

**Corporation for Educational Partnerships  
Board of Directors Meeting Agenda  
April 22, 2015, 7:00 pm, SWA Campus**

**1. Call to Order; Roll Call; Establish a Quorum: R. Mullen**

- a. Call to order at 7:13 pm.
- b. Present board members: Robert Mullen, Mike Heavey, Kasey Davis, Mark Hough, Brooks Stephenson, Debby Warren. Absent board members: Lori Stokes. Quorum established with 6 of 7 board members present. Also present: Carroll Reed, David Thomas, Erin Shumaker, Kristie King.

**2. Review / Approve Agenda**

- a. Brooks Stephenson moved to add item 7C - discussion of additional source of revenue
- b. Debby Warren moved to add item 6D - discussion of committees
- c. **VOTE:** Mark Hough moved to approve agenda as amended. Mike Heavey seconded. The motion was unanimously approved.

**3. Approve Prior Meeting Minutes**

- a. Debby Warren mentioned two points with erroneous names (both corrected to “Mr. Mullen”).
- b. **VOTE:** Debby Warren moved to approve minutes as amended. Brooks Stephenson seconded. The motion was unanimously approved.

**4. Public Forum (Sign up required prior to 7:00 pm)**

- a. Guests: Mrs. Barefoot and children; Ms. Marlyn Bridgman; Ms. Deneen Marshall; Ms. Christy Stephenson.
- b. No guests signed up to speak.

**5. Report Highlights**

- a. Director: Mr. Thomas highlighted items in his report: SWA has a 100% teacher retention for next year. The lottery drawing went well. Master scheduling and student scheduling are underway.
- b. Senior Advisor: Mr. Reed highlighted items in addition to his report: Snow makeup days are not an issue for the school. The construction project is going well, though the builders lost 3 rain days in April; the completion date is still scheduled for August 14. House Bill 778 is on the floor dealing with funding for charter schools, specifically EC funding. Mr. Reed also discussed the Post School Outcome Data survey and the responses gathered by The University of North Carolina, per IDEA requirements.
- c. Teacher Representative: Ms. Lameck was not present. The report was emailed out to the board. No comments were made, and no questions were asked.
- d. PTO President: Ms. King highlighted items in her report: Career Day was very successful with great presenters and great students.

**6. Committee Reports**

- a. Finance Committee - K. Davis: The committee is working on finessing the remainder of the budget for the year.
- b. Safety & FF&E Update - M. Heavey: The security committee met with two security companies to discuss options for securing the new building. The FF&E committee met with Virco two weeks ago to do preliminary planning of furniture and room layouts. The next meeting will be May 6, and the committee

intends to place an order. Mr. Heavey expressed an interest in two sources of additional funding: any remaining cash leftover in the construction budget and state and local sales tax refunds.

- c. BDM Job Description and Role - D. Warren: Ms. Warren discussed highlights from the board work session: The role was deemed necessary, but the ultimate question was what body governs the position (the board or the school administration). The question was also raised on the topic of compensation. Ms. Warren investigated several other charter schools, including Woods Charter and Raleigh Charter, both of whom had similar positions governed by the school administration. Ms. Warren recommends that during this time of transition, the BDM be governed directly the school administration and also be governed by the board on performance. Discussion on these three areas followed. Mark Hough recommended that an executive session be held at the May board meeting regarding the personnel issues surrounding the position.
  - i. **VOTE:** Debby Warren moved that Southern Wake Academy create a Business Development Manager position to begin July 1, 2015. Mark Hough seconded. The motion was unanimously approved. Mike Heavey abstained.
  - ii. **VOTE:** Debby Warren moved to approve the job description of the Business Development Manager as described in the enclosed memo, with the exception of the fifth and seventh items under Logistics; and that the board consider and review internal candidates, and that if no candidate is found, that the board will post the position externally. Mark Hough seconded. The motion was unanimously approved. Mike Heavey abstained.
  - iii. **VOTE:** Debby Warren moved to move the compensation discussion to the Finance Committee, and that the committee report their recommendations at the May board meeting; and that the Finance Committee report recommendations on the governance structure of the Business Development Manager position at the June board meeting. Mark Hough seconded. The motion was unanimously approved. Mike Heavey abstained.
- d. Committee Structure Discussion - D. Warren: Ms. Warren highlighted the recommendations from her enclosed memo: that the board establish three standing committees (Finance/Audit, Advancement/Development, and Board Self-Development); that the board establish an Executive Committee comprising of the board president and the chairs of the standing committees; and that the board approves the formations and dissolutions of short-term Task Forces. She also highlighted the various committee responsibilities and descriptions as recommended in her memo. Discussion followed, especially pertaining to the by-laws and implementation of these recommendations. Mr. Mullen will appoint chairs for the committees by the May board meeting.
  - i. **VOTE:** Mark Hough moved to move the board elections from May to June. Debby Warren seconded. The motion was unanimously approved.

**VOTE:** Brooks Stephenson moved to extend the meeting to 9:30 pm. Kasey Davis seconded. The motion was unanimously approved.

## **7. Information Item - Letters from DPI**

- a. Audit: There were no outstanding issues with the 2013-2014 audit.

- b. Charter Renewal: The State Board of Education approved the charter renewal for 10 years. The new charter expires June 20, 2025.
- c. Source of Revenue - Brooks Stephenson: Mr. Stephenson recommended renting out the 9-acre lot for small garden plots, whether to external community members or as an extension of the classroom. Mr. Hough recommended establishing a 4-H Club or other student organization. Mr. Stephenson will do some applicable research.

**8. Action Items**

- a. Review of Marlyn Bridgman’s application for board membership: Mr. Reed noted the procedures for reviewing applications: the applicant must attend three board meetings, the board has the opportunity to interview the applicant, then the board enters a closed session to discuss the applicant’s candidacy. The board then would come into open session to make a motion to approve or deny the application. Ms. Bridgman was in attendance, and the board interviewed her.

**VOTE**: Brooks Stephenson moved to extend the meeting to 9:45 pm. Kasey Davis seconded. The motion was unanimously approved.

**VOTE**: Mark Hough moved to go into executive session to discuss the candidacy of Marlyn Bridgman as a board member. Kasey Davis seconded. The motion was unanimously approved.

**VOTE**: Brooks Stephenson moved to exit executive session. The board exited executive session at 9:44 pm.

**VOTE**: Kasey Davis moved to approve the application of Marlyn Bridgman as a board member, effectively immediately. Mark Hough seconded. The motion was unanimously approved.

**9. Next Meetings**

- a. Board Meeting Dates: 19 May; 10 June
- b. Workshop Meeting Dates: None decided at this time.

**10. Adjournment**: 9:45 pm

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**APPROVED: Robert Mullen, President**

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**Date**