

Corporation for Educational Partnerships
Board of Directors Meeting Minutes
January 20th, 2015, 7:00 p.m. SWA Campus

- 1) **Call to Order; Roll Call; Establish a Quorum:** 7:05PM; board members present: Debby Warren, Brooks Stephenson, Robert Mullen, Kasey Davis, Mike Heavey - quorum met.
- 2) **Review / Approval of Agenda:** Mike Heavey - add discussion on creation of Department of Advancement (item 8c) - Debby Warren moved to add discussion item, Kasey Davis seconded. The motion was approved (the vote was unanimous). Brooks Stephenson suggested asking Tony Guptin (Neuse Charter) to speak to the board re: handling growth, director transition, new building (8d)
VOTE: Brooks Stephenson moved to adopt the agenda as amended, Debby Warren seconded. The motion was approved (the vote was unanimous).
- 3) **Approval of Minutes (Last month):** Brooks Stephenson moved to approve the minutes from the December 16, 2014 board meeting, Kasey Davis seconded. The motion was approved (the vote was unanimous).
- 4) **Public Forum (Sign up required prior to 7:00 p.m.):** None.
- 5) **Reports:**
 - a. **Director:** Comments on report: 7 students per grade in middle school SWA hasn't heard from; ~15% high school students still haven't heard back from; 100% participation in testing.
 - b. **Sr. Advisor to the Board, New Facility Status:** Comments on report: 2014 budget at ~52% remaining; construction is going well - lost a few days to inclement weather, but otherwise running smoothly. Mr. Reed urged the board to consider purchasing additional property, particularly the adjacent land (timeline: next 30-60 days). Discussion followed on the creation of a committee to further investigate a land purchase and authorizing someone to make inquiries on behalf of the board, as well as the potential of an overall site plan. **Motion was made below (item 7c).** Mr. Reed commented on Mr. Christian Valencia's volunteer service in IT work for the school. Discussion followed on creating a semi-formal volunteer/liability agreement for Mr. Valencia.
 - c. **Treasurer / Finance:** Comments on report: the school is on target for revenues/expenditures for the year.
 - d. **Teacher Representative:** Comments on report: no additional comments.
 - e. **PTO President:** Comments on report: reminder to consider the Buy-a-Brick program for the new building, with the PTO's goal of selling 250 bricks; Career Day (April 16) planning is in full swing, invited board members, spouses, or colleagues to present their careers.
- 6) **Committee / Other Reports**
 - a. **Charter Renewal Presentation & "State of the School" Report; Update on status of Governance Framework (handout): D. Thomas / C. Reed:**
Charter renewal: the charter could have been renewed for 1, 3, 5, or 10 years; SWA is compared to WCPSS middle and high schools (one small school compared to one of the biggest and richest districts in the country); received many commendations from the Charter School Advisory Board; shared the student-produced video also given to the Advisory Board. The Advisory Board recommended to the State a 10-year charter renewal.

Governance framework: Many of the areas included have both Senior Advisor and Director

as overlap in duties or still in transition. Discussion followed on next steps on dealing with the implementation of the governance framework.

- b. **FF&E Update (Mike Heavey):** Mr. Heavey suggested a committee meet to review two of the best vendors and select a vendor.

7) **Action Items:**

- a. **Accept the 2013-2014 Audited Financial Statement into SWA's Corporate Financial Records:** Debby Warren moved to accept the 2013-2014 audited financial statement into SWA's corporate financial record, Brooks Stephenson seconded. The motion was approved (the vote was unanimous).
- b. **Personnel: Contract Approval:** Brooks Stephenson moved to approve the contract for Mr. Michael Watkins as EC staff, Kasey Davis seconded. The motion was approved (the vote was unanimous).
- c. **Authorize to initiate an investigation on additional land purchase:** Kasey Davis moved to authorize the administration to continue to investigate feasibility of purchasing adjacent property, Brooks Stephenson seconded. The motion was approved (the vote was unanimous).

8) **Discussion:**

- a. **Committee Structure - Executive Committee, etc.: Robert Mullen:** Comments: Mr. Davis suggested tabling the discussion until the board is more comfortable with the governance framework. Discussion followed concerning further questions and feedback on committee formation.
- b. **Growth Impact upon staffing and budgeting - Introduction: Carroll Reed:** Comments: Mr. Mullen expressed concerns about how growth will impact staffing (grounds manager, facility manager, more teachers and administrative/support staff, etc.). Mr. Reed commented that further growth in staffing will be considered in accordance with student growth. Mr. Reed commented that on a News and Observer editorial by WCPSS encouraging the legislature to prioritize school funding. Discussion followed regarding Article 7 of the by-laws concerning political activity of the board; the board will pursue legal opinions prior to any editorial activity.
- c. **Creation of a Department of Advancement (Mike Heavey):** (see handout) Mr. Heavey commented that a Business Manager will soon be necessary to continue to raise substantial money for the school; he suggested a timeline for moving forward with implementing a Department of Advancement. Discussion followed on the timing of implementation and whether the need exists. A motion was made.

VOTE: Mike Heavey moved to approve a feasibility study on a Department of Advancement, Debby Warren seconded. The motion was approved (the vote was unanimous).

- d. **Tony Guptin, Acting Director of the Board for Neuse Charter, speaking to the board (Brooks Stephenson):** Mr. Stephenson briefly reviewed the history of Neuse Charter, commenting that their growing pains are similar to SWA's growing pains. Mr. Stephenson recommended that the board develop a list of questions regarding current challenges and have a workshop format to discuss the questions.

9) **Executive Session - Personnel:** entered 9:04pm, exited 9:19pm

VOTE: Brooks Stephenson moved to extend the board session to cover Executive Session, Mike Heavey seconded. The motion was approved (the vote was unanimous).

10)Next Meetings: Board Meeting Dates: 17 FEB; 17 MAR; 21 APR; 19 MAY; 9 JUN (2nd Tuesday)

Also noted: Mr. Mullen commented that the Board was invited to visit Raleigh Charter's next board meeting (Monday at 5:30pm).

11)Adjournment: Kasey Davis moved to adjourn, Mike Heavey seconded. The motion was approved (the vote was unanimous). Adjournment: 9:22pm.

Robert Mullen, President

Date Approved

WATKINS, Michael

**Education: Bachelor of Arts - History - East Carolina University - 1998
Master's Degree - History - East Carolina University - 2001
Principal's Leadership Academy of Arizona - Completion 2010**

**Experience: AmeriCorps Volunteer: 2002-2005
Social Studies Teacher/Department Chair - Pinnacle Education, Tempe, AZ 2005-2008
Sequoia School Charter Schools - 2008-2014: Vice Principal and Director
Dynamic Charter, Raleigh, NC - 2014: Director**

Licensure: Arizona License in Social Studies; applying for NC license

Executive Session
January 20, 2015
Subject: Personnel

Entered: 9:04pm

Topic: Senior Advisor and Director contracts. Discussion followed concerning evaluations for the positions. Mr. Davis suggested establishing a committee to review.

Exited: 9:19pm - Kasey Davis moved to adjourn executive session, Debby Warren seconded. The motion was approved (the vote was unanimous).