDIC guarantee. We will circulate the MD&A to the board members via email once it’s prepared and seek your consent to include / complete the audit before the next board meeting.  
  
As of 10/10/2022 there is $238k in the operating account and $684k in the new building account (total is $921k due to rounding) - a slight decrease from a month ago as expenses exceeded revenues by $10k for the month of September.  
  
Our plan is to maintain an operating account in the $200-250k range and move funds to the building account if operating funds go above that range and the funds are needed in the building account to avoid seeking a loan for construction.  
  
Year to date, revenue was greater than expenses by $28k.  
  
Looking at the numbers for the first quarter of the fiscal year, salary expenses are slightly under budgeted projections and benefits are as projected. Staff development expenses have nearly consumed what was budgeted for the year. Copier and reproduction expense is up substantially from prior year and budget. Beginning-of-year expenses are routinely slightly higher. Other items are as budgeted or under budget.  
  
No funds have been received or deposited from the counties yet - historically that happens when the first checks arrive in late October.  
  
Expenses related to the new building thus far have been related to the architect and preparation to build. In the first quarter of this fiscal year, $24k has been paid out and an invoice for October payment of an additional $13k has been received. Outer Banks Community Foundation has agreed to reimburse CEF $10,000 on this invoice. There are also some legal expenses related to the amendment in Corolla Village HOA to allow a school to be built. All expenses for the new building are being paid from the new building account.

Committee Reports

* Curriculum Committee update – Susan is going to observe all teachers early next week. Teacher Kelly completed her PDP with Marcy. Teacher Gill could not complete because Sean Sonnenberg has been kicked out of the system. Sylvia is working on rectifying that situation. Susan will check in later this week to make sure all is complete. Susan met with Sylvia—Social studies curriculum is vetted. No homework is a big win, except for 8th graders, who have "no risk” homework, screentime is balanced. Susan meeting with Sylvia quarterly.
* Capital Campaign Committee Update – Corolla Light hosted a pancake breakfast during homeowners’ weekend and raised about $3000. Have about $1000 in donation boxes to pick up. Charitocracy – voting for favorite nonprofits. Getting together with Outer Banks Brewing Station on Saturday – celebrating 40 years of the Outer Banks Community Foundation. Hoping to have Melanie Day meet our $50k match. Have $1 million, believe need $350k. The Beer Garden will host their end-of-season event in honor of the school and donate the proceeds. Maybe other local businesses could be asked to donate a day of business proceeds as well. Drafted a thank you email to send to all people who signed off on the covenant amendments.
* Facilities Committee – Amendments to covenants are complete. Transfer of land from the Twiddy family foundation to CEF is imminent, which will trigger one of our key pledges to turn into actual money. Bids out for proposals to six interested contracting firms for construction of the new building, with request for proposals by 11/2. Construction anticipated to begin around January. Parent Mike Duman offered to recommend tech needed for the new building. An FCC grant may be available for internet. Furnishing, fixtures, tech, etc. needs will need to be addressed as building process moves along, as some items may have a significant lead time. Susan will investigate the possibility of a Glaxo-Smith-Kline grant. May be able to go with septic vs. sewer on the new facility, which would save $50k in connection fees but will require a slightly smaller parking area. Pastor Jim Southern indicated he didn’t see any issues with Corolla Chapel’s board agreeing to allow overflow parking in their lot.
* Grievance Committee – none

Public Comment – none

The meeting was adjourned at 3:56pm.