

**Davidson Charter Academy: A Challenge Foundation Academy
Board of Directors Meeting
August 2, 2018**

Minutes

A meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Thursday, August 2, 2017, at 6:00 pm in the DCA offices located at 208A West Center Street, Lexington.

Members present: Erin Steenwyk, Brad Worthen, Roland Trout, Gregg Sindere and Kristin Briggs. Also present were DCA Head of School Cam Downing, DCA employees Jennifer Flury, Lori James and Wendy Gleason. Each guest was announced accordingly.

Board chair, Erin Steenwyk called the meeting to order at 6:06 p.m. and announced the addition of a transportation contract and the Team CFA Funding agreement to the agenda. The minutes from the previous meeting were approved with no changes.

There being no public address, the board began discussion of new business. Erin explained that she and Jed Orman had met with health and benefits provider, Parrott Insurance to discuss the employee health plan. Discussion occurred around various plan options. Board member Roland Trout motioned that the board authorizes up to \$420 per month, per employee for the health insurance plan, with an option for the employee to pay out-of-pocket upgrades to additional plans. Gregg Sindere seconded, none were opposed.

Erin gave a brief update on office and administrative furniture purchasing. She reported that she had met with a vendor who will be able to provide desks, bookcases, file cabinets, chairs and a conference table for \$5,700.00 inclusive of delivery and set up. Gregg Sindere made the motion to approve, Roland Trout seconded, and none were opposed.

Erin made the request that the board consider the purchase of a lamination machine and its supplies at a cost of \$1,300. Kristin made a motion to approve the expense with Roland seconding. None were opposed.

After some discussion of necessary purchasing in the coming weeks, Brad introduced a resolution to authorize Erin and Cam to make expenditures not to exceed \$25,000.00. Roland seconded, none were opposed.

Erin and Cam gave the *Doors Open Update* reminding board members of the building walk-through scheduled for August 9, 2018. Discussion for doors open action items included scheduling of Waste Management garbage collection, traffic control for the first days of school, car pool drop-off and pick up, the first week of school volunteers and open house.

Cam gave the Head-of-School report including an update on enrollment numbers. Lotterese currently shows 356 enrolled students. The staff has 291 packets in-hand. Discussion occurred around increased visibility and strategies for growing enrollment.

Erin introduced the bus contract with RJB Logistics, LLC (DBA WTM Charter Services, LLC) and noted that a second bus driver is still needed before the first day of school. Discussion occurred around the current budget and financial considerations. Erin recommended that the contract with WTM Charter be amended for additional mileage in the contract due to the response for bus stops. Gregg made a motion to authorize Erin to execute the contract with WTM Charter Services not to exceed \$45,000. Kristin seconded and none were opposed.

As discussion continued around hiring needs, Cam made a request to hire an EC Teaching Assistant and a Maintenance worker. Roland made a motion to hire an EC Teaching Assistant, a Maintenance worker at a salary scale of \$30,000 - \$32,000.00 (who will act as a back-up bus driver) and the hiring of a bus driver at a salary of \$12,000.00. He also asked to authorize Cam to hire a regular Teaching Assistant with CDL license. Brad seconded the motion with none opposed.

Gregg gave a report on Team CFA funding, reviewing highlights of the forgivable loan agreement. Brad made a motion to authorize Erin to enter into the forgivable loan agreement with Team CFA not to exceed \$135,000.00. Kristin seconded, none were opposed.

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

MEETING MINUTES
DAVIDSON CHARTER ACADEMY, INC.
REGULAR MEETING – AUGUST 21, 2018 – 6:00 PM
500 BIESECKER RD., LEXINGTON, NC 27295

Present: Erin Steenwyk, Christine England, Jed Orman, Kristin Briggs, Gregg Sinderson

Absent: Brad Worthen

Others Present: Cam Downing, Head of School; Jennifer Flury, Business Manager; Lori James, Dean of Students; Crystal Scillitani, New TeamCFA Representative to the Board

Call to Order: Meeting was called to order by Board Chair, Erin Steenwyk, at 6:05 PM.

Agenda: Agenda needs to be amended to add Approval of Minutes from August 2, 2018 Board Meeting. Gregg Sinderson made a motion to approve the Agenda as amended. The motion was seconded by Kristin Briggs and passed unanimously.

Minutes: Jed Orman motioned to approve the August 2, 2018 Minutes. The motion was seconded by Roland Trout and passed unanimously.

Recognition of Guests: Crystal Scillitani

Old Business:

Transportation Update – The school now has two full-size leased buses with a North Route and a South Route with five cluster stops in the AM and PM, in addition to 4 daycare drops in the PM. All parents who indicated that transportation was a need in order to attend the school, based on survey responses, have been contacted.

Enrollment Update – Cam indicated we currently have 79 Kindergarteners, 72 1st graders, 71 2nd graders, 48 3rd graders and 67 4th graders for a total of 337.

Hiring Update – Cam Downing recommended the hiring of three new employees:

Tanja Feezor – EC Assistant

Jason Berube – Facilities Manager

Angela Carter – Part-time Bus Driver

Gregg Sinderson made a motion to approve the new hires. The motion was seconded by Roland Trout and passed unanimously.

TeamCFA Technology Grant – Gregg Sinderson to check on the status and get back with the Board.

Fundraising – Kristin Briggs was unable to meet with community members due to an unforeseen event. She will reschedule the meeting.

New Business:

A Key Policy regarding who is to have possession of keys to the building and other locked areas of the school was presented. After discussion, an amendment to the policy was recommended to delete the third paragraph, “No temporary personnel should be issued a key.” Roland Trout made a motion to approve the Key Policy as amended. The motion was seconded by Kristin Briggs and approved unanimously.

A Credit Card/Debit Card Usage Policy was presented. Gregg Sinderson made a motion to approve the policy. The motion was seconded by Roland Trout and passed unanimously.

PTO Fundraising – The PTO does not currently have 501(c)3 status. All money raised through the PTO will be deposited into the school account and have its own line item in the budget and financial reporting.

Needs from the Board for Opening Week – Cam Downing indicated that she would like the Board to help with Carpool for the first week of school.

Short-Term loan from Highmark – Highmark has agreed to approve a loan to DCA:CFA in the amount of \$300M at a rate of 8%, fixed, with a maturity date of 11/19/2018. Jed Orman made a motion to approve the acceptance of this short-term loan. The motion was seconded by Christine England and approved unanimously.

IT Contract – Discuss was had regarding the need to have an IT consultant on contract. Jennifer Flury will determine who/what/when and approve/sign the

contract as long as it falls with her financial authority as dictated by DCA:CFA Financial Policy.

Pest Control Contract – Kristin Briggs presented two options to the Board. Gregg Sindere made a motion to approve the contract with McNeely Pest Control for no more than \$2.7M annually. Christine England seconded the motion. With one dissenting vote, the motion passed.

