Minutes

Bonnie Cone Board Meeting

Tue November 24th, 2020

5:00pm - 6:00pm EST

10700 Asbury Chapel Rd., Huntersville, NC 28078

In Attendance

IT Department, Marty McCarthy, William Mills, Brian Puckett, Joan Roman, Judy Russo, Mitchell Schwab, Gregg Sinders, Megan Tan, Michael Way

I. **Call to Order**
Marty McCarthy called the meeting to order at 5:00 pm

II. **Reading of the Mission**
Judy Russo read the mission statement

III. **Roll Call**
Board members present: Marty McCarthy, Brian Puckett, Megan Tan, Judy Russo, William Mills

Board members absent: Stephanie Newbrough, Chrystal Brown

Guests present: Gregg Sinders, Joan Roman, Mitch Schwab, Erica Martinez, Bob Plowman, Melody Harmon, Jason Perez, Rodney Richins

IV. **Approval of the Agenda**
Judy moved approval of the agenda with the addition of the employee bonus program; Brian seconded and motion passed unanimously.

V. **Management Report**

a. **Director's Report**

1. **Monthly Report - Joan Roman**

Joan Roman presented the monthly Director's Report. Joan stated monthly enrollment was 740 students and there were 321 students on the waitlist before open enrollment began on November 15th. She stated that there were approximately 220 enrollment applications for the 2021-22 school year.

Joan reported approximately 73% of students were attending in person.

Joan mentioned that recent hires are a TA and School Nurse. Both are on agenda for approval.

Joan shared pictures of the Halloween event held at the school. She mentioned that the cross country team ran in their first event in Gastonia.

Joan reported that the school recently went thru a federal programs audit. There were four findings that are being addressed.

b. **Charter One Report**

Gregg Sinders presented the monthly Charter One report. Gregg reported that a $50K grant application had been filed with Challenge Foundation. Bob Plowman has followed up and we are awaiting a response.

Gregg is continuing to work with School House Development on final signoff on the stormwater ponds onsite from the Town of Huntersville.

Joan mentioned the support that the school has received from the Academic team and the EC team at Charter One.

1. **Marketing Updates**

   Melody Hanson of Charter One was introduced to the board. Current marketing activites are targeted toward open enrollment for BCCA and building interest for BCLA. The school is spending approximately $3,000 per month on social media marketing, digital ads and newcomer guides.

2. **Enrollment/SIS Updates**

   Joan mentioned there were approxitately 220 applications for the 2021-22 school year. She requested that we intentionally focus on e-mails to families on the waitlist.

c. **Sterling Financial**

1. **Monthly Financial Report**

   Gregg Sinders, Bob Plowman and Rodney Richins presented the monthly financial reports.

   Cash on hand as of October 31, 2020 is $507,399.44.

   Gregg noted that we needed to keep a close eye on mental health services expenses as they are running above budget. Adjustments will need to be made in next quarterly budget adjustments.

Gregg reported that site visit by Auditor was completed last week. No major outstanding items to report from exit meeting. The Auditor has requested additional information be submitted. School staff is responding to these requests.

VI. Closed Session

None

VII. Discussion Items

a. BCLA Interview Preparation

Bob Plowman, Rodney Richins, Gregg Sinders, Mitch Schwab and Erica Martinez led the board thru the discussion on the revised budget for BCLA in prep for the CSAB interview. They reported they had a meeting with Marty and Megan to seek direction on revisions that need to be made to the budget.

The revised budget will need to be submitted to the Office of Charter Schools prior to the CSAB interview on December 7th.

b. Church lease discussion

Marty McCarthy led the board discussion on entering into a potential lease with a start-up church. After discussion, the board requested that Charter One draft a letter for the chair's signature indicating that due to the Governor's Executive Orders that the board will not be able to enter into a lease agreement at this time. The Board remains open to reconsidering the proposed lease as the situation changes.

VIII. Action Items

a. Approval of Minutes

- October 20, 2020

Joan recommended grammatical changes to the minutes. Brian Puckett moved approval of the minutes, as amended;Judy Russo seconded and the motion passed unanimously.

b. New Hires

1. Shakeemz Ruffin - Teacher Assistant

Brian Puckett motioned to approve contract with Shakeemz Ruffin as TA. Megan seconded motion and motion passed unanimously.

2. Zakiyyah Grant - Nurse

Brian Puckett motioned to approve contract with Zakiyyah Grant as the School Nurse; Megan seconded and motion passed unanimously.

c. Approval of Teacher Bonus

Joan Roman and Bob Plowman presented plan to provide every Bonnie Cone employee a $250 holiday bonus. Charter One will purchase the gift cards on behalf of the school and Joan will present to employees.

Brian Puckett moved approval; William Mills seconded the motion and motion passed unanimously.

IX. New Business

none

X. Comments, Announcements and Other Business

a. **Next meeting: November 30, 2020 at 5 pm at Bonnie Cone Classical Academy**
   Next board meeting is November 30, 2020 at 5 pm at Bonnie Cone Classical Academy.

b. **CSAB interview for Bonnie Cone Leadership Academy - December 7, 2020**
   Second CSAB interview for BCLA is on December 7, 2020.

c. **Next regular board meeting: December 15, 2020 at 5 pm at Bonnie Cone Classical Academy**
   Next regular board meeting is on December 15, 2020 at 5 pm at Bonnie Cone Classical Academy.

XI. Adjournment

Judy Russo moved to adjourn meeting at 6:42 pm; Brian Puckett seconded and motion passed unanimously.