

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**August 6, 2019**

**Minutes**

A meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, August 6, 2019, at 12:00 pm at the school located at 500 Biesecker Rd, Lexington.

Members present were Andrew Lance, Greg Turlington, Roland Trout, Christine England, Kristin Briggs, and Crystal Scillitani by phone. Absent was Justin Wheelles. Michael Osborne, Lori James, and Jennifer Flury were present for DCA: CFA.

The meeting was called to order by Christine England. Those present gave the Pledge of Allegiance and the school's Mission Statement was read.

Board President, Christine England announced an amendment to the agenda, adding non-voting member of the board to the agenda.

A motion was made by Andrew Lance to approve the proposed agenda. Greg Turlington seconded. The agenda was adopted with no changes.

Christine introduced guest Dottie Heath from High Mark. No public address was made.

Michael reviewed new hires for the school year and asked for approval of:

Cynthia Howsman – 1<sup>st</sup> grade

Erin Frank – 2<sup>nd</sup> grade

Tiffany Goodman – 3<sup>rd</sup> grade

Jennifer Collier – Kindergarten

Greg made a motion to accept the proposed new employees; Roland seconded. None were opposed.

Michael reviewed updates to the PTO Policy noting the need to change the name from "Paid Time Off" to "Paid Leave Days" (PLD). He noted that the new policy allows for any unused days to carry over to the next school year. Any days over the 20 will be paid out at the sub-level of \$85.00, and will only be paid out at the end of employment. Roland made a motion to approve the changes to the policy as put forth by Michael Osborne. Andrew Lance seconded the motion. None were opposed.

Michael introduced proposed changes to the Attendance policy highlighting section D – Excessive Tardies. Michael advised that compulsory attendance law notes that accrued tardies to absent are not allowed, but rather he recommends stipulations for attendance intervention instead. He also announced that under section E – Early Dismissal, that DCA: CFA will not allow for early dismissal after 2:30 pm. Michael also explained that they will be updating the notification system for absences under section B – Excused Absences. Greg made a motion to accept the changes as proposed. Roland seconded. None were opposed.

Michael announced that Carolina Custom Transportation is the preferred vendor to provide transportation for students for the new school year. He noted that the company will provide drivers, buses, gas, etc... at an estimated price of \$50,000 per year. Each mini bus will hold 14 students. He noted that the administrative team continues to work on the re-evaluation of the cluster stops to best serve the school community. After some discussion of the contract occurred, Roland made a motion to authorize Board President, Christine England to approve the contract up to \$50,000 with Carolina Custom Transportation. Greg seconded. None were opposed.

Kristin Briggs introduced adding two non-voting members from the faculty or staff to the board for a term of one year, ending in June of 2020. Andrew made a motion to approve the addition of the non-voting members, Roland seconded. None were opposed.

Christine announced that no closed session would be called for the meeting. She reviewed upcoming events including August 8<sup>th</sup> – Picnic in the Park from 4:00 pm – 6:00 pm, August 19<sup>th</sup>: Open House, 5:00 pm – 7:00 pm, August 21<sup>st</sup>: First day of school for students and September 17<sup>th</sup>: Board Meeting, 6:00 pm.

There being no further business, Roland made a motion to adjourn. Greg seconded the motion with none opposed.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**September 17, 2019**

**Minutes**

A meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, September 17, 2019, at 6:00 pm at the school located at 500 Biesecker Rd, Lexington.

Members present were Justin Wheelles, Greg Turlington, Roland Trout, Christine England, Kristin Briggs, and Crystal Scillitani. Absent was Andrew Lance. Michael Osborne, Lori James, and Jennifer Flury were present for DCA: CFA.

The meeting was called to order by Christine England. Those present gave the Pledge of Allegiance and the school's Mission Statement was read.

Board President, Christine England announced an amendment to the agenda changing "Financial Policy & Procedures" under the New Business section to instead read "Fiscal Policy & Procedures" and also added the review of New Hires to the New Business section. Roland made a motion to approve the amended minutes. Justin seconded and none were opposed.

Christine asked for a review of the minutes from the July and August meetings. Kristin noted a need to revise the July minutes to note that the health care benefits for the faculty/staff should read that: "medical will be offered at \$500.00 for the employees' coverage regardless of which plan or level they choose." Roland made a motion to approve the amended minutes, Crystal seconded. None were opposed. Justin made a motion to approve the July minutes, Roland seconded, and none were opposed.

Kristin asked that the August minutes be revised in the section of notes on paid leave dates to remove the phrase "a maximum of 20 days" as any accrued leave days in excess of 20 will be paid. Justin made a motion to approve the amended minutes, Roland seconded. None were opposed. Christine made a motion to accept the August minutes, Roland seconded and none were opposed.

The board heard public addresses.

Michael Osborne gave the Head of School report, noting that enrollment is currently at 446 students. The cut off for enrolling new students will be October 1, 2019. He reported that seats are available in the 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades only. Michael announced 11 new faculty staff hires and reminded the board that they are currently seeking to hire a second-grade teacher. Michael reported that the PTO had its first meeting and that attendance was very good. He also gave highlights around the SIP/Strategic Planning committee meeting noting that nominations/voting has been completed and the first meeting will occur by end of the next week. He announced that teachers have received CKLA training and Singapore Math training in August. Michael also noted that we are currently seeking proposals from companies to combat mud/erosion. Lastly, he announced that 4-H has received a learning grant and will be working with DCA: CFA to create a learning garden.

Greg reviewed highlights from the Finance Committee noting that revenues through the end of June were \$2,740,292.95, expenses were \$2,518,669.87. He announced a net surplus for the year ending

June 30, 2019, of \$137,620.30. Greg also noted that with very careful management the team has not had to utilize any money market funds during the summer. He reminded the board that prep for the audit is still ongoing. The audit for the fiscal year ended June 30, 2019, is scheduled to take place in September, which will provide sufficient time to submit the audit by the due date of October 31<sup>st</sup>.

Moving onto Old Business, Christine asked board member, Justin Wheelles, if he is willing to accept a nomination to serve on the board of directors as he had been serving out the term of another board member who was no longer able to attend meetings. Justin stated that he is willing to accept the nomination. Roland made the nomination of Justin Wheelles to his first full term on the board, Crystal seconded. None were opposed.

Christine asked for an update on the Mental Health grant. Michael and Lori reported that nothing has been announced as we continue to wait on the approval of the state budget.

Christine introduced New Business and asked Michael to give highlights from the proposed Military Leave policy. After a short discussion, Justin made the motion to approve the policy, Crystal seconded. None were opposed.

Michael gave a review of proposed changes to the uniform policy noting that students will be allowed to wear light fleeces with logos no larger than two inches, they may also wear zip-up hoodies. All fleeces and hoodies must be a solid color. The policy also allows for athletic pants/blue sweatpants to be worn for PE. Crystal made a motion to approve the changes to the uniform policy, Kristin seconded. None were opposed.

Michael gave highlights from the proposed Use of School Facilities Policy. Discuss occurred around the use of the property and the fee schedule. Christine made a motion to approve the policy, Crystal seconded. Roland was opposed.