TeamCFA Board Member – Gregg Sindere has resigned from the DCA:CFA Board of Directors effective 8/21/2018. TeamCFA has recommended Crystal Scillitani for the TeamCFA Board Representative. Roland Trout made a motion to approve TeamCFA's recommendation. The motion was seconded by Kristin Briggs and approved unanimously.

Treasurer's Report: Jed Orman presented a financial report. Current balance in the checking account is \$27,595.19 as of 8/21/2018. Current balance in the money market account is \$200,027.62 as of 8/21/2018. Christine England made a motion to approve the Treasurer's Report. The motion was seconded by Erin Steenwyk and passed unanimously.

Jed Orman recommended adding Jennifer Flury and Cam Downing as signers on the account and for Jennifer Flury to have access to the schools online banking. A \$15 fee will be added to the account for online banking. Gregg Sindere made a motion to approve the motion. The motion was seconded by Roland Trout and approved unanimously with Jed Orman abstaining.

Christine England recommended the school request a small credit card from Fidelity Bank for small purchase needs such as gas for buses. Gregg Sindere made a motion to approve requesting a \$25M credit card from Fidelity Bank. The motion was seconded by Christine England and approved unanimously.

Head of School Report: Highlights are as follows:

Classroom technology has been deployed.

Core Curriculum has been ordered.

NWEA Testing materials have not yet been ordered.

3rd Grade BOG's will occur 9/7/2018-9/11/2018 with Lori James coordinating.

All teachers have received initial training on CKLA and Singapore Math.

Upcoming Meetings:

September 18, 2018 – Board Meeting

Adjournment: Kristin Briggs made a motion to adjourn the meeting. The motion was seconded by Jed Orman and passed unanimously.

MEETING MINUTES
DAVIDSON CHARTER ACADEMY, INC.
REGULAR MEETING – SEPTEMBER 18, 2018 – 6:00 PM
500 BIESECKER RD., LEXINGTON, NC 27295

Present: Erin Steenwyk, Christine England, Jed Orman, Kristin Briggs, Crystal Scillitani, Roland Trout

Absent: Brad Worthen

Others Present: Cam Downing, Head of School; James, Dean of Students

Call to Order: Meeting was called to order by Board Chair, Erin Steenwyk, at 6:04 PM.

Mission statement was read by Board Chair.

Agenda: Jed Orman made a motion to approve the agenda as presented. Motion was seconded by Roland Trout and was approved unanimously.

Minutes: August 21, 2018 Minutes need to be amended to reflect the accurate amount of the credit card request as \$10M-20M. Kristen Briggs motioned to approve the amended August 21, 2018 Minutes. The motion was seconded by Roland Trout and passed unanimously.

Recognition of Guests: None

Closed Session: Christine England made a motion to go into closed session to discuss personnel issues. The motion was seconded by Roland Trout and passed unanimously. Roland Trout made a motion to return to open session. The motion was seconded by Jed Orman and passed unanimously.

Old Business:

Employee Benefits – Jed Orman presented to the Board a breakdown of the costs for employee insurance. At the 8/2/2018 Board Meeting, the minutes reflect that the Board approved “up to \$420 per month, per employee for the health insurance plan.” This was interpreted differently by several board members. After discussion it was determined that the intent at the vote was for the school to fund up to an **average** of \$420 per employee. Roland Trout made a motion to amend

the 8/2/2018 Minutes to reflect, “The Board authorizes up to an average of \$420 per month, per employee for the health insurance plan.” The motion was seconded by Crystal Scillitani and passed unanimously.

Website Administration – Brad Worthen has turned over website administration to school administration. Team CFA has provided Natalie Parker with Piedmont Classical Charter to help with website support.

Meeting Minutes – Meeting minutes will be accessible to the public through the school office and website.

Credit Card Request Status – Fidelity Bank declined the request for an unsecured credit card for DCA:CFA due a lack of credit history. Kristin Briggs and Christine England will be looking into other options.

IT Issues – We do not current have a contract for IT support. Shaun with Thomas Jefferson Classical is working on a contract proposal and Kristin Briggs will get a second proposal.

Cam Downing reported that we are paying for internet services with Spectrum, but are receiving it free from The Spectrum service will be cancelled.

There are pieces of the IT installation contract with Brady that have not been completed. Erin Steenwyk and Roland Trout will follow up with the company.

Highmark Short-Term Loan – We did not take the loan due to state funding arrival.

New Business:

Board Committees – Standing committees of the Board are:

Finance – Jed Orman, Chair; Cam Downing; and Jennifer Flury

Personnel & Grievance – Roland Trout, Chair & others TBD.

School Support Needs – An additional EC teacher is needed. Kristin Briggs made a motion to hire an EC teacher with salary up to \$43.5M. The motion was seconded by Roland Trout and passed unanimously.

Roland Trout made a motion to offer the current part-time bus driver full-time employment to fill the role of bus driver/teachers assistant. The motion was seconded by Jed Orman and passed unanimously.

Roland Trout made a motion to hire an additional part-time bus driver/teachers assistant with salary up to \$12.5M. The motion was seconded by Kristin Briggs and passed unanimously.

Grand Opening Celebration – Scheduled for 10/6/2018 from 10:00 AM – 2:00 PM. Send any ideas to Erin Steenwyk.

School Administration continues to be disappointed with the support that Team CFA is providing for PowerSchools and financial services. This will continued to be monitored and addressed in the future.

Highmark Contingency Money – DCA has some priorities that they would like to be considered for use of the remaining contingency money that was not utilized.

Ideas include:

- Soundproofing in the multi-purpose room and foyer

- Wall tile in the hall up to the foyer

- Concrete play pad for basketball and four square

- Marque at the entrance

- Fence around the retention pond

- Lacrosse field

Fundraiser – Christine England presented a fundraising opportunity for the school working at the BBQ Festival on Thursday, October 25 and Saturday, October 27. It would require about 30 volunteers working a 2-3 hour shift.

Treasurer's Report: No Report. Jed continues to work with the Business Manager and Team CFA on accurate and timely reporting.

Head of School Report: Highlights are as follows:

Enrollment is currently at 342. Three withdrawals since start of school reasons are transportation, moving and missing their old school.

Third grade BOG was administered on 9/10/2018. Waiting on results.

NWEA will be administered the week of 10/15/2018.

Will participate in NAEP testing in March.

Curriculum Night scheduled for 9/20/2018.

Contracted with One Call Now Communication System for a total annual cost of \$785.

Having some issues with students being tardy. Have addressed it in the E-Letter and will have teachers address it at Curriculum Night.

Closed Session: Jed Orman made a motion to return to closed session to discuss additional personnel issues. The motion was seconded by Roland Trout and passed unanimously. Crystal Scillitani made a motion to return to open session. The motion was seconded by Jed Orman and passed unanimously.

