Corolla Education Foundation

Minutes for Wednesday, August 14, 2019 Board of Directors Meeting

2 p.m.-4pm

Corolla Schoolhouse

In attendance: President Meghan Agresto, Treasurer Bryan Daggett, Susan Taylor and Gerri Adams were in attendance. Frieda Harris participated telephonically. A quorum was established. Sylvia Wolff, teacher/administrator was present.

Meeting Called to Order at 2:06pm by President Meghan Agresto.

**Board Action taken (2:07-2:17)**

* + Board approved minutes of July Board Meeting
	+ Board approved changes to 2019-2020 Employee Manual (8:00 changed to 815 arrival time, added to drug policy: no drug manufacturing) – all were in favor with added modification re: sexual orientation to match our official non-discrimination clause
	+ Board ratified their approved (via email) updates to School Improvement Plan
	+ Board approved edit to Lottery Policy – In order to ensure full slate by beginning of next school year, people on the waiting list 4 days to claim a spot offered to them once school is out for the summer and then 24 hours only the week prior to school starting. Agresto will share suggested wording at next public meeting.
	+ All board members present signed the Request to be Excluded from Workers’ Compensation Coverage, Agresto will circulated digitally for those not present at meeting
	+ Board agreed to make a donation to the David Marzetti Music Trust, 609 Sea Oats Ct., Corolla, NC 27927 in memory of Vice President Marzetti’s brother.
* 2:10-2:35 President’s Report
* Contract/Lease Updates – Our Social Skills class teacher/LCSW may be moving this school year and wanted us to know that when she does move, she will no longer be available to teach the class/Lunch Bunch. Contract amended to reflect this.
* Lottery movement - many changes to our enrollment over the summer, currently at end of waiting list, 37 seats taken, two more people left on list (siblings) and will offer them the only single opening we have after meeting.
* Yearbook – 2018-2019 yearbook printed through Shutterfly, most parents ordered a copy, there is also copy at library (reference only) and one at schoolhouse.
* Licensure – After completing 3 years as NC Beginning Teachers Liz Fennimore and Sean Sonnenberg have been Recommendations for Continuing Licenses and Meghan has submitted information for them and Teacher Wolff to “add experience” to their licenses.
* We have audits scheduled for this school year – one of the implementation of our IEPs (two days in October; every 5 years) and one of our Beginning Teacher Support Plan files (BTSPs) (January).
	+ Extended School Year updates – All reports positive

Treasurer’s Report

* Our revenue exceeded expenses again this year – this year’s surplus was $ 86,000
* State revenue ($277,000), and local revenue ($174,000) combined was 2% higher than budgeted. Interest on CDs and donations exceeded forecast.
* Teacher pay and benefits totaled $ 283,000, 5% below budget, primarily from benefit costs being lower than forecast. This is 77% of our total expenses.
* We were on or below budget in all the other expense categories. Staff development and Administrative services were significantly below budget.
* We ended the year with total net assets of $ 501,000.

Curriculum Committee Report -

* Susan attended webinar on BTSPs.
	+ We have completed ours for last year, have no beginning teachers this year, completed monitoring, peer review.
	+ Susan/Sonya/Sylvia met virtually - WEVS doing well, for Audit Sonya Rinehart indicated that for the audit she will interview Teacher Fennimore (location yet undecided)
	+ Sylvia emailed Mentor Ellen Bryson re: proving “proficient” status.
	+ Peer reviews done last year (Teacher Wolff did for Teachers Sonnenberg and Fennimore)

Grievance Committee update – **none**

Building Committee update –

* Teacher/Administrator Wolff did have discussion with Pastor re: their expansion plan. Chapel needs to rezone site to commercial, may not finish expansion until 2020 summer time
* WEVS will continue to evaluate that process and determine what is best for us re: space, teachers, inconvenience of packing up classrooms
* Wolff reminded that moving classroom stuff can be a good use of volunteer time and effort.

New Business

* + School Improvement Plan (SIP) Updates Discussion – information about it will go out in School update today, first SIP meeting in September, Wolff will speak about it at Pot Luck (Sunday, August 25, 2019 4:30-6pm)

Teacher Update

* + Current plan re: using smaller room with few K/1 students: ELA in larger schoolhouse room will be 2,3,4;; 5th grade to larger room of schoolhouse for science social studies; three teachers each have 3 grades for math; math classes all taught at the same time; no co-teaching plan with Wolff on admin work; Kat Fretwell to help with K-2 math in smaller schoolhouse room.
	+ Teacher of Year discussion – accidently skipped over this agenda item;
	+ Teacher Work Week to-dos
		- Fennimore to do review for teachers of how to make a EC referral
		- CPR/Epipen use/Return to Learn Concussion
		- Tech: Smartboard review, teachers will decide together how to communicate with parents (Canvas or Google classroom)
		- Teachers will be reminded re: PD portfolio
		- Sylvia has admin training for PowerSchool,
		- Reminder re: posting grades
		- PDPs with Susan Taylor
		- Sylvia will with Dare/Currituck county development days
		- Meeting with Suzanne Palmer, testing coordinator
		- IStation training (mClass we’ve used for reading diagnosis for the state (past 6 years) now being replaced quickly with online IStation) We have used Reading A-z as informal, read on-computer program so it shouldn’t be a total shock but Moore and Wolff do need to retrain then push program out to chromebooks.
	+ Emails used to be first initial last name now addresses are first two and last two then year of projected 8th grade graduation; suspended email accounts for everyone K-5
	+ Sylvia been accepted into ECU program for an add-on to masters for AIG, four classes – two per semester

Public Comment - none