Jennifer made the request to amend the Fiscal Policy and Procedures noting the need to update language to allow the administration team to make needed purchases. Amendments include:

- One page 4 of the policy, under Section 1 – Budget, paragraph two wording should read: “Once complete, Business Manager presents the overall budget to the Finance Committee for review. The finance committee will present all amendments to the Board of Director at the next board meeting.”
- On page 5 of the policy, under Purchasing – “The Head of School may authorize expenditures and may sign related contracts within the approved budget. Any expenditures or contracts over \$5,000 above the last approved budget for that item or service must be presented to the Finance Committee as a budget amendment and then presented to the Board of Directors for a vote at the next scheduled meeting.
- On page 7 of the policy, Section IV – Contracts – fourth bullet point should read: “The Head of School may authorize and sign contracts with the approved budget. Any contracts over \$5,000 above the last approved budget for that item or service must be presented to the Finance Committee as a budget amendment and then presented to the Board of Directors for a vote at the next scheduled meeting.

Christine gave an update on the current Team CFA Contract and Relationship. She announced that Team CFA will dissolve, but the changes in their structure will not affect DCA: CFA.

Michael gave highlights from the School Improvement Plan/SPG noting that NC-Star is a required program by the state. He announced that the DCA: CFA team has been created and is working on the self-assessment process, and have created improvement strategies. The team is set to attend training on October 14<sup>th</sup>.

Christine gave a review of the Middle School Expansion noting that the committee has met with funders and the team is gathering data to move forward with the funding application process.

Christine announced that DCA: CFA has the opportunity for fundraising at the BBQ Festival again this year and reminded everyone that there is a need for volunteers to assist on the day of the festival.

Michael made the request to approve the hiring of Gina Snow as Instructional Specialist. Roland made a motion to approve, Justin seconded and none were opposed.

Crystal asked for the board to move to closed session per section 143-318.11 of the NC General Statute. Christine seconded and the board moved into closed session.

At 8:12 pm Greg made a motion to come out of closed session, Justin seconded.

There being no further business, Justin made a motion to adjourn, Christine seconded. None were opposed.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**October 15, 2019**

**Minutes**

A meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, October 15, 2019, at 6:00 pm at the school located at 500 Biesecker Rd, Lexington.

Members present were Justin Wheeles, Greg Turlington, Andrew Lance, Christine England, Kristin Briggs, and Crystal Scillitani. Absent was Roland Trout. Michael Osborne, Lori James, and Jennifer Flury were present for DCA: CFA.

The meeting was called to order by Christine England. Those present gave the Pledge of Allegiance and the school's Mission Statement was read.

Board President, Christine England asked for any proposed changes to the agenda, there being none Greg made a motion to adopt the agenda, Justin seconded. The adoption passed.

Christine recognized guests Dottie Heath from Highmark, Warren Alston from Team CFA, Eric Smith of Potter & Company and Gina Snow, new curriculum coordinator for DCA: CFA.

Christine asked for a review of the minutes from the September meeting minutes. There being no changes to the minutes, Greg made the motion to accept the minutes as presented and Justin seconded the motion. None were opposed, and the motion passed.

Eric Smith from Potter & Company gave the finance update. He reported an end of September revenue in the amount of \$504,520.98 and expenses in the amount of \$612,747.47 leaving a current deficit of \$108,226.49. Eric noted that a deficit is not unusual at this point in the year for charter schools. Eric went on to give highlights from balance sheets for several accounts. Discussion occurred around the current state of the audit, and Eric announced that the school is on track for all deadlines at this time.

Michael gave the Head of School report noting current enrollment stands at 441 students. He announced that interviews for new teachers in both the second and fifth grades are currently ongoing. He mentioned that the PTO is kicking off their Book-o-Ween and Trunk or Treat events on October 31<sup>st</sup> at the school. He also gave a brief update on the strategic planning committee meeting and updated the board on current professional development happening for the faculty and staff.

Public addresses were heard by the board.

Old Business included Christine's announcement that more volunteers are needed for the BBQ Festival fundraiser taking place on Saturday, October 26<sup>th</sup>.

Christine introduced New Business and asked Michael to give a review of the proposed Health and Wellness Policy. Michael gave highlights to the policy and discussion occurred around the administering of medicine. Crystal made a motion to accept the new Health and Wellness Policy, Kristin seconded. None were opposed and the policy was approved.

Michael introduced and gave highlights of the new Visitor and Volunteer Policy. Kristin made a motion to accept the proposed Visitor and Volunteer Policy, Justin seconded. None were opposed and the policy was approved.

Christine introduced the Tenant Estoppel Certificate for review by the board. She explained that the Estoppel is a statement of fact regarding the DCA: CFA Sublease and explained that our current lender has sold the current lease to another investor and that no legal action is included in the certificate. After some discussion regarding the Estoppel, Christine made a motion to sign the agreement with Crystal seconding. None were opposed. The motion passed.

An update on the middle school development was given, and Christine reported that Highmark will not quote to finance the new building, but would like to pursue the opportunity to work as the developer. She also announced that the 77 acres of land adjacent to the schools currently held 30 acres of land are for sale. The owner has offered for DCA: CFA to purchase that land if interested. Discussion occurred around the location of the land, land assessments, grading assessments and land use opportunities. The board agreed to pursue the purchase of the land.

As there was no call for a closed session, Justin made the motion to adjourn, Andrew seconded. None were opposed.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**November 19, 2019**

**Minutes**

A meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, November 19, 2019, at 6:00 pm at the school located at 500 Biesecker Rd, Lexington.

Members present were Justin Wheelles, Greg Turlington, Roland Trout Andrew Lance, Christine England, and Kristin Briggs. Absent was Crystal Scillitani. Michael Osborne and Jennifer Flury were present for DCA: CFA.

The meeting was called to order by Christine England. Those present gave the Pledge of Allegiance and the school's Mission Statement was read.

Board President, Christine England announced an amendment to the agenda adding under new business *Faculty Representatives* and *CF Properties Representative*. Justin made a motion to accept the amended agenda. Roland seconded and the motion passed unanimously.

Christine asked for a review of the minutes from the October meeting. There being no changes to the minutes, Greg made the motion to accept the minutes as presented and Andrew seconded the motion. None were opposed, and the motion passed.

Christine recognized guests Dottie Heath from Highmark, Warren Alston from CF Properties as well as DCA: CFA Faculty Kimberly Wyatt and Katie Moore.

Public addresses were heard by the board.

Jennifer and Greg presented the Finance Committee report. Jennifer reminded the board that the North Carolina State budget has still not been approved, therefore the school continues to operate with the same dollar amount per student as last year. She reviewed highlights from the balance sheet, the 2019-2020 fiscal year budget as well as the Pinnacle bank statements. Jennifer noted changes in the budget when estimating costs for instructional, exceptional children and facilities expenditures and made the request that the board review and approve the amended budget. Kristin made a motion to accept the amended budget as presented. Greg seconded and the motion carried.

Michael gave the Head of School report sharing that enrollment continues to hold steady with 438 students. He gave a brief update of the PTO fundraising efforts during the parent-teacher conferences. He also reported that SIT Goals have been set and 12 key indicators are currently being assessed. Technology is currently been repaired, noting that three Boxlight projectors are under maintenance, and laptop batteries have been replaced and are now operating correctly. Reporting on facilities, Michael noted that custodial contracts and landscaping contracts are currently under review.

