

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**February 16, 2021**

**Minutes**

A regular meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, February 16, 2021, via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, 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 6:03 pm

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

Andrew made a motion to adopt the agenda as presented. Kristin seconded and the agenda was unanimously adopted with no changes.

Warren made a motion to approve the January 19, 2021 minutes as presented. Christine seconded and the minutes were unanimously approved with no changes.

Christine recognized guests.

Director of Education, Lori James, gave the Education Report and reviewed enrollment numbers and the upcoming school lottery taking place on February 17, 2021. Kindergarten screening will take place in April.

Lori shared NWA testing data and reported that test results are showing growth. Discussion occurred around targeting students who may need more help and how to best provide that help during COVID.

Lori reported on student engagement and intervention plans for students who are currently at risk for retention. She shared goals for the end of the third quarter to increase engagement. Discussion occurred around the creation of a retention policy and state guidance on students who are at risk due to the pandemic.

Director of Business Operations, Jennifer Flury, announced that the Audit for the Fiscal Year 2020 has been completed with no findings. Jennifer made copies of the audit available to all board members for review. Jennifer gave updates on school technology, COVID cases at the school, and vaccines for teachers.

Jennifer gave highlights from the balance sheet, bank statement, and money market account. She also introduced changes to the 2021/2022 budget. After some discussion, Christine made a motion to approve the changes to the budget as presented. Andrew seconded the motion and the motion was passed unanimously.

Christine announced that the Nomination Committee will begin meeting with potential new board members and will bring nominations to the board in the coming months.

Discussion occurred around school fundraising during COVID and the board determined that holding events like the Fun Run should be delayed at this time.

Christine updated the board on the Bond that will allow DCA to purchase the school facility.

Christine announced the next board meeting will be held on Tuesday, March 16, 2021.

There being no further business, Warren made a motion to adjourn. Kristin seconded the motion and the meeting unanimously adjourned.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**March 16, 2021**

**Minutes**

A regular meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, March 16, 2021, via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, Justin Wheelles, 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

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

Christine proposed an addition to the meeting agenda adding a review of the proposed 2021-2022 school calendar. Greg made a motion to adopt the agenda as amended. Kristin seconded and the agenda was unanimously adopted.

Greg made a motion to approve the February 16, 2021 minutes as presented. Justin seconded and the minutes were unanimously approved with no changes.

Christine recognized guests.

Ashley Spear of Holmes, Wade, Schwab, presented the bond financing update. She introduced and reviewed the School Lessee's Resolution and the Sole Member LLC Resolution. After some discussion Board Treasurer, Greg Turlington made a motion to approve the Sole Member LLC Resolution and the Lessee's Resolution as presented. Warren seconded the motion and the motion was passed unanimously.

Discussion occurred around the creation of a Reimbursement Resolution.

Director of Business Operations, Jennifer Flury, gave an update on a grant application that will benefit 6<sup>th</sup> grade students. Remote instruction will continue to be available for 6<sup>th</sup>-grade students. Grant money may also be available for K-5 at-risk students.

Director of Education, Lori James updated the board on the future of remote learning for students. She announced that as long as the school is given Wednesdays for remote learning days, remote learning can continue for students.

Lori reported that after a survey of faculty 91% of teachers are planning to return to DCA in the fall.

Lori presented information about the 2021-2022 Grant Challenge Foundation Properties Grant Program. For the grant application, DCA is focused on developing innovative approaches and ideas in educational instruction, merit-based teacher compensation programs, and community involvement. Grant awards of up to \$75,000 are available.

Lori introduced the Home School Transfer Policy. Warren made a motion to approve the policy. Kristin seconded the motion and the policy was adopted unanimously.

Director of Business Operations, Jennifer Flury gave the Business Operations report sharing that the school has been given a planning estimate for COVID Relief funds in the amount of \$164,527. These funds are good through the end of September 2022.

Jennifer announced that DCA Facilities Manager, Jason Berube was selected as one of ten state-wide winners of the NC Education Lottery NC School Heroes award. He received an award of \$10,000 for himself and \$10,000 for the school. The DCA family is extremely proud of Mr. Jason and grateful for everything he does in support of the school, the students, and the faculty and staff.

Jennifer updated the board on school technology, COVID vaccines, COVID Reporting, and gave a facilities update.

Jennifer reviewed the financial balance sheets and bank reconciliation summaries. Discussion occurred around pre-paid expenses. There were no changes to the budget at this time.

