

MEETING MINUTES
DAVIDSON CHARTER ACADEMY, INC.
REGULAR MEETING – February 1, 2018 – 6:00 PM
208 W. CENTER STREET, LEXINGTON, NC 27292

Present: Erin Steenwyk, Christine England, Jed Orman, Brad Worthen (conference line), Gregg Sindere

Absent: N/A

Others Present: Cam Downing, Head of School

Call to Order: Meeting was called to order by Board Chair, Erin Steenwyk, at 6:10 PM.

Agenda: Jed Orman motioned to adopt the agenda as presented. The motion was seconded by Gregg Sindere and passed unanimously.

Minutes: Due to the February board meeting being held earlier in February, the January minutes were not ready to be approved. They will be approved at the March Board meeting.

Recognition of Guests: Andrew Fritz and Tom from Goodlife Communications.

Treasurer's Report: Jed Orman presented a financial report. There was one deposit since the last board meeting of \$25,000.00. It was the second installment of a \$50M grant from TeamCFA. The only expense for the month was a payment to Google. Current balance is \$55,310.25. Christine England made a motion to approve the Treasurer's Report. The motion was seconded by Jed Orman and passed unanimously.

Chairman's Report: The first Founding Families Party/Meeting is set for February 19, 6:30 at Journey Church on Biesecker Rd. Plans for the meeting have been developed. All board members need to attend, if at all possible.

T-shirts will be ordered soon. We had preorders of about 80 shirts and are going to have twice as many ordered to be able to sell at the Founding Families party.

A board Retreat has been scheduled for May 12th at 9:00 at the DCA temporary office.

Head of School Report: Cam reported that DCA has 168 confirmed students enrolled. 25 students are still in the pending status in Lotterease and she will be sending out a reminder email to ask them to consider finishing the process.

A meeting with Lands End is scheduled for 2/7/2018.

Communication is still occurring with First Student Bus Service to get a quote for providing transportation for the school. They are requiring more specific information such as number of students needing transportation and specific spots, however, we don't have those details, yet.

Cam would like the board to consider using School Mint to manage the enrollment process. They can also facilitate lottery management for year two.

All eRates forms that are due have been completed and submitted.

Job postings for K-6 certified teachers will be posted on TeacherMatch shortly. Training for the system is scheduled for 2/5/2017.

New Business:

Goodlife Communications made a presentation to the board about technologies the school will need during construction.

Approval of Policies for 2/12/2018 RTO Correction Process –

Key Staff –

An Employee Agreement Policy was presented. Christine England made a motion to approve the Employee Agreement policy. The motion was seconded by Jed Orman and passed unanimously.

School Safety –

An amended School Safety Policy was presented. Christine England made a motion to approve the School Safety Policy. It was seconded by Jed Orman and passed unanimously.

Instructional Programming Policies –

An amended Structure of School Calendar and Structure/Length of School Day Policies were presented. Brad Worthen made a motion to

approve these policies. The motion was seconded by Jed Orman and passed unanimously.

A revised Testing Administrator description and Testing Calendar was presented by Cam Downing. Erin Steenwyk made a motion to approve these documents. The motion was seconded by Jed Orman and passed unanimously.

Operations Policies -

An amended Criminal Background Checks for Staff, Chaperone and Volunteer, Admissions, Lottery, and Records Retention policies were presented. Christine England made a motion to approve these policies. The motion was seconded by Brad Worthen and passed unanimously.

A third Party Agreement with Parent Organization was presented. Christine England made a motion to approve this agreement. The motion was seconded by Erin Steenwyk and passed unanimously.

Governance Policies –

An amended Board Committees, Conflict of Interest, Nepotism, Third-party Agreements, Employee Agreements, Board Member Residency, and Board Meeting Calendar Policies were presented. Jed Orman made a motion to approve these policies. The motion was seconded by Erin Steenwyk and approved unanimously.

Finance Policies –

An amended Federal Funds Policies were presented by Jed Orman. Brad Worth made a motion to approve this policy. The motion was seconded by Christine England and approved unanimously.

Employee Handbook –

An amended Employee Handbook was presented by Cam Downing. Christine England made a motion to approved the handbook. It was seconded by Jed Orman and approved unanimously.

The September Minutes needed to be amended to reflect an incorrect use of closed session. A motion was made by Erin Steenwyk to amend the minutes. Christine England seconded the motion and it passed unanimously.

Upcoming Meetings:

March 1, 2018, 5:30 PM – Working Session

March 19, 2018, 6:00 PM – Monthly Board Meeting

Adjournment: Christine England made a motion to adjourn the meeting. The motion was seconded by Brad Worthen and passed unanimously.