BONNIE CONE CLASSICAL ACADEMY

MEETING MINUTES

Meeting Date: 3/06/19 **Time:** 5:00 PM
Meeting Purpose: Regularly Scheduled Board Meeting
Meeting Location: 9820 Northcross Center Court, Huntersville

Our Mission: TeamCFA: Bonnie Cone Classical Academy will equip scholars with the tools to think critically, reason effectively and communicate persuasively through the rigors of a classical education.

BOARD MEMBERS PRESENT

- Marty McCarthy (Chair)
- Byron Grimmett
- Judy Russo
- William Mills
- Brian Puckett
- Stephanie Newbrough

OTHERS PRESENT

- Joan Roman (Head of School)
- Gregg Sinders, Team CFA (by phone)

BOARD MEMBERS ABSENT

- None

- Call to Order

The meeting was called to order by Marty M. at 5:29PM.

- Reading of Mission

Marty M. read the BCCA mission statement.

- Review of agenda – Board approval of agenda

Judy R. moved that the meeting agenda be approved as presented by Joan R. The motion was seconded by Brian P. and subsequently passed by unanimous vote.

- Approval of Meeting Minutes for board meeting held 2/19/19

A motion by William M. to approve the 2/19/19 board meeting minutes as amended. The motion was seconded by Stephanie N. then passed by unanimous vote.

- School Director's Report (Joan Roman)
  - 179 applications for enrollment have been received. 62 have completed the requisite paperwork.
  - Joan R. has visited daycares, including Kids R Kids of Lake Norman, and other facilities which have agreed to pass out BCCA information to families.
  - Am information session will be held this Saturday, March 9, at 10:00 AM at Northcross Center Court. Additional sessions are scheduled for March 13th, 18th, 23rd, and 28th, all at 6:00 PM at 9820 Northcross Center Court, Huntersville

- We have fifty yard signs not being used. Volunteers are needed to set them out in local neighborhoods.
- Joan continues to interview teacher candidate and has identified ten to whom to she plans to make offers.

- Public Comment

There was no one in attendance from the general public.

- Old Business
  - Update on the Status of Development

    Gregg S.: The project is on schedule. Permits have been obtained. Demolition of the existing houses may begin next week. Meetings and conversations are ongoing with Mecklenburg County and the city of Huntersville in efforts to expedite the process.
  - Marketing Efforts and Support: Attendees discussed the progress of a number of ongoing marketing related efforts.
  - Church Partnerships
    - Marty M. received a return call from Friendship Missionary Baptist Church on Beatties Ford Road. He is to meet with the head of education next week. Other churches have been contacted.
    - Exodus Church has presented a list of desires if an agreement is reached with BCCA. Discussion followed concerning BCCA's ability to accommodate their terms. Marty M. and Brian P. will meet with them soon.
- Review of RTO Submissions and Corrections
  - It would be helpful to find one or more individuals in the Huntersville area to serve on the board who possess specific skills such as CPA, HR executive, marketing, communications, etc.
  - A person Brian P. had suggested has declined to accept the invitation to join the BCCA board.
  - Joan emailed to the board a number of documents for the board's review including policies and the employee handbook. Judy R. made a motion, which was seconded by William M., to approve any of the existing policies that were determined not to need revision. Stephanie N. made a motion, seconded by Brian P., to accept the existing policies that had been amended. Both these motions passed by unanimous vote. [The policies referenced here are listed in *Exhibit A* at the end of this document.]
  - William M. made a motion to adopt the recommendations contained in the response to evaluation notes received from the Department of Public Instruction dated 1/31/2019, to govern the conduct of future meetings and the preparation of meeting minutes from this date forward. The motion was seconded by Stephanie N. and was then approved by unanimous vote.
  - Gregg S. mentioned the need for a contingency plan to address the unlikely possibility of the facility construction not being completed on time. Several potential locations were mentioned and discussed.
- New Business
  - Gregg S. informed the board that the North Carolina Department of Public Instruction's Office of Charter Schools has received a federal charter grant for first time. From those grant dollars two charter schools will be awarded $250,000 that can be spent over a three year period. Fourteen charters have applied. Team CFA has hired a grant writer to apply for grant money. To qualify, a charter school must provide transportation, food service and a weighted lottery. BCCA will

intentionally market to the economically disadvantaged. Next year BCCA would have to set aside a specific number of seats for economically disadvantaged students (EDS). The grant application is due March 28. Members of the board expressed the desire to support the effort.
    - The board will review directors and officers insurance options at a future meeting and decide when to make the policy effective.
- Task Assignments
    - Volunteers are needed to put out yard signs in the area. Marty M. and Brian P. committed to assisting with this task.
    - Marty will check with AME Zion Church about putting out signs on their property.
    - Brian P. will check to see if he can find some volunteers to assist Joan R. during her office hours to process enrollment applications.
    - Gregg S. will get assistance for Judy R. to establish her teamcfabcca.org email account.
- Next meeting - March 20 same location.
- Adjournment

A motion to adjourn was made by William M. and seconded by Judy R. The motion passed by unanimous vote, and the meeting adjourned at 7:04 PM.

EXHIBIT A

Policies referenced above in section entitled *Review of RTO Submissions and Corrections*:

- School Safety
- Structure of School Calendar
- Structure/Length of School Day
- Criminal Background Checks for Staff
- Criminal Background Checks for Volunteers
- Admissions
- Lottery (Policy and Application)
- Records Retention
- Board Committees
- Conflict of Interest
- Nepotism
- Grievance for Staff
- Grievance for Families
- Employee Agreements
- Board Member Residency
- Board Meeting Calendar
- Budget Approval
- Third-party Contracts
- Access to Funding
- Audit (Subset of Access to Funding)
- Purchasing
- Federal Funds