

## Minutes for Achievement Charter Academy Board Meeting

July 12, 2022

**Meeting called to order** by Ray Strain at 4:36 pm on July 12th, 2022. Kira Royal read the mission statement. Quorum recognized for continuation of meeting.

**In attendance:** Leaja Horne, Ray Strain, Ryan Denney, Kira Royal, Becky Winchester, Nancy Herrick and guest: Bob Bedi.

**Absent:** Jason Smith.

**Agenda:** Kira motioned to approve agenda as written, Ryan seconded, motion was unanimously approved by roll call.

**Closed Session:** The board did not initiate a closed session.

**Public Comments:** No members of the public were present to comment.

**Media Integration Report:** Bob Bedi (Media Integrations LLC) reported on the marketing efforts since the last board meeting.

Slow time of the year, but still trying to get the word out in as many channels as we can. Rolled out a new parent campaign that highlights why they chose ACA. Still laser focused on adding to the wait list.

Have conducted two Saturday activities. Reached out to parents of new kindergarten and first grade families to familiarize them with the school and teachers. Reached out to parents via end of year school survey, drilled down to parents who expressed interest in participating and are leveraging them in different ways. Also have a group creating positive reviews on Facebook and Google. Looking for a parent to help make in-roads to the Spanish speaking population.

Leaja to follow up with admin of other nearby schools to see if we can get their waitlist and reach out to those.

34 students aren't returning, excluding the 5th graders, so we need to push to get the waitlist numbers up. Staff and parents are picking up brochures to leave them in different public areas. Doing a direct mail next week.

Ryan asked what the Board can do to help. Leaja suggested doing interviews with local papers and get the word out.

### **Director of Education Report:**

**Enrollment:** Still below lottery goal. They are calling those on the fence.

**COVID:** No update.

**Discipline:** No update.

**Academic achievement:** Goals are stated as last year.

**Parent engagement:** Saturday activities went really well per the above note. Should also consider doing a newbie night. Would like to increase parent involvement next year.

**Finance:** Will discuss in the Financial Report section.

**HR:** The only vacancy is for a front desk/admin assistant.

**Finance Committee Report:** Finance Committee met 7/11 to discuss the 2021-2022 budget and the proposed 2022-2023 budget.

Also discussed the bus. One bus needs to be repaired. The normal mechanic can't make the repair, so it will need to be repaired by the dealership. Waiting on a repair quote. Ask him based on his assessment of the bus in general, is he comfortable with its performance going forward.

There is an NCAccess grant that approximately \$62K was approved in 2019 for a bus. New buses are 1-2 years out. Used buses are \$70K without air conditioning. Leaja to consider asking NCAccess for an increased amount based on the cost of buses now.

ProCare contractor that we are considering buying her contract out of and moving her on part-time. The contract for the year is \$45K. If we pay the buyout, at 20 hours per week it would be \$43K + taxes. But there will be significant savings after the buyout is paid in year one. Nancy has interacted with her and said this is a person we need to keep.

Kira is going to be meeting with Leaja and Arcadia.

**Personnel Committee Report:** Met and reviewed the employee handbook. Nancy is making some language changes to align with Glasser to make it more positive and remove threats. Also considering a contract with an HR company to consult with on any issues. Reviewed two different proposals. The Jones Insurance Agency proposal is more in line with our needs currently. Will be meeting twice/year.

**Action items:**

**Employee contracts:** Nancy moved, seconded by Kira, with unanimous approval to approve the contract of Rochelle Diggs for front desk/admin assistant.

**Budget:** Kira moved, second by Nancy, with unanimous approval to approve the preliminary 2022-2023 budget.

**Contract for Procure buyout:** Nancy moved, seconded by Ryan, with unanimous approval to approve the Procure contract buyout.

HR contract: Nancy moved, seconded by Ryan, with unanimous approval to approve the Jones Insurance Agency quote at a 20-hour block.

**Employee handbook:** Ryan moved, seconded by Kira, with unanimous approval to approve the employee handbook with additional editing of word, but not policy.

**Consent calendar:** Nancy moved, Kira seconded, with unanimous approval of June minutes by roll call.

**Board reports:**

The Board will reconvene before the next meeting to discuss the bus.

The Student Achievement Committee has not met before and should meet before the fall. Will meet the first week of August. Ray and Nancy will participate from the Board. Leaja will identify others. Likely Gina and Connor. Leaja to make the connections to get the meeting scheduled.

Ray plans to facilitate, in coordination with school staff, a field trip for 2-5th graders to the airfield to view/learn about aircraft - still a work in process.

The Board is invited to the first day of Choice Theory training on 8/2. Leaja to send a Google form to sign up. The Board also volunteered to take Juan Pablo out to dinner on 8/3. Leaja to add that to the Google form. Leaja to also add an option for additional training to the Google form.

Ray has some individuals interested in getting involved, but they have not committed. Leaja suggested asking them to get involved in a committee first. Barbara will be rolling off the Board in July, but will continue to participate in committees.

Ray purchased a plaque for Barbara.

Leaja's evaluation - Nancy will complete it when she is there the first week of August.

**Motion to adjourn:** Ryan moved, Becky seconded, motion was unanimously approved. Meeting adjourned at 5:53 pm.

Respectfully submitted:

Becky Winchester