Adjournment: Jed Orman made a motion to adjourn. The motion was seconded by Roland Trout and passed unanimously.

MEETING MINUTES
DAVIDSON CHARTER ACADEMY, INC.
REGULAR MEETING – October 23, 2018 – 6:00 PM
500 BIESECKER RD., LEXINGTON, NC 27295

Present: Erin Steenwyk, Christine England, Kristin Briggs, Crystal Scillitani, Roland Trout, and Brad Worthen

Absent: Jed Orman

Others Present: Cam Downing, Head of School; Lori James, Dean of Students, Jennifer Flury, Business Manager

Call to Order: Meeting was called to order by Board Chair, Erin Steenwyk, at 6:02 PM.

Pledge of Allegiance.

Mission statement was read by Board Chair.

Agenda: Jed Orman requested an item be added to the agenda. Under New Business, a potential new board member, Andrew Lance, to be discussed. Christine England made a motion to accept the amended agenda. Motion was seconded by Kristin Briggs and was approved unanimously.

Minutes: Roland Trout motioned to approve the September 18, 2018 Minutes. The motion was seconded by Kristin Briggs and passed unanimously.

Recognition of Guests: Dottie Heath with Highmark.

Public Address: 4th Grade teacher, Diane Morton spoke to the Board about hearing rumors that there was a parent petition going around the school against the Head of School. She wants the Board to know that the teachers support the Head of School and wrote a letter detailing their support of her. All teachers signed the letter.

Old Business:

IT Contract – Kristin Briggs presented a quote from My Geek Technologies for IT managed services. Cam Downing presented a quote from Steve Joyner IT Consultants. After comparing the quotes and discussing logistics of each contract,

Roland Trout made a motion to accept the bid from Steve Joyner IT Consultants. The motion was seconded by Brad Worthen. With 1 dissenting vote, the motion passed.

Credit Card Request/Banking – Kristin Briggs presented a bid from Pinnacle Bank for all DCA:CFA banking business. Pinnacle offered a checking account, money market account, Mastercard, and group banking. She made a motion that the school transfer their banking business from Fidelity Bank to Pinnacle Bank. The motion was seconded by Roland Trout. With Jed Orman recusing himself from the vote and all other votes affirmative, the motion passed.

Forming of Committees – 4 Board Committees were formally created and approved.

Finance Committee members recommended are Board Treasurer (Jed Orman), Head of School (Cam Downing), and Business Manager (Jennifer Flury). Roland Trout made a motion to create the Finance Committee and appoint the above members to the committee. The motion was seconded by Brad Worthen and passed unanimously.

Personnel/Grievance Committee members recommended are Roland Trout, Brad Worthen and Crystal Scillitani. Christine England made a motion to create the Personnel/Grievance Committee and appoint the above members to the committee. The motion was seconded by Kristin Briggs and passed unanimously.

Academic Committee members recommended are Head of School (Cam Downing), Dean of Students (Lori James), Erin Steenwyk and 2 DCA:CFA teachers to be appointed at a later date. Kristin Briggs made a motion to create the Academic Committee and appoint the above members to the committee. The motion was seconded by Christine England and passed unanimously.

Nominating Committee members recommended are Kristin Briggs and Christine England. Roland Trout made a motion to create the Nominating Committee and appoint the above members to the committee. The motion was seconded by Christine England and passed unanimously.

New Business:

No major budget changes are necessary at this time.

Crystal Scillitani recommended the Board contract with attorney Donna Rascoe for the schools legal consulting needs. Roland Trout made a motion to accept the contract provided by Ms. Rascoe. The motion was seconded by Crystal Scillitani and passed unanimously.

Parent Survey – A 1Q parent survey was send out on 10/22/2018. So far, results are overwhelmingly positive. Will review full results at November Board Meeting.

Emergency Contact Policy – After a soft-lock down incidence occurred at the school in early October, it became clear that DCA:CFA needed an Emergency Contact Policy to provide guidance for when communication to the Board is necessary and with whom the communication needed to be directed. Erin Steenwyk drafted the policy. Christine England made a motion to approve presented policy. The motion was seconded by Kristin Briggs and passed unanimously.

Potential Board Member – Jed Orman presented to the Board a resume from Andrew Lance. The resume will be reviewed by the nominating committee.

Treasurer's Report: In Jed Ormans absence, Cam Downing presented a Finance Committee Report. Action Items in the Report are as follows:

Board needs to initiate the retirement plan for employees. Kristin Briggs will contact Parrott Insurance for a bid. Erin Steenwyk will draft a letter to DCA:CFA employees that a retirement plan will be in place for contributions by the end of December 2018.

The Finance Committee recommended DCA:CFA pay a total of \$370 month to various school employees as a monthly cell phone stipend. The recommendation was tabled and sent back to committee to do a cost comparison on school-purchased phone vs. stipends.

Contract with Waste Management is being followed and the school is being charted over double the amount of the contract with services changing without the schools acknowledgement or acceptance. Roland Trout made a motion to have an attorney or someone in the Waste Services industry review our contract to see what it would cost the buyout the contract. The motion was seconded by Christine England and passed unanimously.

In order to keep teachers in class as much as possible, the committee is recommending that the school payout \$60/day for any unused PTO at FYE. This would be an expense under \$15M and \$15/day under the going rate to a pay a substitute if the teacher were not in class. Kristin Briggs made a motion to approve the recommendation. It was seconded by Crystal Scillitani and passed unanimously.

Financial Reports were provided by Team CFA, but without Jed Orman present, they were not reviewed.

Head of School Report: Highlights are as follows:

DCA was paid for 333 students.

Third grade BOG was administered on 9/10/2018. DCA:CFA is at 35% proficiency. 17/48 received a score of 3 or better.

NWEA will be administered the week of 10/29/2018. The delay is due to the disruption of the school week because of Hurricane Michael.

2019/2020 Enrollment Plan is in process. Would like to begin enrollment in December with a March lottery date.

Closed Session: Christine England made a motion to go to closed session to discuss personnel issues. The motion was seconded by Roland Trout and passed unanimously. Roland Trout made a motion to return to open session. The motion was seconded by Crystal Scillitani and passed unanimously.

Adjournment: Roland Trout made a motion to adjourn. The motion was seconded by Christine England and passed unanimously.

MEETING MINUTES
DAVIDSON CHARTER ACADEMY, INC.
REGULAR MEETING – November 13, 2018 – 6:00 PM
500 BIESECKER RD., LEXINGTON, NC 27295

Present: Erin Steenwyk, Christine England, Kristin Briggs, Crystal Scillitani, Roland Trout, and Brad Worthen, Cam Downing

Absent: Jed Orman

Others Present: Lori James, Dean of Students, Jennifer Flury, Business Manager

Call to Order: Meeting was called to order by Board Chair, Erin Steenwyk, at 6:00 PM.