There being no old business, the board moved to new business. Michael gave an account of Smart Goals noting that the team has been working hard to create a School Improvement Plan that defines the actions of the school to raise the achievement of students. Goals include raising the end-of-year benchmark proficiency score in reading and math by 5%.



Michael asked the board to review and approve two new faculty hires.

- Lakesha McDougald – to teach fifth-grade CKLA. Roland made a motion to approve, with Justin seconding. None were opposed.
- Destiny DeBerry Smith – to teach fifth-grade science and social studies. Roland made a motion to approve, with Justin seconding. None were opposed.

Christine asked Michael to review the revised attendance policy. Changes were proposed to Section F (Excessive Absences), sections 1-3. Christine made a motion to accept the revised attendance policy. Kristin seconded. The policy was approved.

Michael introduced the Discipline Policy and Honor Code and reviewed highlights of the policy. Discussion occurred around appeals and interventions. Andrew made a motion to accept the presented policy and Roland seconded. None were opposed; the policy was approved.

Michael presented the Title 1 Parent and Family Engagement Policy sharing how the school will notify parents about Title 1. Discussion occurred around self-reporting accuracy and how to better engage families in reporting. Justin made a motion to accept the policy as presented. Andrew seconded. None were opposed; the policy was approved.

Christine announced that the June 30, 2019 audit by Petway Mills Pearson was reviewed and no changes or notes were made.

Christine asked the board to consider Kimberly Wyatt and Katie Moore as non-voting board members representing DCA: CFA Faculty and Staff. Kristin made a motion to approve. Roland seconded and none were opposed.

Christine nominated Warren Alston as the CF Properties representative replacing Crystal Scillitani. Roland made a motion to accept Warren to the board, and Andrew seconded. None were opposed.

Roland made a motion elect Warren to the Grievance and Personnel Committee and as Academic Chair of the Academic Committee. Andrew seconded. None were opposed.

Christine noted that the Facilities Committee met to choose between DA Davidson and BB&T for underwriting and bond funding for the new middle school development. The committee selected BB&T.

Christine announced that the landowner of the property located adjacent to DCA: CFA has backed out of the contract with DCA: CFA to purchase the vacant land and will instead sell the land to a property development company. There is a possibility to acquire 12 acres of the property which the board will pursue. Discussion also occurred around the middle school buildings noting that the committee is awaiting a bid from contractor Fourth and Elm on the building of the classroom and gymnasium. The committee is also looking into costs associated with the use of modular classrooms.

Christine asked for the board to move to a closed session per section 143-318.11 of the NC General Statute. Roland seconded and the board moved into closed session.

Roland made a motion to adjourn from the closed session with Greg seconding. The motion carried.

There being no further business, Justin made a motion to adjourn with Roland seconding.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**January 21, 2020**

**Minutes**

A meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, January 21, 2020, at 6:00 pm at the school located at 500 Biesecker Rd, Lexington.

Members present were Christine England, Roland Trout, Greg Turlington, Andrew Lance, Kristin Briggs, Kimberly Wyatt, and Katie Moore. Present by phone was Warren Alston. Present for DCA: CFA was Michael Osborne and Jennifer Flury.

Board President, Christine England called the meeting to order at 6:01 pm. Those present gave the Pledge of Allegiance and the DCA: CFA Mission Statement was read.

No changes were requested on the proposed meeting agenda and Roland made a motion to accept the agenda as presented. Andrew seconded and the motion passed.

The board reviewed the minutes from the November 19, 2019 board meeting. DCA: CFA Business Manager, Jennifer Flury, requested a revision to the term “ADM” under the Finance Committee report in reference to the effect of the NC State Budget delay in proportion to school operating funds to instead read: “Dollar amount per student”. Roland made a motion to accept the proposed change and approve the revised minutes. Greg seconded and none were opposed.

Finance chair, Greg Turlington gave the Finance Committee report noting that committee members met to review Balance Sheets along with bank reconciliation reports for each bank account. Greg reviewed revenues and expenses and present changes to the budget. Greg announced that the adjustments made to the budget have resulted in a projected increase in a fiscal year surplus amounting to approximately \$63,000.00. Jennifer reminded the board that the state legislature has still not passed the budget. Conversation occurred around the state and the budget delays. A copy of the annual audit by Petway Mills & Pearson was made available to all board members. A copy of the letter of audit findings was also presented to each board member. Roland made a motion to approve the amended budget. Kristin seconded the motion and the motion passed unanimously.

Head of School, Michael Osborne, gave the Head of School report noting that total enrollment is currently at 435 students. Michael noted that the PTO is hosting a Valentine’s Day dance for 3<sup>rd</sup> grade – 5<sup>th</sup>-grade students on February 13, 2020. He reviewed action steps being taken by the SIP/Strategic Planning Committee and announced that the administration is currently reviewing contracts for custodial, cleaning and landscaping services.

Michael gave a review of proposed school policies and introduced the Nepotism in Employment policy. After some discussion, Andrew made a motion to amend *section IV - Application to Board Members* and asked that the section be revised to read: *Board members are considered to have supervision over the Head of School/Director and indirect supervision in situations when they are called upon to act specifically on matters of employment status or compensation for an applicant or employee.* Christine seconded the motion and the amended policy was passed unanimously.

A review of the Admissions and Enrollment policy was presented. Greg made a motion to approve the policy as presented. Roland seconded and none were opposed.

Michael presented the Davidson Charter Academy Social Media and Communication Policy for review. Discussion occurred around the expectations of social media in relation to the school. Roland made a motion to approve the policy as presented. Andrew seconded and the motion passed unanimously.

Discussion occurred around fundraising campaigns. The board agreed that moving the annual fundraising campaign to the fall would benefit the Fun Ran campaign in the coming spring.

Andrew introduced the communication discussion and proposed that a brief board meeting update be sent to parents after monthly board meetings. After some discussion, the board agreed that the communication will be beneficial to the school community and will be sent out shortly after each meeting.

Christine gave an update on the progress of the middle school. She noted that the building committee will meet with construction/building companies in the near future to finalize plans for the building and lock in final financing.

There being no further business, Roland made a motion to adjourn the meeting. Andrew seconded and none were opposed.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**February 18, 2020**

**Minutes**

A meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, February 18, 2020, at 6:00 pm at the school located at 500 Biesecker Rd, Lexington.

Members present were Christine England, Roland Trout, Greg Turlington, Andrew Lance, Warren Alston, Kristin Briggs, Kimberly Wyatt, and Katie Moore. Present for DCA: CFA was Michael Osborne and Jennifer Flury and Lori James.

Board President, Christine England called the meeting to order at 6:00 pm. Those present gave the Pledge of Allegiance and the DCA: CFA Mission Statement was read.

No changes were requested to the proposed meeting agenda. Justin made a motion to accept the agenda as presented. Roland seconded and the motion passed.

Roland made a motion to approve the minutes from the January 21, 2020 meeting, Andrew seconded and the minutes were approved with no changes.

Christine recognized guest Dottie Heath from Highmark. No public addresses were made.

Jennifer reviewed highlights from the Finance committee noting that the committee did not meet in the month of December. Jennifer reviewed the bank reconciliation, balance sheet, and fiscal year budget. She reported that local funds have arrived and that there are no changes to the budget at this time.