Christine gave an update on Senate Bill 220 sharing that Charter schools had initially been excluded from the bill. The Office of Charter Schools expects that an amendment will be added to include Charter Schools.

Jennifer introduced the 2021-2022 school calendar reviewing instructional hours, holidays, parent-teacher conference days and extra days. School will begin on August 11, 2021, and conclude on May 27, 2022. Discussion occurred around inclement weather, having all students on campus 5-days a week, and remote learning. Warren made a motion to approve the 2021-2022 school calendar as presented. Greg seconded the motion and the motion was passed unanimously.

There being no call for a closed session and no further business, the meeting was adjourned.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**May 18, 2021**

**Minutes**

A regular meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on May 18, 2021, via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, Justin Wheelles, Amanda Whitaker, 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 6:01 pm

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

Justin Wheelles made a motion to adopt the agenda as presented. Greg Turlington seconded and the agenda was unanimously adopted.

Upon review of the April 20, 2021 minutes, Christine asked for two typo corrections, Greg made a motion to approve the revised minutes and Christine seconded the motion. The motion was unanimously approved.

Christine recognized guests.

Director of Education, Lori James gave the Education Report. Lori presented Abby Cowan, Aleasha Mitchell, Lauren Hall, and Savannah Johnson for approval as new employees for the 2021-2022 school year. Justin made a motion to approve the new employees as presented. Kristin seconded the motion and the new employees were unanimously approved.

Lori shared the results of the uniform policy survey sharing that 31% of parents wanted the policy reinstated and 69% did not want the policy reinstated. After some discussion, Christine made a motion to suspend the policy for a period of one year with the intention of revisiting the policy for the 2022-2023 school year. Amanda seconded the motion and the motion was unanimously passed.

Lori presented the new state-mandated Mental Health Policy for approval. A revision to the confidentiality section was suggested and accepted. Greg made a motion to approve the Mental Health Policy as amended. Andrew seconded the motion and the policy was adopted.

Christine shared that the CF Properties \$50,000 grant application was approved for the "Dream Project". A bonus grant of \$25,000 was also awarded to DCA for a total grant of \$75,000 from CF Properties. Lori reminded the board that the \$50,000 grant is a matching grant, and with DCA's match the Dream Project grant will provide \$125,000 to be used to benefit DCA.

Christine gave an update on the new Middle School construction project. She shared that the goal is to begin construction by the fourth quarter of 2021.

Director of Business Operations, Jennifer Flury gave the Operations Update noting that the ESSER II and III funds can be used at a later date than originally anticipated. Esser II funds are good through 2022 and Esser III through 2023. Jennifer reported that the 990 tax return was filed by the May 15<sup>th</sup> deadline. Jennifer also updated the board on the state of school technology and the school COVID status.

Jennifer presented a revised Mask Policy based on new guidelines from the CDC. Greg made a motion to approve the revised policy as presented. Kristin seconded and the revised policy was unanimously approved.

Jennifer reviewed changes to the COVID-19 Exposure Policy. After some discussion, Greg made a motion to approve the revised COVID-19 Exposure Policy. Andrew seconded and the revised policy was approved unanimously.

Jennifer gave a facilities update on the connection of the fire alarm system from the main building and the modular building so that all drills and alerts will be triggered simultaneously. Jennifer also gave the enrollment update sharing an enrollment projection of 576 students.

Jennifer gave the Finance Committee report reviewing the bank reconciliation and balance sheets. Jennifer also reviewed changes to the budget noting changes being made by DPI, updated expenses, and operations expenditures. Jennifer reported a surplus of more than \$200k. Jennifer also announced a new cash-on-hand addition to the report, as the cash-on-hand is required by the new bond agreement. The agreement requires an end of the year minimum of 45 days cash-on-hand that will increase each year by 5 days until reaching a maximum of 60 days cash-on-hand by 2024. Andrew made a motion to approve the proposed changes to the budget. Greg seconded and the budget was approved unanimously.

There being no further business, the meeting was adjourned.

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**January 19, 2021**

**Minutes**

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

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, 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 6:01 pm

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

Andrew made a motion to adopt the agenda as presented. Warren seconded and the agenda was unanimously adopted with no changes.

Warren made a motion to approve the November 17, 2021 minutes as presented. Christine seconded and the minutes were unanimously approved with no changes.

Director of Business Operations, Jennifer Flury gave the Business Operations Update. Jennifer reported that the Coronavirus Relief Funds had been mandated to be spent on approved items by December 30, 2020. DCA met the spending deadline and used all available funds. DPI has since announced an extension on spending and funds may be spent in 2021. Funds totaled \$42,296.