Pledge of Allegiance.

Mission statement was read by Board Chair.

Agenda: Erin Steenwyk requested an item be added to the agenda. Under New Business, Grievance Policy was added. Kristin Briggs made a motion to accept the amended agenda. Motion was seconded by Roland Trout and was approved unanimously.

Minutes: Roland Trout motioned to approve the October 23, 2018 Minutes. The motion was seconded by Christine England and passed unanimously.

Recognition of Guests: Sami Denos, Highmark School Development

Public Address: None

Old Business:

Phone Plan/Phone Stipend – Cam Downing will speak with phone carrier to see if the phone number can be transferred to an independent account. She will also submit the phone bills to the school for reimbursement of \$100 per month from the last month that Team CFA paid the stipend.

Waste Management – Roland Trout made a motion for DCA:CFA buy-out the Waste Management contract due to escalating monthly charges without school approval. The motion was seconded by Christine England and passed

unanimously. Roland Trout then made a motion to contract with Waste Industries in Raleigh, NC for trash services for approximately \$360 per month. The motion was seconded by Kristin Briggs and passed unanimously.

New Business:

Schoolmint Enrollment System – Cam Downing Recommended contracting with Schoolmint Enrollment System for 2019-2020 enrollment and lottery. Roland Trout made a motion to accept the recommendation up to a cost of \$5,000. The motion was seconded by Kristin Briggs and it passed unanimously.

Grievance Policy – Erin Steenwyk presented a new version of the Grievance Policy. The policy was originally approved on 11/16/2017. After review by OCS, the board approved amendments on 7/5/2018, however, the amendments, which were actually additions to the policy were never encompassed into the original document. Therefore, the Grievance Policy is now in its final draft for approval. After discussion, the policy approval has been tabled and sent back to the Personnel/Grievance Committee for some additional re-writes.

Student Handbook has been amended and will come to the December Board Meeting for approval.

Treasurer’s Report: A formal Finance Committee Report was not presented due to the Board Meeting being moved up a week for Thanksgiving Break.

In Jed Orman’s absence, Cam Downing recommended approval for a contract with Tony’s Lawn Service at a monthly expense of \$985, totally \$11,820 annually. This was the lowest bidder and included 36 weeks of mowing and trimming and blowing walks and driveways. The quote also included snow removal on walks, drives and parking lots and ice melt on walks for a per occurrence price of \$350. Crystal Scillitani made a motion to approve the recommendation. The motion was seconded by Roland Trout and passed anonymously.

Head of School Report: Highlights are as follows:

IT Contractor is in place and has been very helpful with getting NWEA testing up and running.

Plan to hire Office/Data Manager by 11/20/2018.

Concerns with the services being provided by WTM. Will continue to address the issues.

Met with Imprints Cares regarding programming changes for the afterschool care program.

NWEA testing results will be presented at the December Board Meeting.

2019-2020 Enrollment plan has been designed and is in the beginning stages of implementation.

Closed Session: None

Adjournment: Christine England made a motion to adjourn. The motion was seconded by Kristin Briggs and passed unanimously.

MEETING MINUTES
DAVIDSON CHARTER ACADEMY, INC.
REGULAR MEETING – December 18, 2018 – 6:00 PM
500 BIESECKER RD., LEXINGTON, NC 27295

Present: Erin Steenwyk, Christine England, Kristin Briggs, Crystal Scillitani, Roland Trout, Jed Orman and Cam Downing

Absent: Brad Worthen

Others Present: Lori James, Dean of Students; Jennifer Flury, Business Manager; Dottie Heath, High Mark School Development; Justin Wheelles; Andrew Lance.

Call to Order: Meeting was called to order by Board Chair, Erin Steenwyk, at 6:04 PM.

Pledge of Allegiance.

Mission statement was read.

Agenda: Erin Steenwyk requested an item be added to the agenda. Under New Business, Staff Christmas Bonus was added. Christine England made a motion to accept the amended agenda. Motion was seconded by Jed Orman and was approved unanimously.

Minutes: Kristin Briggs motioned to approve the November 13, 2018 Minutes. The motion was seconded by Roland Trout and passed unanimously.

Recognition of Guests: Dottie Heath, Justin Wheelles, Andrew Lance.

Public Address: None

Reports:

Finance Committee – After discussion of options for the Employee Retirement Plan, the Finance Committee recommended contracting with VALIC for a 403b. A motion was made to accept the recommendation by Roland Trout. The motion was seconded by Crystal Scillitani and passed unanimously.

After discussion of options for nutrition assistance for students in need, the Finance Committee recommended the school use My Hot Lunchbox to provide these meals

with the school providing a \$25 stipend per week to the students My Hot Lunchbox account. Roland Trout made a motion to accept the recommendation. The motion was seconded by Kristin Briggs. The motion passed with one opposed vote by Christine England. The board recommended that school administration contact the vendors for My Hot Lunchbox and try to negotiate a lower price for meals for students that qualify for free or reduced lunch.

The Finance Committee recommended that the school contract with MTS for HV/AC and Thyssenkrup for elevator service plans. Both companies did the installation at construction and are recommended by Highmark. The MTS contract is for \$7,339 annually with a 1-year term and the Thyssenkrup contract is \$3,000 annual with a 5-year term. Christine England made a motion to accept the recommendation. The motion was seconded by Roland Trout and passed unanimously.

The Finance Committee presented an amended budget as of 11/30/2018. Roland Trout made a motion to approve the amended budget. The motion was seconded by Kristin Briggs and approved unanimously.

Nominating Committee – the Nominating Committee met with 2 potential new board members and have been provided the names of a couple others. Due to the upcoming holidays, the committee will wait until the January board meeting to make any recommendations.

Fundraising Committee – The Fundraising Committee met and decided on a “Show Us the Love” annual giving campaign from February-May 2019. The Committee recommended a moratorium on all individual school-level crowd funding immediately through the end of the campaign. HOS noted that there is an art fundraiser already scheduled for April, but didn’t know of anything else that would be impacted. Christine England made a motion to accept the recommendation. The motion was seconded by Roland Trout and passed unanimously.

The Committee also recommended that all local board members sit on the Fundraising Committee. This, in turn, would make the Fundraising Committee meetings board meetings that would need to be noticed on the school website. Roland Trout made a motion to vote all local board members onto the Fundraising Committee. The motion was seconded by Crystal Scillitani and passed unanimously. The next Fundraising Committee meeting is January 7th.

Head of School – All Medical and Immunization Records have been reviewed. Students with missing or incomplete information have been contacted.

December EC headcount is 28. Count will be reported again in April 2019. IDEA 611 Grant is being completed with a due date of 12/21/2018.