Michael gave the Head of School report reviewing current enrollment numbers and announced that the school lottery had resulted in 264 applications and that a lottery is occurring at every grade level. Michael gave a brief update of the SIP/Strategic Planning Committee sharing that the committee is working on strategies to support classroom instruction and they have reported a need for more TA support. Michael is reviewing final bids for facility support. He also announced that the first Valentine's dance for 3<sup>rd</sup> – 5<sup>th</sup> grades was a success. Michael thanked the teachers, administrators, and PTO for their hard work to make the dance available and fun for our students.

Kimberly announced a new art project initiative that allows for a virtual collaboration with an art class in Aruba. The international art exchange known as Paintbrush Diplomacy allows students to exchange photos of their artwork, FaceTime about shared projects, and to develop ideas for sustainable ways to create a clean environment. Kimberly noted that the project ties perfectly with the DCA charter to inspire students to become independent thinkers, effective communicators, and contributing citizens of a global society.

Michael reviewed the proposed Beginning Teacher Support Program noting that this three-year induction program provides a comprehensive support model for teachers in their first, second and third year of teaching. The program allows for goal setting, mentorship, and professional development. Justin made a motion to approve, Kristin seconded and the motion was passed unanimously.

Michael introduced the proposed calendar for 2020-2021 school year. Discussion occurred around the start dates and end dates for the year, as well as the trends in calendar days in surrounding school systems. Andrew made a motion to accept the proposed 2020-2021 calendar. Roland seconded and none were opposed.

Michael gave a review of the NWEA/MAP data noting that the students are showing good overall growth at 45%. He reminded the board that students are receiving instruction and strategies for test taking and faculty are being held accountable for their data.

Christine announced that the Construction and Building Committee recommends contracting with Lexee Zutz of Cushman and Wakefield as Owner's Representatives to represent DCA: CFA in the construction process for the new middle school. Discussion occurred around the scope of the project, financing and contractor bids. The board also discussed the need to add a modular unit to accommodate the 6<sup>th</sup> grade until the completion of the new school and gymnasium. The modular unit will be added to the east end of the existing building. The modular space will allow the committee to carefully plan for and execute the building of the new school. Roland made a motion to accept Cushman and Wakefield as owner's representatives. Warren seconded and the motion was unanimously passed.

There being no further business the meeting was adjourned.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**April 29, 2020**

**Minutes**

A called meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Wednesday, April 29, 2020, at 6:00 pm via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Roland Trout, Greg Turlington, Andrew Lance, Warren Alston, Kristin Briggs, Kimberly Wyatt, and Katie Moore. Present for DCA: CFA was Michael Osborne and Jennifer Flury and Lori James.

Board President, Christine England called the meeting to order at 6:02 pm.

No changes were requested for the proposed meeting agenda. Kristin made a motion to accept the agenda as presented. Greg seconded and the motion passed.

Christine announced that Davidson Charter Academy: A Challenge Foundation Academy was approved for the Payroll Protection Plan in the amount of \$318k. Discussion occurred around payroll expenses and expenditure documentation.

Christine reviewed recommendations from the Middle School Building Committee to purchase two modular classrooms from NCLA. This purchase will allow for six additional classrooms in one building and two classrooms with a large open area in the second building. The purchase estimate is for \$300K including furniture, technology, etc... Andrew made a motion to approve the purchase of the two modular units. Warren seconded the motion. The motion passed unanimously.

Christine reviewed information from the Building Committee to engage a General Contractor for the installation of the modular units on school property. The committee recommended partnering with 4<sup>th</sup> Elm as the General Contractor for the project. Discussion occurred around recommendations from DCA's Owner's Representative, Lexie Zutz, and the overall budget for the project. Roland made a motion to approve hiring 4<sup>th</sup> Elm as General Contractor as proposed. Warren seconded the motion and none were opposed.

Christine shared background information on bids from attorneys to represent DCA: CFA as Bond Counsel. Discussion occurred around each attorney. Roland made a motion to hire attorney, Brian Holmes. Warren seconded and none were opposed.

Discussion continued around the details of moving and installing the modular units and plans for Middle School construction.

There being no further business, Roland made a motion to adjourn with Andrew seconding the motion. None were opposed and the meeting was concluded.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**May 19, 2020**

**Minutes**

A meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, May 19, 2020, at 6:00 pm via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Justin Wheelles, Warren Alston, Andrew Lance, Roland Trout, Greg Turlington, Kristin Briggs, Katie Moore, and Kimberly Wyatt. Present for DCA: CFA was Michael Osborne, Jennifer Fluery, and Lori James.

Board President, Christine England called the meeting to order at 6:00 pm.

No changes were requested for the proposed meeting agenda. Warren made a motion to accept the agenda as presented. Kristin seconded and the agenda was approved.

Warren made a motion to accept the minutes from the April 21, 2020 meeting, and Roland seconded the motion. The minutes were approved with no changes.

Christine recognized guest Dottie Heath. There was no public address.

Jennifer reviewed highlights from the Finance Committee summarizing the budget report, cash balances, liabilities, bank reconciliation, and the money market account.

Michael gave the Head of School Report noting that the school has entered into a new cleaning contract with a management company. He gave an overview of end-of-the-year planning for the faculty and plans for the final day of school on June 9, 2020.

Christine announced that under the terms of the Payroll Protection Plan (PPP Loan) the school has eight weeks to spend the funds. Discussion occurred around the criteria for the loan to be forgiven.

Michael asked the board to review a revised Nepotism Policy noting the addition of *section IV. Application* to the policy. Andrew made the motion to approve the policy changes as presented. Roland seconded and the policy was approved.

Michael presented five new faculty hires for approval. Roland made a motion to accept the employment of Anna Ranson, Carlee Hilt, Mark Fisher, Tonya Shore, and Emma Elliott. Andrew seconded the motion and the teacher was unanimously approved.

Michael introduced a change to the DCA: CFA Uniform Policy that will allow students to wear hoodies and sweatshirts of any color, and may include logos and stripes. Justin made a motion to accept the change as presented and Greg seconded the motion and the policy revision was approved unanimously.

Christine gave an update on the Middle School progress noting that the purchase offer made for the modular buildings has been accepted and communication regarding middle school progress will be sent to DCA: CFA families in the coming days.

Roland made a motion to move to a closed session. Warren seconded the motion and the board moved into closed session.

Kristin made a motion to exit the closed session with Andrew seconding the motion. The board returned to the regular board meeting.

There being no further business Greg made a motion to adjourn the meeting, with Warren seconding the motion. None were opposed and the meeting was concluded.



**Davidson Charter Academy: A Challenge Foundation Academy**  
**Emergency Board of Directors Meeting**  
**May 22, 2020**

**Minutes**

An emergency meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Friday, May 19, 2020, at 9:00 am via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, and Justin Wheelles. Present for DCA: CFA was Michael Osborne

Board President, Christine England called the meeting to order at 9:07 am.

Christine requested that the board discuss the use of the Payroll Protection Plan (PPP Loan) money. Greg noted both positive and negative effects of how the money can be used. Discussion occurred around the impact of the PPP Loan on future lending and over-all spending.

Warren made a motion to allow the school administration to begin spending money from the PPP Loan. Andrew seconded the motion and none were opposed.

Greg made a motion to adjourn the meeting. Andrew seconded and the meeting was adjourned.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**June 16, 2020**

**Minutes**

A regular meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, June 16, 2020, via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, Roland Trout, Justin Wheelles, Katie Moore, and Kimberly Wyatt. Present for DCA: CFA was Michael Osborne and Jennifer Flury.

