

Corporation for Educational Partnerships
Board Meeting Minutes
Southern Wake Academy
Holly Springs, North Carolina
10/21/14

1. **Call to Order:** 7:10pm
2. **Roll Call; Establish a Quorum**
 - a. **Board Members Present:** Robert Mullen, Brooks Stephenson, Lori Stokes, Mike Heavey, Kasey Davis – quorum established
 - b. **Others Present:** Carroll Reed, David Thomas, Winnie Lameck, Erin Shumaker, Kristie King
3. **Review/Approval of Agenda:**

VOTE: Brooks Stephenson makes motion to approve September minutes, Lori Stokes seconds – vote is unanimous
4. **Review/Approval of Prior Meeting Minutes:**

VOTE: Kasey Davis makes motion to approve September minutes, Mike Heavey seconds – vote is unanimous
5. **PTO Update:** 501(c)3 status - still not reviewed; next coffee social is tomorrow; Adam's Vineyard has haunted trail that PTO can sell bake sale items at and receive proceeds from (fundraising opportunity) - parental concerns about the venue (alcohol available to the students) were addressed by reminding them that the event is geared towards the trail, not the vineyard itself - similar concerns with Tyler's Tavern catering lunches; high school costume skate party October 30; GoPlaySave recently ended; Teacher Appreciation November 10 - salads
6. **Public Forum (if needed):** none needed, none held
7. **Director and Senior Advisor Reports:**
 - a. Finance: right on track with spending (~75% remaining, 1/4 of year gone)
 - b. Facility Update: Day 2 - moved trees! We are in the process of clearing the land to prepare for site work; subsurface stone will be uncovered (if any exists) within the next 30 days - contingency fund would cover the cost of stone removal
 - i. *FFE update (Mike Heavey):* reached out to four companies, looking closer at two particular companies as single-source companies
 - c. Current Enrollment Status: 311 students, interviewed one more this afternoon
 - d. Safety: had security camera training today
 - e. 95% Participation (DPI Requirement): this year, ACT, Math I, Biology - ACT students were withdrawn; Math I and Biology students have IEPs and are behind in course completion; as a result, a letter must go out to parents about not meeting the requirement; requirement (from Southern Wake Academy perspective) seems to conflict with Growth and Performance requirements

- f. Diversity: met with Debby Warren, Robert Mullen, David Thomas - talked about ways to diversify the student population; will put together a diversity task force (looking at other charter schools for inspiration); getting involved with the community and mapping our students to see where they're coming from
 - g. Enrollment Process Changes: previous lottery was by date, now looking towards a numbered system (maintains the two caveats of no discrimination based on race, etc., and the state law that siblings/children of employees are given preference) - each applicant receives a number, numbers are pulled, siblings are pulled, spots are filled; those not pulled the first time would be waitlisted and given priority over those who applied after the open application period (those who apply after the open application period are prioritized by date); no policy currently exists for enrollment process, so Carroll Reed recommended that any procedure that comes forward remains simply a procedure (not codified into policy); procedure put forward still in draft
- 8. Teacher Report:** reception for Mr. Reed and Mr. Thomas went well - Hospitality Committee did a fantastic job putting the event together; portfolio conferences went well, students are moving towards a technology-based presentation; SGA hosting spirit week next week to raise money for prom and middle school dance; November 24 at New Horizon - fall sports (soccer and cross country); winter sports will be basketball and cheerleading; spring sports will be ultimate frisbee and middle school baseball; athletics meeting discussed athletics budget to see where to spend funds, will be presented at next meeting
- 9. Presentation of Business Director Role (Mike Heavey):** placing a business development manager at Southern Wake Academy - selling a compelling story that will provide sustainable revenue for the school; would potentially pay for itself; two part role: fundraising (65-70%) and operations (30-35%); would be hired by and report to the board; would need a Department of Advancement to report to the Development Committee Chairperson; discussed several options for funding sources; next steps: give job description to Robert Mullen, present the job description to the board next month and get strong feedback from board to determine whether to move forward
- a. Kasey Davis suggested convening a Finance Committee meeting to develop a feasibility report (based on the current/projected budgets) including a cost-benefit analysis
 - b. Brooks Stephenson raised concerns about conflicting courses of action - still need to establish the leadership of the school and see what their needs are before moving forward with a BDM; Mike Heavey responded by saying that he addressed the concern by convening with the current administration; Brooks responded by saying the new leadership (not yet established) has not yet had the opportunity for input
- 10. Introduction of Governance Structure (Robert Mullen):** sent out Excel spreadsheet - requested that everyone review the draft and give some input; seeking to develop governance and cadence to ask the right questions; 3 As: Awareness, Accountability (or Ownership of Responsibility), Action
- 11. Executive Session:** entered 8:52pm, exited 9:02pm

12. Return to Open Meeting:

VOTE: Kasey Davis makes motion to approve the contract for David Thomas to move to Interim Director position as discussed in executive session, Brooks Stephenson seconds – vote is unanimous

Contract will be presented to David Thomas for his consideration

13. Adjournment: 8:06pm

VOTE: Kasey Davis makes motion to adjourn, Mike Heavey seconds – vote is unanimous

Robert Mullen, President

Date