Old Business:

Lotterease will be utilized for the 219-2020 enrollment process with open enrollment from 12/10/2018-2/20/2019. DCA:CFA has potentially 148 total seats available based on a 10% attrition rate for existing students. Current enrollment is 326.

A new Grievance Policy has been drafted. Jed Orman made a motion to approve the presented policy. The motion was seconded by Roland Trout and approved unanimously.

Student Handbook approval was tabled until January when a red-lined version will be distributed by HOS for review.

Waste Management – Jennifer Flury contacted Waste Management to stop services. At that time, she was able to speak to a supervisor that was willing to correct the incorrect billing and refund (in the form of a credit to the schools account) \pm \$4M back to the school. Roland Trout made a motion to continue service with Waste Management until the end of the contract. The motion was seconded by Christine England and passed unanimously.

New Business:

HOS Mid-Year Review/Policy – Current policy indicates that one review will be completed annual. After discussion it was determined that the Board and HOS would like the policy to reflect a mid-year review be implemented in Year 2 and include measurable academic and financial goals. Policy needs to be updated.

Public Relations Policy – The school does not currently have a PR Policy. Roland Trout will draft a policy for review/approval at the January Board meeting.

New Hires - HOS recommends the hiring of: Julia Pino as an EC teacher and Heather Cook as office staff. Crystal Scillitani made a motion to approve the 2 new hires. The motion was seconded by Jed Orman and approved unanimously.

Make-Up Days/Calendar Change – Due to instructional hours missed for two hurricanes and snow in early December, the HOS recommends adding 15 minutes to the school day (8:00 AM-3:15 PM) beginning Monday, January 14, 2019 through the remainder of the school year. Jed Orman made a motion to approve the recommendation. The motion was seconded by Kristin Briggs and passed unanimously.

2019-2020 Proposed Academic Calendar – HOS proposed the 2019-2020 calendar with school beginning on Wednesday, August 21, 2019 and ending on Tuesday, June 9, 2020. Jed Orman made a motion to approve the proposed calendar. The motion was seconded by Roland Trout and passed unanimously.

Board Changes – Brad Worthen has resigned from the Board. Erin Steenwyk resigned from the position of Chairman of the Board. Roland Trout nominated and made a motion for Christine England to fulfill the remainder of the term of the Chairman of the Board. Christine accepted the nomination. Erin Steenwyk seconded the motion and it passed unanimously. With Christine accepting the Chairman position, the Secretary position would be vacant. Roland Trout nominated and made a motion for Kristin Briggs to fulfill the remainder of the term of the Secretary of the Board. Kristin accepted the nomination. Erin Steenwyk seconded the motion and it passed unanimously.

Christmas Bonus for Staff – HOS made a recommendation that the school give a \$50 Christmas bonus to each faculty/staff member in the form of a gift card. Christine England made a motion to accept the recommendation. The motion was seconded by Jed Orman and passed unanimously.

Closed Session: None

Adjournment: Christine England made a motion to adjourn. The motion was seconded by Roland Trout and passed unanimously.

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

Minutes

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

Members present Crystal Scillitani, Erin Steenwyk, Christine England, Kristin Briggs, Roland Trout and Head of School Cam Downing.

Absent: Jed Orman

The meeting was called to order by board chair, Christine England, at 6:00 pm. Those present gave the Pledge of Allegiance, and the school Mission Statement was read.

A motion was made by Erin Steenwyk to approve the proposed agenda. Crystal Scillitani seconded. The agenda was adopted with no changes.

There being no public address, **the board began a review of committee reports**. Christine gave a report of the **Finance Committee**, noting that they did not meet in January due to the holidays. Cam reviewed highlights from the 2018-2019 Fiscal Year Budget-to-Actual report highlighting two new line items added to the revenue projections: Fine and Forfeitures and School Connectivity. She also reported a surplus of \$174,748 in the overall budget.

Cam reported that Business Manager, Jennifer Fleury met with a representative from Valic and reviewed options for the Faculty/Staff 403 B retirement plan. A representative from Valic has begun to meet with DCA Faculty and Staff.

Discussion occurred around preparing for the annual audit and the new Team CFA financial management reports.

Kristin Briggs gave the **Nominating Committee** report and presented the nomination of Andrew Lance as a member of the DCA Board of Directors in a two-year board term beginning February 2019. Christine moved to accept this nomination with Erin seconding. None were opposed.

Kristin presented the nomination of Justin Wheelles to fulfill outgoing Director, Brad Worthen's term through June 2019 before beginning his two-year board term. Roland moved to accept this nomination with Erin seconding. None were opposed.

Kristin presented the nomination of Greg Turlington to fulfill outgoing Director, Jed Orman's term through June 2019 before beginning to serve his two-year board term. Roland moved to accept this nomination with Erin seconding. None were opposed.

Erin gave a brief update of the **Fundraising Committee** noting that the committee, along with several of the faculty met on January 7, 2019, at Beck's Lutheran Church. The committee introduced the "Show Us

Your Love” theme for the Annual Fund Campaign and discussed events that will be promoted to raise funds for the school.

The **Academic Committee report** was presented by Cam, who noted that their meeting was held on January 8, 2018. She introduced the committee statement, and presented the overarching goal of “Growing Students to Proficiency through Intentional Work and Practices.” Cam accounted for the action items for this quarter and also for their March meeting.

Cam reviewed the **Head of School report**, noting that tours of the school for prospective students/families have begun. She shared that both Kindergarten and First Grades have moved into a lottery for seats with some seats left in 2nd – 5th to be filled. Cam also mentioned that the later dismissal time for weather make-up has been going smoothly and success time for the students has been well received.

Old Business:

Roland introduced a draft Public Relations/ Media Policy. After some discussion the board tabled the policy for revision.

There was continued discussion regarding revision of the Student Handbook and the board discussed the updated grievance policy as well as updating the website and adding information for new directors. Roland made a motion to accept the updates with Crystal seconding. None were opposed.

New Business:

Cam announced that the lottery ends on February 20, 2019. She advised that parents and students may log onto the Lotterese portal on February 22, 2019, to check their status in the lottery. Some discussion occurred around possible events to promote excitement around the lottery.

Board training will take place for all members of the Davidson Charter Academy Board of Directors with Highmark on Tuesday, February 19th.

New Hires include Emily Sanders as a full-time TA and Bus Driver, Cam is still interviewing and seeking a part-time TA and Bus Driver as well. Crystal made a motion to approve the hire of Emily Sanders, Erin seconded. None were opposed.

Christine announced that director, Jed Orman has submitted his resignation from the board. With the departure of Jed who served as treasurer, discussion occurred around the nomination of a new treasurer. Christine motioned the election of Erin Steenwyk as treasure, Roland seconded. None were opposed.