Board President, Christine England called the meeting to order at 6:02 pm

No changes were requested for the proposed meeting agenda. Warren made a motion to accept the agenda as presented. Justin seconded and the agenda was approved.

Warren made a motion to accept the minutes from the May 19, 2020, and May 22, 2020 meetings. Greg seconded the motion and the minutes were accepted with no changes.

Guests included Dottie Heath, Amy Bannister, Gretchen Boykin, Alisha, Katie Dinger, Candice Jackson, Wendy Kruter, Aaron Oxendine, Jennifer, Jennie McDonald, "GG", Natalie and Jessica Beheler. Christine asked if any guest wanted to make a public address. No guest made a public address.

Jennifer Flury gave the Finance Committee update noting that the Payroll Protection Plan funds must be spent by June 30, 2020. She went on to give a review of the current balance sheets noting the addition of the new Triad Business Bank account for the PPP loan funds. Jennifer reported that the projected total funds on hand at the end of the fiscal year reflect the PPP loan. The funds from the PPP loan have allowed for state funds to be used for other expenses.

Michael gave a Head-of-School report shared that teachers have finished wrapping up their classrooms for the year, and did a good job of distributing materials back to students during the pickup day on June 7<sup>th</sup>. The administration is continuing to process enrollment applications and plan for the return of faculty and students in August.

Christine introduced the new school calendar for 2020-2021. Michael explained that to be best prepared for the coming year the first day of school for students will be August 17, 2020, and the last day of school will be June 4, 2021. He noted that the revised calendar includes the five extra remote instruction days that are now required by the state. Discussion occurred around the County and City school schedules and inclement weather days. Warren made a motion to accept the amended calendar as presented. Roland seconded the motion and the new calendar was approved with no objections.

Michael asked the board to consider extending a 3% bonus to returning faculty and staff. He expressed that the bonus be given in appreciation of their hard work. Some discussion occurred around which fund the bonus would be paid from. Roland made the motion to approve a 3% bonus for returning faculty and staff. Kristin seconded the motion and none were opposed.

Christine announced that board member seats for Kristin Briggs, Warren Alston, and herself, Christine England were set to expire. Christine noted that she was willing to return to the board, and asked if Warren and Kristin were also willing to continue their service to the board. Both Warren and Kristin affirmed their willingness to continue. Roland made a motion to renew the board terms for Christine England, Warren Alston, and Kristin Briggs. Andrew seconded and none were opposed.

Christine asked for nominations for board officers. Roland nominated Christine England for another term as board chair. Andrew seconded and none were opposed. Christine accepted the nomination to serve another term as board chair.

Warren made a motion to renew the seats of existing officers, Roland Trout as Vice-Chair, Greg Turlington as Treasurer, and Kristin Briggs as Secretary. Andrew seconded the motion and none were opposed. Roland, Greg, and Kristin accepted the nominations to serve another term in their respective officer roles.

Christine gave an update on the progress of the middle school noting that the purchase agreement with NCLA has been signed and returned for the acquisition of the modular units. She shared that the DCA: CFA attorney is awaiting the counter-signed documents so that Fourth Elm can begin moving the structures. She also announced the decision to buy new furniture for the modular units for both students and teachers. Once the modular units are in place they will be cleaned, repainted and new flooring will be installed before the delivery of the new furniture. Jennifer noted that IT has been preparing new projectors and technology for the building.

Christine announced the next board meeting will take place on July 21, 2020.

There being no further business, Warren made a motion to adjourn, which was seconded by Andrew and the meeting was adjourned.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**July 21, 2020**

**Minutes**

A regular meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, July 21, 2020, via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, Roland Trout, Katie Moore, and Kimberly Wyatt. Present for DCA: CFA was Lori James and Jennifer Flury.

Board President, Christine England called the meeting to order at 6:02 pm

Christine asked for a correction to the Agenda correcting spelling typos. Warren made a motion to accept the revised agenda and Roland seconded. The revised agenda was approved.

Greg made a motion to accept the minutes from the June 16, 2020 meeting. Roland seconded the motion and the minutes were accepted with no changes.

No guests made a public address.

Jennifer Flury gave the Finance Committee update reviewing the balance sheet and noting that the DCA money market account continues to draw interest. She gave highlights from the bank reconciliation and account balances and reviewed the 2019/2020 fiscal budget noting increased spending in June to use last of the state funds. PPP loans have received an extension for use to the end of July and have freed up state funds to be used for other expenses. Expenses have included curriculum, canvas remote learning system, intervention systems, chrome books, and computer carts for the classrooms. There is a high demand for chrome books, but the order has been placed. Jennifer announced that the budget has been updated and that DCA has ended on a good note. Kristin made a motion to approve the 2019/2020 budget to be shared with auditors. Andrew seconded and none were opposed.

Jennifer reviewed the budget for 2020/2021. She gave highlights regarding planning allotment and local funds. She announced that EC, Title I, and Title II grant paperwork is being submitted. She reminded the board that the school will pay some up-front costs for the modular buildings (operations expenses), but we will be reimbursed. Jennifer reviewed the personnel expenditure budget, operations, and noted a \$391k surplus for next year. The legislature hasn't met to pass a budget. Roland made a motion to approve the 2020/2021 budget. Christine seconded the motion and none were opposed and the budget was approved.

Lori updated the board on enrollment noting that there are 544 available spots to fill. DCA has 130 new students though Lotterease with 128 completed and confirmed packets. She noted that they are still missing packets for 17 students who had entered the lottery. She shared that there is a waitlist of students hoping to attend DCA. A new lottery online platform will be used for next year. Discussion occurred around offering virtual tours of the building before the start of school.

There being no old business, Christine introduced New Business asking for approval of new teacher assistants Brian Feezor, Ashley Messer, Sheila Ransom, and Shanon Curtis along with EC Teachers Ashley

Hedrick and Carly Trexler, Front Office Assistant, Danielle Reed, and Student Data Coordinator Ava Palmer. Christine noted that Ava Palmer had accidentally been left off of the agenda. Warren made a motion to approve the new hires including Ava Palmer. Greg seconded and the new team of faculty and staff were approved.

Christine shared that the modular units are being prepped to move and will arrive at DCA on July 24, 2020, and should be ready for the first day of school.

Lori gave an update on enrollment and the return to learning plan. Discussion occurred around plan B and plan C options, keeping students safe, and educating students being the most important goals. Lori advised that allowing the staff to focus on one learning platform would be the best way to achieve all learning DCA goals during this uncertain time. Christine made the recommendation to offer the first five weeks of school as remote learning giving the administration time to prepare to return to in-person learning. Discussion occurred around the survey results, state projections, and building a structure for learning and planning. Lori emphasized that communication will be extremely important and that new instruction needs to happen. Christine made a motion to offer plan C remote learning for the first five weeks of school converting back to plan B which includes a complete remote learning option if the state will allow it. Six board members voted in favor, with one opposed. The motion passed.

Christine read a statement from Head of School, Michael Osborne requesting the addition of an Assistant Principal to help with logistical and instructional needs. Discussion occurred around defining the position and tailoring it for what administration need most. A committee to review hiring an additional Assistant Principal will include Michael, Lori, Jennifer, and Gina as well as board members, Greg Turlington and Christine England to better define the role.