School auditors presented the draft audit report and management letter to the school in early January. The auditors requested an additional report which was promptly submitted. The auditors will now submit the report to the Local Government Commission for review.

Jennifer gave a COVID-19 update for the school and announced that school staff will be eligible to receive vaccines in group 1B. She noted that finding substitute teachers to cover for teachers who are sick and/or quarantined is increasingly difficult. She warned that should the number of sick and/or quarantined continue to increase, the school may have to return to remote instruction for all students.

Jennifer reviewed highlights from the balance sheet, bank reconciliation, and the budget. She noted that the finance committee will meet to make adjustments and recommendations in the budget for review by the board. She is hopeful to be apprised of the new Coronavirus relief money allocations ahead of the next meeting. Jennifer noted that the budget is still on track with a surplus of \$371,205.86. The board will vote next month on the budget changes.

Director of Education, Lori James gave the Education Report noting that current enrollment is at 442 students. Lori gave a full review of projected student enrollment of 2021-2022 student enrollment. Re-enrollment forms will be sent in the coming weeks and the lottery will run in February. Discussion occurred around the promotion of the school to the community to increase enrollment.

Student engagement surveys were completed by the faculty and results showed that the older students are not as engaged as younger students. Lori also reviewed proficiency levels for each grade level. She noted that the current learning structure (in-person with the remote day(s), or remoted only) has been a challenge for some students. The second quarter will provide full grades for students and some students may receive a retention list letter. Letters are intended to help students make a plan for change and improvement in the school year. Discussion occurred around students not engaging on remote learning days and not turning in required work.

Lori reiterated that finding substitute teachers because of COVID-19 quarantine requirements has been extremely challenging and because of this the school will move to all remote learning from January 25, 2021 – February 8, 2021. Students will finish the current week at school to allow parents and teachers to make plans for remote learning and so that in-person learners can gather all needed materials from the building.

The DCA Board of Directors will take part in a board training on Tuesday, February 16, 2021, at 4:00 pm.

Christine announced that the draft financial audit had no changes, a truly great achievement reflective of Jennifer and her team's hard work.

Calendar changes were reviewed to reflect remote only days, snow days and days off that have been moved. Because of previous inclement weather days, the school has only five hours over the extra instructional hours remaining, so any additional inclement weather days will have to be remote learning days. Kristin made a motion to accept the calendar changes and Andrew seconded the motion. None were opposed and the calendar changes were approved.

Christine gave an update on the bond, explaining that the bond will allow for the purchase of the school building. Christine and Jennifer are meeting with the school attorney and financial planner later in the week.

With the departure of Roland Trout from the board of directors, the Vice President post needs to be filled by a current board member. Christine nominated Warren Alston for the Vice President position. Warren accepted the nomination. Justin made a motion to approve Warren for the Vice President of the board of directors and Andrew seconded. Warren abstained from the vote and none were opposed. Warren was approved to fulfill the term of the open board seat as Vice President.

Christine made the motion to nominate Andrew Lance to serve on the Board Nominating Committee. Andrew accepted the nomination. Warren seconded the motion. Andrew abstained from the vote and none were opposed.

No closed session was requested.

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



**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**April 20, 2021**

**Minutes**

A regular meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, April 20, 2021, via virtual meeting due to COVID-19 guidelines.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, 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 6:01 pm

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

Greg made a motion to adopt the agenda as presented. Warren seconded and the agenda was unanimously adopted.

Upon review of the March 16, 2021 minutes, Greg requested that the duplicated word *based* be removed as a typo from the presented minutes. Justin made a motion to approve the corrected minutes. Greg seconded the motion and the corrected minutes were approved.

Christine recognized guests.

Director of Education, Lori James gave the Education Report. She introduced three new teachers for the 2021-2022 school year; Kimberly Powell, Nicole Lethco, and Paige Genovesi. Warren made a motion to approve the new hires as presented. Andrew seconded and the teachers were approved unanimously.

Lori gave an update on student engagement sharing that many students who had been identified as at-risk for retention have improved and the total number of student retention has been reduced.

Discussion occurred around the current uniform policy. The policy had been relaxed due to the pandemic. The policy issue was tabled while more information is gathered.

Lori presented the Teacher Evaluation Policy. Lori reviewed the proposed changes to the policy reminding the board that once the policy is approved, it will be sent to the Office of Charter Schools for final approval. After some discussion, Andrew made a motion to approve the Teacher Evaluation Policy as presented. Warren seconded and the policy was unanimously approved.