Committee nominations were made for the following new board members:

Andrew Lance to the Nominating Committee – Erin motioned, with Roland seconding. None were opposed.

Justin Wheelles to the Academic Committee – Kristin motioned, with Christine seconding. None were opposed.

Greg Turlington to the Finance Committee – Roland motioned, with Kristin seconding. None were opposed.

Roland Trout to the Finance committee - Christine motioned, with Erin seconding. None were opposed.

Erin made a motion to adjourn, Crystal seconded. None were opposed.

###

**Davidson Charter Academy: A Challenge Foundation Academy
Emergency Board of Directors Meeting
February 14, 2019**

Minutes

An emergency meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Thursday, February 14, 2019, at 5:30 pm at the school located at 500 Biesecker Rd, Lexington.

Members present were Erin Steenwyk, Christine England, Kristin Briggs, Roland Trout, Greg Turlington, Andrew Lance, Justin Wheelles and Crystal Scillitani (by phone).

Chairwoman, Christine England, called the meeting to order at 5:31 pm. Roland Trout motioned for adoption of the agenda, the motion was seconded by Greg Turlington with none opposed. Christine recognized DCA staff member, Jennifer Flury. No public addresses were made. Those gathered gave the pledge of allegiance.

Roland Trout made a motion to move to closed session to discuss a personnel matter, Erin Steenwyk seconded and none were opposed. At this time, the directors moved into closed session.

At 6:17 pm closed session came to an end and the board reopened the meeting to the public. Roland Trout made a motion to put Head of School, Cam Downing, on paid leave pending the investigation of an active grievance. Justin Wheelles seconded the motion. None were opposed.

Erin Steenwyk motioned to amend the agenda to add a Grievance Committee action. Roland seconded the motion. None were opposed.

Roland motioned to add Andrew Lance to the Grievance & Personnel Committee; Greg Turlington seconded. None were opposed.

At 6:20 pm, Roland motioned to adjourn; Erin seconded none were opposed.

###

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

Minutes

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

Members present were Crystal Scillitani, Erin Steenwyk, Christine England, Kristin Briggs, Roland Trout, Justin Wheelles, Andrew Lance, and Greg Turlington.

The meeting was called to order by board chair, Christine England, at 6:02 pm. Those present gave the Pledge of Allegiance, and the school Mission Statement was read.

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

Crystal made a motion to approve minutes from the January 15, 2019 meeting. Erin seconded and the minutes were approved with no changes.

Roland motioned to accept the minutes from the February 14, 2019 emergency meeting. Justin seconded. None were opposed.

Christine introduced guests, David Bourne, Tina Smith and Sami Denos from Highmark, as well as Lori James and Jennifer Flury from DCA:CFA.

There being no public address, **the board began a review of committee reports.** Jennifer Flury gave a report of the **Finance Committee**, noting that the 403b retirement plan for employees is in place. 21 of 30 employees have enrolled. Those employees who have not enrolled will be asked to sign a waiver stating that they are not currently interested in participating in the plan. She further reported that the committee is recommending that the board authorize matching funds for all employees from the beginning of the school year.

Erin made a motion to offer a 3% match in funds from the beginning of the school year for current employees through March and that match funds be summited monthly instead of annually to employees 403b plan. For those employees not participating, match funds from the first six months of the school year may be paid out in their paychecks. Roland seconded the motion. None were opposed.

Discussion occurred around gift cards that were purchased as a holiday gift for employees, noting that they are considered taxable income.

Jennifer presented a budget update noting a budget adjustment to update a curriculum purchase. The surplus remains the same, but they have made adjustments to other line items as expenses have occurred and changed. The surplus remains at \$178,869.00. Justin made a move to approve the revised budget, Roland seconded. None were opposed.

Lori James presented the **Head of School report** and she and Jennifer highlighted several upcoming deadlines in Epicenter, noting the need for an updated board membership list. Lori asked the board to

accept Dakota Crews as a part-time AM/PM bus driver and TA. Roland motioned to accept Dakota Cruise's employment, Justin seconded. All approved.

Lori gave a brief update on current lottery numbers sharing available seat numbers and reminding the board that the lottery will take place at 4:00 pm on February 22, 2019. The public is welcome to attend the lottery in room 224 of the school, or they can participate through Facebook live.

Based on a Returning Students form completed by current DCA families, It was noted that all but 3 current students plan on returning next year. Discussion occurred around enrollment numbers and increasing enrollment through targeted events and public relations.

Crystal made a motion to move to closed session pursuant to NC General Statute 114-318.11 to discuss a personnel issue. Roland seconded. None were opposed.

At 7:03 pm Greg moved to come out of closed session; Erin seconded. Christine reported that no action requiring a vote resulted from the closed session.

Greg motioned to adjourn with a second from Roland.

###

**Davidson Charter Academy: A Challenge Foundation Academy
Called Board of Directors Meeting
March 6, 2019**

Minutes

A called meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Wednesday, March 6, 2019, at 7:00 pm at the school located at 500 Biesecker Rd, Lexington. The meeting was called by Christine England and Roland Trout.

Members present were Erin Steenwyk, Christine England, Kristin Briggs, Roland Trout, Greg Turlington, Andrew Lance and Crystal Scillitani (by phone). Members absent were Justin Wheelles.

Chairwoman, Christine England, called the meeting to order at 7:00 pm. Those present gave the Pledge of Allegiance and the school Mission Statement was read.

Andrew Lance motioned for adoption of the agenda, the motion was seconded by Roland Trout. The agenda passed with no changes. No guests were present, and no public addresses were made.

Erin made a motion to move to closed session to discuss a personnel matter, Roland seconded and none were opposed. At this time, the directors moved into closed session.

At 8:12 pm closed session came to an end with a motion from Roland and second from Erin to end closed session and open the meeting to the public.

Roland made a motion to extend an employee contract to Lori James naming her as Interim Head of School retroactive to March 1, 2019 through June 30, 2019. Erin seconded and none were opposed.

Erin motioned to adjourn; Andrew seconded.

###

Davidson Charter Academy: A Challenge Foundation Academy
Regular Board of Directors Meeting
April 16, 2019

Minutes

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

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

The meeting was called to order by Kristin Briggs, at 6:02 pm. Those present gave the Pledge of Allegiance, and the school Mission Statement was read.

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

Greg Turlington made a motion to approve minutes from the March 14, 2019 board meeting. Andrew Lance seconded. The minutes were approved with no changes.

Kristin introduced guest Dottie Heath from High Mark

Lori James gave the Head of School report noting that enrollment numbers indicate that an additional third-grade class may be needed. She continues to monitor actual packets-in-hand for enrollment. She reported that current enrollment is at 307 and anticipates the 2019-2020 enrollment to be 490.