At 7:25 pm Roland made a motion to move to Closed Session citing NC General Statute 143-318.11(a)(6), Greg seconded and the board moved to closed session.

At 8:31 pm the board exited closed session and the meeting was adjourned.

**Davidson Charter Academy: A Challenge Foundation Academy  
Emergency Board of Directors Meeting  
August 5, 2020**

**Minutes**

An emergency meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Wednesday, August 5, 2020, via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, Roland Trout, Katie Moore, and Kimberly Wyatt. Present for DCA: CFA were Lori James and Jennifer Flury.

Board President, Christine England called the meeting to order at 8:34 pm

Christine announced that Head of School, Michael Osborne has submitted his resignation. Greg made a motion to accept the resignation with Roland seconding. The motion passed unanimously.

Christine recommended a restructuring of the DCA Administration team that would move from a Head of School structure to instead include a Director of Education and a Director of Business Operations. Both positions will report directly to the Board of Directors. Roland made a motion to accept the restructuring of the administrative team as presented and Andrew seconded. The motion was passed unanimously.

Roland made a motion to appoint Lori James as Director of Education, with Greg seconding. The motion was passed unanimously.

Greg made a motion to appoint Jennifer Flury as Director of Business Operations, with Roland seconding. The motion was passed unanimously.

Christine recommended the creation of two new positions for the administrative team including a Principal who will oversee the faculty and student body and will report to the Director of Education. It was also recommended to create the position of Operations Assistant who will report to the Director of Business Operations.

Roland made a motion to approve the creation of the new administrative employee position of Principal, and Warren seconded. The motion was passed unanimously.

Greg made the motion to approve the creation of a new administrative employee position of Operations Assistant, and Roland seconded. The motion was passed unanimously.

Discussion occurred around the new positions and their impact on the school.

Greg made a motion to adjourn with Andrew seconding the motion. None were opposed and the meeting was adjourned.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**August 18, 2020**

**Minutes**

A regular meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, August 18, 2020, via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, Roland Trout, Katie Moore, and Kimberly Wyatt. Present for DCA: CFA was Lori James and Jennifer Flury.

Board President, Christine England called the meeting to order at 6:02 pm and welcomed the committee and guests to the meeting. Warren made a motion to approve the agenda, Greg seconded the motion and the agenda was unanimously approved with no changes.

Christine asked board members to retroactively approve the agenda from the August 5, 2020 emergency meeting. The agenda had not been available at the time of the emergency meeting. Roland made a motion to accept the minutes retroactively, and Greg seconded the motion. The agenda was unanimously approved with no changes.

Board Secretary, Kristin Briggs noted changes to the July 21, 2020 minutes correcting spelling mistakes in the word Lotterease, also in board member Greg Turlington's last name and the word *citing*. She also corrected the number of available seats at DCA for 2020-2021 from 546 to 544. Greg made a motion to approve the July 21, 2020 minutes as corrected. Roland made a second to the motion and the corrected minutes were approved unanimously.

Christine asked for a review of the August 5, 2020 Emergency Meeting minutes. Roland made a motion to accept the minutes as presented, Warren seconded the motion and the minutes were unanimously approved with no changes.

No public addresses were made.

Christine noted that the board will not review administrative reports this month as the DCA Administrative team has been very busy opening the school for the New Year. Reports will be made to the board at the September 15, 2020 meeting.

Christine asked the board to review resumes for the hiring of new personnel, Annalisa Grate, Carolyn Burbage, and Kathleen Swim-Sistrunk. Roland made a motion to approve the new hires as presented. Kristin gave the second to the motion and the proposed new employees were unanimously approved.

Lori and Jennifer presented updated enrollment numbers, sharing that with 544 available seats DCA had 352 returning students and 192 new seats available. 142 of the new seats have been confirmed in Lotterease and 41 are pending. Lori explained how new students are approved in the Lotterease system and discussion occurred around waitlists and communication with parents to confirm their child's enrollment.

Christine announced that one full modular has been completed for the middle school and DCA has received the Certificate of Occupancy. The walls have been painted, new floors installed and furniture is being loaded in. Recent inclement weather has created some challenges in working on the second modular with deep mud hindering some installation, but work is continuing to finish the second modular as soon as possible.

There being no further business, Roland made a motion to adjourn with Andrew seconding the motion. None were opposed and the meeting was adjourned.



**Davidson Charter Academy: A Challenge Foundation Academy  
Called Board of Directors Meeting  
September 10, 2020**

**Minutes**

A called meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Thursday, September 10, 2020, via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, Roland Trout, Justin Wheelles, Katie Moore, and Kimberly Wyatt. Present for DCA: CFA was Lori James and Jennifer Flury.

Board President, Christine England called the meeting to order at 6:06 pm

Public Address was heard by the board members.

Greg Turlington made a motion to adopt the proposed agenda with no changes. Roland Trout seconded the motion and the agenda was unanimously adopted.

Christine reminded the board that in-person instruction was set to commence on Monday, September 21, 2020. Lori reported on the current workload of faculty and staff during online instruction.

Jennifer announced that 77% of faculty and staff surveyed reported that they prefer to remain in remote learning. She also reported that in response to the letter of intent from parents, 77.7 % of parents intend to return their students to in-person learning when it is available and 23.3% of parents prefer to remain online. She also shared that according to the North Carolina Department of Health's Strong Schools NC Public Health Toolkit for K12 that was updated on September 4, 2020, all schools will be required to implement a lengthy list of restrictions for students, faculty, staff, and administration for their safety while on campus.

Discussion occurred around the requirements issued by the NC Health Department, transportation requirements and needs, as well as technology needs for students.

Christine announced that one faculty member has tested positive for COVID-19 since the faculty/staff have returned to work in the building and that employees is currently quarantined for 14 days. Discussion occurred around scenarios of COVID-positive tests and how the school would cultivate substitutes for online and in-person learning.

Roland made a motion to return to in-person learning beginning September 21, 2020. No second was made and the motion failed.

Kristin made a motion to continue with remote learning through the end of the first nine weeks returning to in-person learning on October 23, 2020. Andrew seconded the motion. The motion was passed with six board members in favor and one opposed.

There being no further business, Warren made a motion to adjourn. The motion was seconded by Andrew with all members in favor and the meeting was adjourned.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**September 15, 2020**

**Minutes**

A regular meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, September 15, 2020, via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, Roland Trout, Justin Wheelles, Katie Moore, and Kimberly Wyatt. Present for DCA: CFA was Lori James and Jennifer Flury.

Board President, Christine England called the meeting to order at 6:02 pm

Kristin requested that a review of the intent survey document that was distributed to parents/guardians be added to the agenda. Christine suggested adding the new agenda item to the Old Business section of the agenda. Warren made a motion to adopt the agenda as amended. Roland seconded and the agenda was unanimously adopted as amended.

Christine asked for approval of minutes from the August 18, 2020 board meeting. Greg made the motion to approve the minutes as written. Roland seconded and the minutes were approved.

Christine asked for approval of minutes from the September 10, 2020 board meeting. Justin made the motion to approve the minutes as written. Greg seconded and the minutes were approved.

Christine recognized guests in attendance.

Public Address was heard by the board members.

