

Pending Approval at August 2, 2018 Meeting

MEETING MINUTES DAVIDSON CHARTER ACADEMY, INC. REGULAR MEETING – JULY 17, 2018 – 6:00 PM 441 BECKS CHURCH RD, LEXINGTON, NC 27292

Present: Erin Steenwyk, Christine England, Brad Worthen, Jed Orman, Kristin Briggs

Absent: Gregg Sindors

Others Present: Cam Downing, Head of School

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

Agenda: Jed Orman motioned to adopt the agenda as amended. The motion was seconded by Kristin Briggs and passed unanimously.

Minutes: Jed Orman motioned to approve the July 5, 2018 Minutes. The motion was seconded by Roland Trout and passed unanimously.

Recognition of Guests: None

Old Business:

Bus Options - A new option has presented itself with regard to buses. Instead of purchasing/leasing buses from Carolina Thomas, Cam Downing presented an option to lease buses from WTM Leasing, which only provide the buses. The school will provide drivers and gas for them. It is a more economical option that doesn't require a co-signer. Roland Trout made a motion to contract with WTM Leasing for 2 buses at approximately \$43M, annually. The motion was seconded by Jed Orman and passed unanimously.

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

Employee Agreement – Prior to the signing of Cam Downings Employee Agreement, it will be modified to state that she will be paid as a contract employee

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for July and August 2018. In September, she will be considered a full-time employee of DCA. Her salary will be prorated to reflect 10 months instead of 12.

Information Session/Family Event – Information Session is scheduled for July 18, 2018 at Journey Church at 6:00 PM. A playdate is scheduled for July 22, 2018 at Brinkley Gym at DCCC in Thomasville from 2:00-4:00.

New Business:

Christine England made a motion to contract with Atlantic Building Solutions for janitorial services. This will include nightly cleaning. The contract price is \$3,790 per month for 10 months. The motion was seconded by Brad Worthen and passed unanimously.

RTO Edits –

Roland Trout made a motion to approve all 2018 new hires. See attachment for names and positions. The motion was seconded by Kristin Briggs and passed unanimously.

Erin Steenwyk made a motion to approve the amended December 2017 Minutes. It was seconded by Roland Trout and passed unanimously.

Roland Trout made a motion to approve the January 2018 minutes. It was seconded by Brad Worthen and passed unanimously.

Erin Steenwyk made a motion to approve the April 2018 Minutes. It was seconded by Jed Orman and passed unanimously.

Christine England made a motion to approve the New Board Member Orientation Process. It was seconded by Kristin Briggs and passed unanimously.

Kristin Briggs made a motion to approve the DCA Promotion/Retention Policy. It was seconded by Roland Trout and passed unanimously.

Jed Orman made a motion to approve the DCA Report Card Policy. It was seconded by Roland Trout and passed unanimously.

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Jed Orman made a motion to approve the Grading Policy. It was seconded by Christine England and passed unanimously.

Kristin Briggs made a motion to approve the Staff Evaluation Policy. It was seconded by Jed Orman and passed unanimously.

Christine England made a motion to approve the Student Records Policy. It was seconded by Kristin Briggs and passed unanimously.

Jed Orman made a motion to approve the Family and School Communication Policy. It was seconded by Christine England and passed unanimously.

Roland Trout made a motion to approve the Campus Visitors Policy. It was seconded by Kristin Briggs and passed unanimously.

Roland Trout made a motion to approve the amended Revised Break-Even Budget. It was seconded by Christine England and passed unanimously.

Jed Orman made a motion to approve the amended Transportation Plan. It was seconded by Roland Trout and passed unanimously.

Kristin Briggs made a motion to approve the amended Lunch Policy. It was seconded by Christine England and passed unanimously.

Roland Trout made a motion to approve the amended EC Policy to include the Manifestation Considerations addendum to the EC Discipline Policy. It was seconded by Kristin Briggs and passed unanimously.

Technology Grant from Team CFA – Instead of paying the technology invoices, Team CFA will now provide the school with the funding for the school to pay their own invoices. Christine England made a motion to authorize Eric Steenwyk to approve technology purchases to include laptops and all ancillary products and services. The motion was seconded by Brad Worthen and passes unanimously.

Charter Capital – Brad Worthen made a motion that the board vote and approve the sale of receivables to Charter Capital to provide short-term funding to the School to be repaid after the first funding drop from the state. The motion was seconded by Kristin Briggs and passed unanimously.

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Billboards – Jed Orman made a motion to approve the funding of two billboards in Lexington to increase marketing of the school and increase awareness of enrollment. The motion was seconded by Kristin Briggs and passed unanimously.

Treasurer’s Report: Jed Orman presented a financial report. Current balance is \$49,772.50. Christine England made a motion to approve the Treasurer’s Report. The motion was seconded by Erin Steenwyk and passed unanimously. Jed also reported that he is working with Team CFA to transfer bookkeeping and accounts payable to them.

Head of School Report:

Cam now has part-time office support for 20 hours per week.

Enrollment Report 4 has been submitted to the OCS.

PTO organizational meeting was held on 7/17/2018.

School supply lists are complete and will be distributed at the informational session and playdate then will be uploaded to the website.

Staff Bios are almost complete to start being published by the end of the week.

282 Enrollment packets in hand. 326 students confirmed in Lotterease.

Upcoming Meetings:

July 18, 2018 – Informational Session at Journey Church

July 22, 2018 – Playdate at Brinkley Gym at DCCC

July 31, 2018 – DCA / Chic-fil-A Day

August 2, 2018 – Board Meeting

August 21, 2018 – Board Meeting

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