Lori requested that the board approve the hire of Erin Steenwyk as Assistant Administrator. Erin will work on the Beginning Teacher program, CFA Grant, organizing information, assisting specials and general administration support. Andrew Lance moved to approve, with Justin Wheelles seconding. None were opposed.

Lori reported that she anticipates hiring 7 regular teachers, 1 EC teacher, 1 Special (Spanish) teacher, 1 Guidance Counselor, and 1 office assistant for the new school year. She is currently applying for a mental health grant that would hopefully off-set the salary of the guidance counselor.

Discussion occurred around the curriculum including Responsive Classroom training and enhancement of Habits of the Mind. Lori also introduced Reading Camp for the summer noting that though there are no plans to offer the program this summer, a strategic plan is being written to accommodate for this in the near future.

A discussion of proposed policies for 2019-2020 occurred for both the Attendance Policy and the Transportation Policy. It was noted that tardiness and early sign-outs need to be addressed for the coming year. The board also deliberated busing routes noting that routes may need to be reconsidered for the next school year based on transportation needs.

Fundraising was reviewed and Lori reminded the board that the Lexington Chick-Fil-A will sponsor a spirit night on Monday, May 6th. The spirit night at the BBQ Center was very successful raising \$500 with

over 100 families participating. The Fun Run is scheduled for May 23rd with a different time slot for each grade level. A kick-off pep rally will take place on May 14th.

The DCA:CFA PTO has met with 65 parents participating. They look forward to working with the school to support students, teachers, and staff. An end of the year celebration is planned for Saturday, June 1st.

Jennifer Flury gave the Finance Committee report. She noted adjustments in the personnel budget, explaining that 1/12 of the salary has been moved to the next fiscal year because of the fiscal year-end. She also reported a \$316,000 surplus for the end of the year. Per the recommendation of Jennifer Flury, Greg Turlington made a motion to amend the budget to decrease EC personnel. Justin Wheelles seconded and none were opposed.

New Business was discussed. Christine England announced that the current conflict of interest policy was declined by DPI. A revised policy was introduced. Crystal made a motion to accept the revised policy, Andrew seconded and none were opposed.

The results of Spirit night at the BBQ Center was introduced. Christine announced that \$500 was raised and noted an overwhelming amount of support from DCA: CFA families.

Christine announced that Team CFA will no longer offer financial services and has passed their management to a company called Sterling. Discussion occurred around staying with the new company or seeking out another partner. Jennifer Flury will reach out the firm Bearman, CPA and to Sterling to gather information about the companies and their services.

Lori noted that though the school is eager to support teachers who might want to attend the Teacher Rally in Raleigh on May 1st, none of our current faculty are planning to attend.

Erin Steenwyk has resigned from the board.

Christine reviewed highlights from the 2019-2020 budget based on dollars per ADM this year and 440 student max. She reported total revenue of \$3,614,231.00. Actual enrollment is 460, but the school is funded for 440 students. She announced that the school is currently looking to replace Lotterese for next year's enrollment.

Discussion occurred around hardship assistance and Myhotlunchbox.com. The school is currently looking at vendors who may be able to provide a lower cost option.

The search committee for the new Head of School will include Christine England, Justin Wheelles, Kristin Briggs, 2 DCA Teachers, Lori James, and Jennifer Flury. Greg made a motion to accept this committee to search for the new Head of School. Andrew seconded. None were opposed.

There being no further business, Andrew made a motion to adjourn with Justin seconding. None were opposed.

Davidson Charter Academy: A Challenge Foundation Academy

Regular Board of Directors Meeting

May 21, 2019

Minutes

A meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, May 21, 2019 at 6:00 PM at the school located at 500 Biesecker Rd, Lexington.

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

The meeting was called to order by Christine England at 6:05 PM. Those present gave the Pledge of Allegiance, and the school Mission Statement was read.

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

Andrew Lance made a motion to approve minutes from the April 16, 2019 board meeting. Greg Turlington seconded. The minutes were approved with no changes.

Christine welcomed Dottie Heath from Highmark.

Five people made public addresses.

Erin Steenwyk gave the Head of School report noting that all enrollment packets are in except for 20 that the administrative staff were following up on. Confirmed enrollment for 219-2020 is at 487 with an estimated enrollment at 454 after potential attrition.

Erin requested the approval of four new teachers:

Tracy Lockard – 1st grade. Motion to approve made by Roland Trout, seconded by Christine England. Motion was approved.

Katelyn Stanton – 5th grade. Motion to approve made by Roland Trout, seconded by Greg Turlington. Motion was approved.

Brannigan Conley – Core teacher. Motion to approve made by Roland Trout, seconded by Greg Turlington. Motion was approved.

Carrie Palmer – 4th grade. Motion to approve made by Andrew Lance, seconded by Greg Turlington. Motion was approved.

Erin presented the amended Attendance Policy for approval. Motion for approval was made by Roland Trout and seconded by Andrew Lance. None were opposed.

Erin presented the amended Transportation Policy for approval. Motion for approval was made by Christine England and seconded by Roland Trout. None were opposed.

Erin gave an update on fundraising sharing that the final figure for the Annual Fund Campaign was \$5,611.00. Corporate pledges for the Fun Run are at \$5,850 and pledges for students was over \$12,000.

Greg Turlington presented the Finance Committee Report. The Finance Committee recommends approval for the hiring of Potter & Company for clean-up of the LINQ system for the 2018-2019 fiscal year and for the financial processing assistance and oversight for the 2019-2020 fiscal year. Roland Trout made a motion to approve the recommendation. It was seconded by Andrew Lance. None opposed.

New Business was discussed. Erin Steenwyk discussed changes that would potentially be made to the 2019-2020 transportation plan and lunch plan in addition to questions to include in the upcoming family survey.

Christine England indicated that the Search Committee had met to discuss the job description and requirements of the new Head of School. Phone interviews were occurring with face-to-face interviews scheduled for June 3-7.

There being no further business, Greg Turlington made a motion to adjourn with Crystal Scillitani seconding. None were opposed.

Davidson Charter Academy: A Challenge Foundation Academy
Regular Board of Directors Meeting
June 18, 2019

Minutes

A meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, June 18, 2019, at 6:00 pm at the school located at 500 Biesecker Rd, Lexington.

Members present were Crystal Scillitani, Christine England, Kristin Briggs, Roland Trout, Andrew Lance, and Greg Turlington. Absent was Justin Wheelles. Lori James was 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.

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

Roland Trout made a motion to approve minutes from the May 21, 2019 board meeting. Andrew Lance seconded. The minutes were approved with no changes.

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

Lori James gave the Head of School report and reviewed current enrollment numbers, noting that all grade levels have met full capacity with only limited availability the second and fourth-grade classes.