Jennifer gave highlights from the finance report. She reviewed the balance sheets and account balances. She reminded the board that where the balance sheet appears to show a net loss, it only reflects a fund equity decrease since the end of June which is typical after the close of the fiscal year. She explained that it takes time for the state to release funding to the schools for payroll, rent, and other operating expenses which is why DCA builds fund equity throughout the year to cover these expenses. She announced that DCA has now started to receive allotments from the state and will be able to keep the fund balances in check. Jennifer went on to review bank reconciliations for all of the bank accounts. She noted that the account with Triad Business Bank has been closed. She explained that this account is where PPP Loan funds had been stored and the last of those funds were used with the August payroll. Jennifer also reviewed the fiscal year budget report, allotted and received expenditures, and noted that all expenses are up-to-date on the report. She shared that the finance committee will meet to review enrollment numbers and all other budgetary issues shortly. Discussion occurred around the planning allotments for the budget and the school enrollment numbers.

Christine introduced Old Business from the agenda. Discussion occurred around the intent letter that was sent to the parents/guardians. After receiving feedback that many parents/guardians may have faced some confusion based on the timing of the letter, a second communication has been planned and will be sent out to confirm the intention of each family for the second nine-weeks of classes as to

whether they will send their student for in-person learning or have their student remain in online learning only.

Christine presented New Business and Lori introduced new hire, Jordan Baker for approval to the Kindergarten faculty. Greg made a motion to approve Jordan, and Kristin seconded. Jordan was approved unanimously.

The Technology Policy was reviewed by Jennifer. She shared that the board attorney has been reviewing the previous rules to help to create a more robust policy. Jennifer explained that the proposed update to the policy will include Acceptable Use by Students, the Children's Internet Protection Act, and the Neighborhood Children's Internet Protection Act and Public Law, as well as the Protecting Children in the 21<sup>st</sup> Century Act. Jennifer also introduced the Technology Acceptable Use Policy asking students and parents to care for the devices provided by the school. This policy will make clear to both students and parents what is expected regarding the use of the devices, and the responsibility for the device in terms of any damage. Roland made a motion to approve both of the updated technology policies. Greg seconded and none were opposed. Both updates passed unanimously.

Christine gave an update on the Middle School and the modular installations, sharing that the modular classrooms are 95% complete and noting that the painting of the modular buildings will take place the following week, weather permitting. She expects the certificate of occupancy in the next week and both modular buildings will be available for returning students. Jennifer reviewed all of the safety measures in place for the new buildings.

There being no further business, Roland made a motion to adjourn with Justin seconding. None were opposed and the meeting was adjourned.

**Davidson Charter Academy: A Challenge Foundation Academy  
Called Board of Directors Meeting  
September 29, 2020**

**Minutes**

A called meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, September 29, 2020, via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Andrew Lance, Roland Trout, Justin Wheelles, Katie Moore, and Kimberly Wyatt. Present for DCA: CFA was Lori James and Jennifer Flury.

Board President, Christine England called the meeting to order at 6:00 pm

Justin made a motion to adopt the proposed agenda with no changes. Roland Trout seconded the motion and the agenda was unanimously adopted.

Jennifer introduced the proposed Face Mask policy for approval. After a review of the policy, Greg made a motion to adopt the Face Mask policy with no changes. Roland seconded and the policy was adopted unanimously.

Jennifer introduced the proposed Student/Employee COVID 19 policy. After a review of the policy, Roland made a motion to adopt the Student/Employee COVID 19 policy and the policy was adopted unanimously.

Jennifer introduced new hire, Ashley Matherly for approval as school nurse. Roland made a motion to approve Ashley, and Greg seconded. Ashley was approved unanimously.

Discussion occurred around return to in-person learning. After some questions/concerns by the board, Roland made a motion to approve the modified Plan A return to the in-person learning plan. Greg seconded and the plan was approved.

Christine reminded the board of the regularly scheduled meeting on Tuesday, October 20, 2020, that will be held in-person for board members and administration at the school with zoom access for the public.

There being no further business, Greg made a motion to adjourn. Roland seconded the motion and the meeting was adjourned.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**October 20, 2020**

**Minutes**

A regular meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, October 20, 2020, both in person and via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, Roland Trout, Justin Wheelles, Katie Moore, and Kimberly Wyatt. Present for DCA: CFA was Lori James and Jennifer Flury.

Board President, Christine England called the meeting to order at 6:07 pm

The Pledge of Allegiance was given and the DCA Mission Statement was read.

Greg made a motion to add a discussion regarding the return to in-person learning and surround school systems to the New Business section of the agenda. Andrew made a motion to accept the revised agenda and Warren seconded. The agenda was adopted with the proposed change.

Andrew made a motion to approve the minutes of the September 15, 2020 minutes as presented. Warren seconded and the minutes were approved without changes.

Greg made a motion to approve the minutes of the September 29, 2020 minutes as presented. Andrew seconded and the minutes were approved without changes.

Christine recognized guests Dottie Heath of Highmark and Candice Jackson from the DCA PTO.

Director of Education, Lori James gave the board report noting Kindergarten – 5<sup>th</sup> grade is currently at 81% for in-person learning and 19% for remote learning. 6<sup>th</sup> grade is 82% in-person learning on an A/B schedule and 18% remote learning.

Lori announced that faculty is participating in training for health and safety along with several other specialized trainings. Lori reported that School Mint “Beginning of the Year” Forms will be emailed to families in the coming week. This new platform allows parents to submit forms directly. Lori also reported that report cards are going out via email for Quarter one. For Quarter two school-wide grading will resume as normal. Lori announced that NWEA MAP Assessment will begin on October 27<sup>th</sup>.

Lori presented the Beginning Teacher Support Plan. She reminded board members that the BT Support Plan was approved last year, however the North Carolina Department of Public Instruction has updated their requirements for Beginning Teacher Support Plans. She explained that a statement regarding a mandatory survey needs to be added to the plan. Lori asked the board to consider approving the revised plan to include the new survey. Kristin made a motion to accept the updated Beginning Teacher Support Plan as amended. Warren seconded and the plan was approved unanimously.

Lori also gave highlights from the Cross-Program Consolidated Monitoring Review from the NCDPI. The review included Title I, Title II, and Title IV federal programs. Lori explained that NCDPI was very impressed with the DCA processes and the school received positive feedback from the monitoring team.

Director of Business Operations, Jennifer Flury gave the Business Operations Update. She noted that it has been a very busy time at school. A new janitorial services provider has been retained to provide a deep clean of the main building and modular buildings. They will provide expanded daily cleaning protocols and increased sanitation and disinfection of restrooms and classrooms.

Jennifer announced the hiring of school nurse, Ashley Matherly who began work on October 5<sup>th</sup>. She has worked to develop relationships with local Health Department contacts and DPI Charter School regional school nurse consultant. Ashley has also created protocols for staff to follow for daily symptom screening and has also created many needed protocols for the returning faculty, staff, and students. She has created a staff training presentation on handling various medical issues during the day. Ashley also secured an AED machine and needed components with grant funds.

Jennifer gave an update on school technology sharing that 78 new touchscreen Chromebooks have arrived. 132 new non-touch Chromebooks are still back-ordered. Carts for all new Chromebooks have arrived. 25 Chromebooks have been loaned to students who needed them for remote instruction.