Director of Business Operations, Jennifer Flury gave the Business Operations report and the Financial Report. Jennifer updated the board on the planning amounts for ESSER II and ESSER III emergency relief funds. Jennifer also updated the board regarding the Governor's Emergency Education Relief Funds, school technology, COVID vaccines, COVID Reporting, and needed facility repairs.

Jennifer reported that enrollment looks good for the 2021-2022 school year. She shared that the front office has had several inquiries regarding the coming school year from the community and expects more

inquiries may come as the state releases more information about online and in-person learning for the fall.

Jennifer reviewed the financial balance sheets and bank reconciliation summaries. No changes were made to the budget.

Kristin gave the Nominating Committee Report and presented Amanda Whitaker for consideration as a new DCA Board Member. Justin made a motion to approve Amanda as a new board member. Greg seconded the motion and Amanda was approved unanimously.

Christine gave an update on the Bond announcing that the bond was closed the week before the meeting and Davidson Charter Academy is now in a traditional mortgage on the building, modular buildings, and 30 acres of land. Christine also announced that funding for the new middle school building has been approved. Revisions to the blueprints will begin and the cost of construction will be reviewed due to the current financial climate around building materials.

Christine recognized Dottie Heath of Highmark for her superior service to the board as a representative for Highmark.

There were no requests for a public address.

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

**Davidson Charter Academy: A Challenge Foundation Academy**  
**Regular Board of Directors Meeting**  
**June 22, 2021**

**Minutes**

A regular meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, June 22, 2021, at the school located at 500 Biesecker Rd, Lexington.

Members present were Christine England, Greg Turlington, Warren Alston, Kristin Briggs, Andrew Lance, and Amanda Whitaker. Present for DCA: CFA was Lori James and Jennifer Flury.

Board President, Christine England called the meeting to order at 6:04 pm

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

Andrew Lance made a motion to adopt the agenda as presented. Greg Turlington seconded and the agenda was unanimously adopted.

The May 18, 2021 minutes were approved with no changes.

Christine recognized guests.

Director of Education, Lori James gave the Education Report. Lori presented James Upchurch, Angelica Davis, Elizabeth Younger, Emma Loflin, Georgina Matias, and Rebecca Riggs for approval as new employees for the 2021-2022 school year. Kristin made a motion to approve the new employees as presented. Amanda seconded the motion and the new employees were unanimously approved.

Lori gave an update on End-of-Grade testing, final student retentions, and the Read to Achieve Summer Camp. Lori presented the 2021-2022 Middle School Update, announcing new elective classes for middle school students to include Agriculture, Keyboarding & Composition, Family and Consumer Science, and Visual Arts.

Director of Business Operations, Jennifer Flury presented the Business Operations Update sharing that the school continues working closely with the CPA to finalize the Fiscal Year-End on June 30<sup>th</sup>. Jennifer also shared updates on technology purchases for the coming school year, E-Rate funding, COVID-19 Updates, and gave an update on improvements being made to school facilities.

Jennifer gave the enrollment update sharing projected enrollment for the 2021-2022 school year stands at 581 students. She reminded the board that some attrition, as well as new enrollment inquiries, are expected as parents finalize their plans for the coming school year.

Jennifer reviewed highlights from the Balance Sheet, Bank Reconciliation Summary, and the 2020-2021 Fiscal Year Budget. Jennifer also presented the 2021-2022 Fiscal Year Budget. After discussion regarding both Revenue Projections and the Operations Expenditures Budget, Andrew made the motion to approve the proposed 2021-2022 Fiscal Year Budget. Amanda seconded the motion and the proposed budget was approved unanimously.

Christine introduced a discussion around the Annual Fund fundraising campaign. Board members agreed to work on possible fundraising strategies to be discussed in further detail at the board retreat in September.

Lori presented proposed 2021-2022 Contract Renewals for returning DCA employees. Kristin made a motion to approve the contracts as presented. Andrew seconded the motion and the contracts were approved unanimously.

Christine announced the scheduling of a Board planning retreat. Members agreed to meet in September for the retreat.

Andrew made a motion to move to a closed session at 8:00 pm pursuant to NC General Statute 114-318.11 to discuss a legal issue and a personnel issue. Amanda seconded the motion and the board moved to a closed session.

Warren made a motion to end the closed session at 9:00 pm. Kristin seconded the motion and the closed session was concluded.

Warren made a motion to accept the 2020-2021 compensation package for both DCA Directors. Greg seconded the motion and the motion was unanimously passed.

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