Lori requested approval of two new teachers:

Carrie Palmer as a new DCA: CFA teacher. Motion to approve made by Crystal Scillitani, Roland Trout seconded. Motion approved.

Jamie Berrier as a new DCA: CFA teacher, Motion to approve made by Roland Trout, Greg Turlington seconded. Motion approved.

Lori reiterated that three additional teachers will be hired before the start of the new school year. Two teachers for the 1st grade, and one teacher for the 3rd grade. Discussion also occurred around hiring a curriculum specialist to allow for coaching and oversight of curriculum.

Lori review highlights of the Epicenter Performance Framework Platform noting that all required items have been uploaded and there are no outstanding items at this time. Lori also gave the academic update, sharing that she is working to partner with Davidson County Schools to enroll DCA: CFA students in the county summer reading camps to assist students in strengthening their reading skills.

Lori shared highlights for the coming Academic Plan noting that MTSS (Multi-Tiered System of Support) will be rolled out for the coming year providing a system of support and enrichment for students. She also announced upcoming training for Path Blazer on August 13th, as well as Amplify/CKLA training and Singapore Math training. The Academic Committee will meet again in July.

Lori concluded that an amended Attendance Policy will be presented in the coming months. She also reported a \$21,489 profit from the 2019 Fun Run. Discussion occurred around the Annual Fund Campaign and PTO structure and PTO upcoming events.

Greg Turlington gave the Finance Committee report noting total revenue as of May 31, 2019, in the amount of \$2,941,487.16. He reviewed highlights from the 2019-2020 Fiscal Year Budget, noting a projected ADM Enrollment of 444 and a budget to Actual total fund balance surplus of \$414,793.47. Discussion occurred around budget line items, the potential for amendments to the budget, enrollment, and expectations from Highmark.

Roland Trout made a motion to accept the 2018-2019 Fiscal Year Budget-to-Actual, Kristin Briggs seconded. None were opposed.

Roland Trout made a motion to accept the proposed 2019-2020 Fiscal Year Budget, Andrew Lance seconded. None were opposed.

Christine reported on Old Business, noting that the Board of Directors has extended an offer to a Head of School candidate. The offer was made after a hiring committee consisting of current DCA: CFA Teachers, Administrators and Board Members interviewed candidates and made a final recommendation of three finalist candidates for the full board review.

New Business was reviewed and Christine reminded the board of coming strategic calendar items including new officer elections, board term review, the academic calendar, policy review, etc.... The board has scheduled a retreat to meet before the beginning of the new school year.

There being no further business, Roland Trout made a motion to adjourn. Andrew Lance seconded. None were opposed.

Davidson Charter Academy: A Challenge Foundation Academy
Regular Board of Directors Meeting
July 16, 2019

Minutes

A meeting of the Davidson Charter Academy: A Challenge Foundation Academy Board of Directors was held on Tuesday, July 16, 2019, at 6:00 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. 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 Benefits Renewal under public address. Roland Trout made a motion to approve, Andrew Lance seconded. None were opposed.

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

Roland Trout made a motion to approve minutes from the June 18, 2019 board meeting. Andrew Lance seconded. The minutes were approved with changes noting that the amount of \$414,793.47 is a total fund balance, and not a budget to actual surplus.

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

Parrott Insurance gave an update on employee health plan renewal for the coming year. Discussion occurred around United Health Care plans and Blue Cross Blue Shield plans. Roland Trout made a motion to offer medical at \$500.00 for the employees' coverage regardless of which plan or level they choose. Greg Turlington seconded, none were opposed.

Lori James gave the Head of School report noting open seats remain in only the second and fourth grade. Lori requested approval of one new teacher:

Keegan Van Wert as a new DCA: CFA teacher. Motion to approve made by Greg Turlington, Andrew Lance seconded. Motion approved.

Lori noted that the school is still seeking to fill 3 elementary school teachers and a curriculum specialist. She also announced that the PTO is hosting a picnic in the park on August 8th.

Christine announced that the Finance committee was unable meet prior to the board meeting. Jennifer Flury noted that all needed information has been submitted from the former accounting firm to new accounting firm, Potter & Co. She also explained that though the North Carolina legislature has not yet approved the coming budget, the school is on track with finances and anticipates meeting the required budget surplus next year.

Christine England welcomed Michael Osborne and announced that the board has recommended him as new Head of School for DCA: CFA. Greg Turlington made a formal motion to accept Michael Osborne as the Head of School, Kristin Briggs seconded. None were opposed. Michael will begin his time with the school on July 23, 2019.

Christine reported that several board members were up for re-election as they had been fulfilling unexpired terms for departing members.

Roland Trout – Fulfilled the unexpired term of Carols Jane. Greg Turlington made a motion to re-elect Roland Trout to a three-year term, Christine England seconded. The motion passed.

Greg Turlington – Fulfilled the unexpired term of Jed Orman. Roland Trout made a motion to re-elect Greg Turlington to a three-year term, Kristin Briggs seconded. The motion passed.

Christine requested nominations for board of director officer elections in the roles of Board President, Vice President, Treasurer and Secretary.

Roland Trout nominated Christine England to serve as Board President. Christine accepted the nomination. Greg Turlington made a motion to approve Christine England as Board President, Andrew Lance seconded. The motion was passed.

Andrew Lance nominated Roland Trout to serve as Board Vice President. Roland accepted the nomination. Kristin Briggs made a motion to approve Roland Trout as Board Vice President, Christine England seconded. The motion was passed.

Greg Turlington nominated Kristin Briggs to serve as Board Secretary. Kristin accepted the nomination. Roland Trout made a motion to approve Kristin Briggs as Board Secretary, Andrew Lance seconded. The motion was passed.

Kristin Briggs nominated Greg Turlington to serve as Board Treasurer. Greg accepted the nomination. Roland Trout made the motion to approve Greg Turlington as Board Treasurer, Christine England seconded. The motion was passed.

Some discussion occurred around By Law revisions. Roland Trout made a recommendation to amend Article 6 – Committees, Section A, Line four from *“Each committee shall consist of three (3) or more Directors elected by the Board...”* to now read *“Each committee shall consist of two (2) or more Directors elected by the Board...”* Andrew Lance made the motion to approve, Christine England seconded. None were opposed.

Christine noted that the school is currently waiting for state budget approval to know more about the pending Mental Health Grant.

Discussion occurred around the August board meeting, noting that with the opening of the school year, the faculty and staff, as well as board members were stretched thin with activities preparing for new students. Andrew Lance made a motion to cancel the Board of Directors meeting for the month of August, 2019, Kristin Briggs seconded. None were opposed.

Christine announced upcoming events including a Board of Directors retreat for strategic planning on August 6, 2019 and the back to school picnic on August 8, 2019

There being no further business, Roland Trout made a motion to adjourn the meeting, Andrew Lance seconded with none opposed.