Modular building construction is nearly complete. Additional drainage and ventilation are being installed to allow for rainwater to flow away from buildings.

Jennifer gave an enrollment update noting that the first month ADM is 469 students, 15% less than the projected 549. This number is consistent across the state because of increased home school due to COVID-19. The current enrolment is 465. The lottery enrollment system closed on October 1<sup>st</sup>.

Jennifer reviewed the state's new Hold Harmless clause. She announced additional funds have been awarded as a result of the Coronavirus Relief Fund to be used for things like school health support or learning management systems, etc... Jennifer also reminded the board that the CARES Act grant application was supposed to be submitted in June, but was not. She noted that Lori was able to obtain an extension from DPI on this grant and DCA was approved for the allotted amount of \$42,029.

Jennifer shared that several staff members have gone above and beyond their normal duties to support DCA in this difficult time of transition. Jennifer recognized Jason Berube, Brian Feezor, Ashley Messer, Kim Smith, Danielle Reed, Ava Palmer, and Gina Snow. The board also extended its gratitude for their support.

Jennifer announced that the fiscal audit has not been returned yet. She expects to be able to present the audit at the November board meeting. Jennifer reviewed highlights from the balance sheet, bank reconciliations, and gave the budget report. Jennifer highlighted changes to the budget reviewing personnel, operations and expenses changes, student accounting, insurance, maintenance and custodial, and facilities expansion. Board Treasurer, Greg Turlington noted from the last approval of the budget only \$20k down from what we had approved. Jennifer noted that the overall surplus for the year is \$371k. Warren made a motion to approve the amended 2020-2021 budget as presented. Andrew seconded and the budget was approved unanimously.

Christine noted that she has received a letter of approval from DPI on October 9, 2020, approving a \$42,029 Emergency Relief Fund. Christine thanked Lori and Jennifer for their hard work on securing these funds.

Christine introduced changes to the 2020-2021 Calendar. Jennifer shared that in light of having so many remote learning days, a review of the approved calendar was needed. The state had required that schools add 5 remote learning days to the calendar which have been far exceeded. Jennifer reviewed the proposed changes and addition of teacher workdays, and discussion occurred around remote learning replacing inclement weather days. Warren made a motion to approve converting four remote learning days; three into teacher workdays and one a holiday for both teachers and students. Kristin seconded and the revised calendar was approved unanimously.

Christine explained that the Dress Code Policy has been suspended until the next school year. She presented the Casual Dress-Down Guidelines as a part of the uniform policy. Kristin made a motion to approve the Casual Dress-Down Guidelines. Greg seconded the motion and the guidelines were passed unanimously.

Christine presented the CF Properties School Commitment. She explained that the Team CFA organization that DCA originally partnered with was dissolved into CF Properties. Greg made a motion to terminate the affiliate agreement with Team CFA. Andrew seconded the motion. Warren abstained. The motion was passed.

Christine introduced the CF Properties agreement (the company that absorbed Team CFA) that spells out requirements made by CF Properties. They are offering DCA a matching grant opportunity that DCA has applied for. They will provide marketing support, and networking and collaboration. Greg made a motion to appoint board chair, Christine England as the signatory on the CF Properties School Commitment. Andrew seconded. None were opposed. Warren abstained. The motion was approved.

Christine gave a middle school update noting that the modular buildings are ready for students. Christine also reviewed the upcoming annual board training and board training topics.

Greg introduced a discussion around how the surrounding school systems are approaching the return to in-person learning in contrast to remote learning only.

There was no public address.

There being no further business, Warren made a motion to adjourn. Greg seconded and the motion was approved unanimously.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**November 17, 2020**

**Minutes**

A regular meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, November 17, 2020, both in-person and via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, Roland Trout, Justin Wheelles, Katie Moore, and Kimberly Wyatt. Present for DCA: CFA was Lori James and Jennifer Flury.

Board President, Christine England called the meeting to order at 6:05 pm

The Pledge of Allegiance was given and the DCA Mission Statement was read.

Roland made a motion to add an outside marketing opportunity discussion to the agenda. Roland made a motion to approve the amended agenda. Justin seconded and the amended agenda was approved.

Jennifer asked that typo corrections be made to the October 20, 2020 minutes. Greg made a motion to approve the corrected minutes. Andrew seconded. None were opposed and the amended minutes were approved.

Christine recognized guest, Dottie Heath from Highmark, as well as all of those attending via zoom meeting.

Lori gave the Director of Education report including an update on in-person and remote learning. She noted that teachers are working very hard to serve both in-person and remote learners. Lori reported that many students are accruing high absences and not submitting work on time. A notice to parents regarding absences and low grades will go out in the coming days. Lori reiterated that this issues has been happening in schools nation-wide and is not exclusive to DCA students. Lori also gave a review of NWEA MAP Testing.

Jennifer gave the Director of Business Operations update noting that the current enrollment is 455 students. The maximum allowed enrollment for 2021-2022 is 600 as projected in the charter application. Jennifer reviewed funding based on enrollment, Coronavirus Relief Fund spending deadlines, and gave an update on the fiscal audit noting that auditors are still working on the final audit document. Jennifer gave a brief update on technology issues, the final finishing items to the modular buildings, and the free lunch program. She also updated the board on COVID-19 measures sharing that the state has provided more PPE, and noted that Nurse Ashley has done a tremendous job of assisting students and staff with COVID protocol and needs.

Jennifer reviewed highlights from the balance sheet, bank reconciliation, and the 2020-2021 fiscal year budget.



Christine introduced the revised dress code policy. Justin made a motion to approve the revised policy as presented. Andrew seconded and the policy was approved unanimously.

Christine introduced board training opportunities in December. The board will receive training from a Highmark representative on Tuesday, December 15<sup>th</sup>.

Christine announced that DCA has received high marks on the Cross Program Consolidated Monitoring Report which includes Title I, Title II, and Title IV.

Christine asked for approval of the first-grade teacher, Amy Thompson for employment. Roland made a motion to approve, Andrew seconded the motion, and Amy was approved unanimously.

A review of the grading policy was given. Lori explained grading for grades K-2<sup>nd</sup> grade and 3<sup>rd</sup> grade-6<sup>th</sup> grade. She also highlighted the late assignment portion of the policy. Students are required to turn in their assignments on time, however, teachers will accept assignments up to 7 calendar days after the due date without penalty. After that deadline, late assignments will not be accepted. Roland made a motion to accept the grading policy as presented, Justin seconded and the policy was unanimously approved with no changes.

The Admission and Enrollment policy was presented. Changes include updates that have been made to the General Statutes and the policy also addresses early enrollment. Roland made a motion to accept the policy as presented, Greg seconded the motion and the policy was unanimously approved.

Christine gave the middle school/modular update and reviewed lease information with Rosemawr. She announced that DCA has used \$20k in reserve funds to make additional improvements to the modular buildings that was not originally included in the budget with Rosemawr.

Roland introduced a discussion regarding the use of the DCA property for an outside marketing opportunity. After some discussion, it was determined that the Facility Use policy should be applied to determine this request. Roland made a motion to go into closed session. After a review of NC General Statute 143-318.11(a)(b) Roland withdrew the closed session motion. Roland tendered his board resignation effective immediately.

There being no further business, Justin made a motion to adjourn the meeting. Andrew seconded and the meeting was adjourned.