



## BOARD MEETING MINUTES

### Board Members in Attendance:

■ A. Monica Cutno, President	■ Carolyn Ellis	■ Greg Stoch
■ Marla Mills-Wilson, Vice President	■ Sonal Krishna	■ John Szwed
■ Portia Scott, Secretary/Treasurer	■ Roland Lewis Jr.	■ Diego Torres
		■ Steve Pond (non-voting)

### I. Call to Order

- A. Regular meeting of the Board of Directors (BOD) was called to order at 6:30 PM by A. Monica Cutno.
- B. Mission statement and rules of order were read by the president.
- C. Guests were welcomed.

### II. Consent Agenda

- A. Draft minutes from 04/14/14 board meeting were reviewed.
- B. Treasurer's Report was given, which included recent transactions and current balance.
- C. BOD discussed submitting EPA (Envision Parents in Action) incorporation application with \$60 fee.

Motion to approve consent agenda.

Motion: Sonal Krishna

Second: Carolyn Ellis

Vote: Unanimously approved (9-0)

Motion to accept and submit EPA application with fee.

Motion: Marla Mills-Wilson

Second: Carolyn Ellis

Vote: Unanimously approved (9-0)

### III. Announcements

- A. Bronto Software complimentary e-marketing services have been renewed until May 2015.
- B. Envision was invited to apply for Murarka Foundation grant for \$5000. Monica and Sonal will write grant proposal.
- C. PONDerings and Steam/PBL newsletters regarding curriculum have been posted on website and Facebook for parents.
- D. Board/Staff cookout and Open House are being planned. Dates and details to be announced soon.

### IV. Committee Reports

- A. Development Committee report was given by Roland.
  - 1. Current progress toward fundraising goal was given.
  - 2. Sonal will write grant proposal for safe schools.
  - 3. Community member has offered to donate four microwaves for school lunch.
- B. Education Committee report was given by Portia.
  - 1. April monthly enrollment report and waiting list numbers were given.

2. Enrollment Team is reviewing admissions applications for completion and processing waiting list.
3. Steve gave recommendations on classroom books as curriculum resource.
4. Projected Enrollment Form was discussed. Students are coming from 6 different counties.

Motion to accept Projected Enrollment Form.

Motion: Carolyn Ellis

Second: John Szwed

Vote: Unanimously approved (9-0)

C. Personnel Committee report was given by Steve.

1. Kindergarten and Mandarin positions remain to be filled. Nearing 100% certified teaching staff.
2. Letters were written to decline participation in State health and retirement plans.
3. Recommendations for retirement (AXA) and healthcare (Banyan) firms were discussed.
4. Discussion to secure civil liability insurance binder continues.

Motion to accept letters to State health and retirement plans.

Motion: Marla Mills-Wilson

Second: Greg Stoch

Vote: Unanimously approved (9-0)

Motion to accept health and retirement firm recommendations.

Motion: Monica Cutno

Second: John Szwed

Vote: Unanimously approved (9-0)

D. Facility Committee report was given by Portia.

1. Contingency plan for Ready-to-Open (RTO) Checklist was reviewed.
2. BOD went into closed meeting to discuss proposed lease amendment.

Motion to accept facility contingency plan.

Motion: Sonal Krishna

Second: Roland Lewis

Vote: Unanimously approved (9-0)

E. Finance Committee report was given by John

1. Changes to budgeted expenses need to be submitted to finance committee on continual basis.
2. Recommendations for accounting (Betty Warren) and audit (Petway) firms were discussed.
3. BOD reviewed amended budget for RTO submission.

Motion to accept accounting and audit firm recommendations.

Motion: Greg Stoch

Second: Roland Lewis

Vote: Unanimously approved (9-0)

Motion to accept amended budget.

Motion: Marla Mills-Wilson

Second: Sonal Krishna

Vote: Approved 8-0; Greg abstained from voting; did not have adequate time to review.

F. Technology Committee report was given by Greg.

1. Meeting at MCNC with Atcom and Tech Committee scheduled for May 20<sup>th</sup>.
2. Greg has been working with MCNC rep to define infrastructure needs in temporary building.
3. Need to determine if PBX system in storage is operable.
4. Roland and Greg to finalize SAS grant proposal.

## **V. New Business**

- A. RTO Checklist evidence due May 30<sup>th</sup>. RTO items were reviewed, discussed and voted on.

Motion to accept following RTO documents:

1. Amended Bylaws	Motion: Marla	Second: Sonal	Vote: Approved 9-0
2. Parent/Student HB	Motion: Carolyn	Second: Sonal	Vote: Approved 9-0
3. BOD Handbook	Motion: John	Second: Roland	Vote: Approved 9-0
4. Employee Handbook	Motion: Sonal	Second: Marla	Vote: Approved 9-0
5. Employment Contract	Motion: Sonal	Second: John	Vote: Approved 9-0
6. Policies/Proc. Manual	Motion: Roland	Second: Monica	Vote: Approved 9-0
7. Strategic Goals*	Motion: Carolyn	Second: Sonal	Vote: Approved 9-0
8. Principal Qtrly Report*	Motion: Marla	Second: Roland	Vote: Approved 9-0
9. Princ Financial Report*	Motion: John	Second: Sonal	Vote: Approved 9-0
10. BOD Evaluation Tool*	Motion: Monica	Second: Roland	Vote: Approved 9-0
11. Principal Eval Tool*	Motion: Marla	Second: Sonal	Vote: Approved 9-0
12. Carpool Guidelines	Motion: Carolyn	Second: Sonal	Vote: Approved 9-0
13. MyHotLunch Contract	Motion: Marla	Second: Portia	Vote: Approved 9-0

- B. Still waiting to receive contracts from Educational Outfitters and Lands' End.  
C. Board background checks to be conducted.  
D. Kinston firm offered furniture package deal and storage for \$12K and will accept purchase order.

Motion to accept furniture offer.

Motion: Sonal Krishna

Second: Roland Lewis

Vote: Unanimously approved (9-0)

- E. BOD discussed applying for an ESA credit card to have on-hand if need arises.

Motion to accept recommendation to apply for ESA credit card.

Motion: Marla Mills-Wilson

Second: Carolyn Ellis

Vote: Unanimously approved (9-0)

## **VI. Public Comments**

- A. A parent expressed interest in reviewing documents prior to the board meeting to understand the context of the BOD discussions. BOD explained that documents cannot be provided beforehand because they have to be reviewed and approved by the BOD and/or Office of Charter Schools before they become public documents. Guests offered support and help with development of ESA.

## **VII. Adjournment**

- A. Commitments from board members are as follows:
1. Monica/Sonal – write grant proposal for Murarka Foundation
  2. Sonal – write grant proposal for safe schools
  3. Sonal – follow up with school uniform companies for contracts
  4. Tech Committee – attend meeting at with MCNC and determine if PBX is operable
  5. Roland/Greg – finalize SAS grant proposal
  6. BOD – submit consent for background check
  7. Sonal/Steve – finalize furniture offer process
  8. Marla/Monica – apply for ESA credit card

- B. Next regular meeting of the BOD is June 9, 2014, 6:30-8:30 PM, 3150 Rogers Rd, Ste 112, Wake Forest, NC.
- C. Meeting was adjourned at 8:55PM.

Motion to adjourn meeting.

Motion: Marla Mills-Wilson

Second: Monica Cutno

Vote: Unanimously approved (9-0)