Minutes

Board Meeting

Tue December 17th, 2019

5:00pm - 7:00pm EST

9820 Northcross Center Ct., Huntersville, NC 28078

In Attendance

Byron Grimmett, Marty McCarthy, William Mills, Stephanie Newbrough, Brian Puckett, Joan Roman, Judy Russo, Gregg Sinders, Megan Tan, Chassidy Miller

I. **Call to Order**
Marty McCarthy called the meeting to order at 5:27 pm

II. **Reading of the Mission**
Marty McCarthy read the mission statement

III. **Roll Call**
Roll call was completed.

IV. **Approval of the Agenda**

Decision: Byron Grimmet moved to approve the Agenda to include Title I Parent Engagement Policy as an action item. Brian Puckett seconded the motion. Approval was unanimous.

V. **Approval of Minutes**

a. **October 15, 2019 Board Meeting Minutes**

Decision: Brian Pucket moved to approve October Board Meeting Minutes. Stephanie Newbrough seconded the motion. Approval was unanimous.

b. **December 4, 2019 - Special Board Meeting Minutes**
Stephanie Newbrough mentioned that she was present for the meeting and requested the change in the minutes.

Decision: **Brian Puckett moved to approve the amended minutes as discussed by Stephanie Newbrough. Megan Tan seconded the motion. Approval was unanimous.**

VI. Management Report

a. **Director's Report**
Joan Roman discussed the moving logistics involved from the current location at First Baptist Church to the new building.

To date, there are 213 students with intent to return out of 238 currently enrolled students, and 180 new applications for total of 393 applications for the 2020-21 school year.

b. **Charter One Report**

1. **Marketing Updates**
Joan Roman provided marketing and enrollment update. Another mailing drop will occur in January. Ms. Roman also presented the Facebook and social media presence.

Pre-school marketing focus will occur in January.

Judy Russo suggested we work utilize the outdoor signage more.

Amanda Rossi has been visiting area day care centers, visiting housing developments, and focusing on re-enrollment. She is also contacting attendees at information session.

2. **Boardable & Email Walkthrough**
Board Members are requested to bring devices for the training/walkthrough.

3. **990 Tax Filing**
Darrell Keller is the auditor

Task: William and Gregg Sinders are tasked with checking on the need for the 990 filing.

4. **Property Tax Exemption**
Property tax exemption must be filed between January 1 and January 31.

c. **Sterling Financial**
Chassidy Miller presented the current financial reports.

1. **Monthly Financial Report**
   Local billing has been initiated by Charter One. The NC ACCESS and School Safety Grants were discussed and to have them added to the budget.

VII. Closed Session

a. **Discuss initial employment for new hires pursuant to G.S. 143-318.11 (a)(6).**

Decision: **William Mills motioned to enter into Closed session to discuss new hires pursuant to NCGS 143-318.11(a)(6) at 6:15 pm. Marty McCarthy seconded the motion. Approval was unanimous.**

Decision: **William Mills motioned to leave closed session at 6:17 pm. Byron Grimmet seconded the motion. Approval was unanimous.**

VIII. Discussion Items

a. **Gymnasiam Rental - Montessori School -Jan. 2020**
Montessori school wishes to rent the gymnasium for their 3 on 3 league.

Brian Puckett presented a request from Community Montessori to use the gymnasium in January for their basketball league.

b. **Classroom Rental - Montessori School - Fall 2020**
Montessori school requests the use of 4 classroom to house 60-80 students beginning Fall 2020. They are all personal car transportation and use bag lunches. School day is 8:15AM - 3:15PM. School day can be flexible if needed. Grades in attendance will be 4th grade - 12th grade.

Brian Puckett presented a request from Community Montessori to use 4 classrooms for 4th graders to 12th graders . Charter One and Board will evaluate further.

IX. New Business

a. **New Hires**
Erin Johnson (EC Teacher) and Krista Austin (Teacher Assistant)

Decision: **William Mills moved to approve Erin Johnson as a new hire. Stephanie Newbrough seconded the motion. Approval was unanimous.**

Decision: **William Mills moved to approve Krista Austin as a new hire. Stephanie Newbrough seconded the motion. Approval was unanimous.**

b. **Title I Parent and Family Engagement Policy**

Decision: William Mills moved to approve the Title I Parent and Family Engagement Policy. Byron Grimmet seconded the motion. Approval was unanimous.

X. Comments, Announcements, and Other Business

Brian Puckett informed the Board on the parent committee as part of the NC ACCESS grant.

The Board will begin considering a date to hold a ribbon cutting for the new facility.

Brian Puckett is working with the NC Charter Association on the vendor fair in February.

XI. Next Meeting Date

a. **January 21, 2020 at 5:00PM at Bonnie Cone Classical Academy.**

XII. Adjournment

Decision: Brian Puckett moved to adjourn the meeting. Megan Tan seconded the motion. The motion carried unanimously. Meeting adjourned at 6:40PM.

Parking Lot

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Byron Grimmett, Secretary **Date**