Corolla Education Foundation

Minutes for June 12, 2019 Board of Directors Meeting

 2 p.m.-4pm

Corolla Schoolhouse

Meeting called to order at 2:05 p.m. after establishing quorum. In attendance at schoolhouse: President Meghan Agresto, Vice President Al Marzetti, Treasurer Bryan Daggett and Susan Taylor. Gerri Adams and Frieda Harris attended telephonically. Sylvia Wolff, teacher, and Karen Clark, member of public, also attended.

**Board Action**:

* Approve Minutes of May Board Meeting - tabled as no minutes available due to personal issues impacting Secretary, Dee Warner. May minutes will be circulated via e-mail for approval and adoption ratified at July board meeting.
* **Treasurer Daggett made a motion to move $90,000 from our operating account into an additional CD at Xenith Bank with a duration of 13-19 months, as determined by Treasurer Daggett. Al Marzetti seconded the motion. No further discussion. All voted to approve motion. Treasurer Daggett and President Agresto will take the necessary steps to purchase the CD with the bank.**

**President’s Report**

* School Performance Review completed through Epicenter online database. State of North Carolina required that it be included on the policy as an additional insured. This was a mix-up with the rider, as our broker as always been instructed to include NC as an additional insured but this was not reflected on the policy declaration page. The policy declaration has now been corrected and reissued. Despite this, CEF had been marked as proficient with respect to insurance coverage. The only shortfall noted in the Performance Review was a minor error in how an annual new training on Return to Play was reported on a survey. This has now been corrected. Training with CPR/Epi-pen training scheduled for this August during Teacher Work Week.
* NC Office of Charter Schools provided a response to the CEF Board with regard to a parent complaint by making several minor recommendations for updating WEVS policies. The Office of Charter Schools agreed that this complaint was improperly filed as it had not been first brought to the CEF Board. It was recommended that WEVS update its policies to ensure that teachers/board members officially recuse themselves in the event a complaint is made that involves a child of the teacher or board member. Meghan Agresto made a motion to form a Policy Update Subcommittee of the Board to review and update policies prior to the start of the 2019-20 school year. Al Marzetti seconded the motion and all voted in favor. Bryan Daggett, Frieda Harris, and Gerri Adams agreed to meet in early July for the first meeting of the subcommittee.
* Current enrollment and classrooms division - Discussed having Teacher Moore be the homeroom teacher for 2nd graders, as well as K & 1st grade, for the upcoming year, given class sizes and recent changes in the new student acceptance/waiting list. Sylvia Wolff indicated that teachers had already discussed this possibility and all were in favor. Accordingly, second graders will move to Teacher Moore’s homeroom, according to subject and ability.
* New contracts offered to teachers, SLP & Testing Coordinator for the upcoming year. Meghan Agresto to follow up with Sharon Twiddy regarding annual renewal of the lease for the Schoolhouse building.
* Yearbook has been drafted; waiting on a few more submissions and then will share link with families for ordering over the summer.
* FCC Form 497 submitted (annual submission for subsidy for internet at Schoolhouse).
* Summer Reading Camp – none; all 3rd grade students passed EOGs!
* Kat Fretwell will be reoffered her teachers’ aide position for the upcoming school year, regardless of whether REAP grant comes through. All agreed she is easy to work with and greatly helps teachers with administrative work and classroom management. With Kat on board during the last school year, WEVS had no expense for substitute teachers.
	+ Board review and discussion of absences: All substantial absences were health-based and all students with substantial absences kept up with work satisfactorily. Nonetheless, Policy Review Subcommittee will evaluate the advisability of creating a Retention Committee (3 board members/2 teachers) to determine when a student should be held back. The Policy Review Subcommittee will draft a policy that, tentatively, would take into accountant the percentage of school work mastered and year-to-year absentee trends with regard to students with high sick leave days.
* **Treasurer’s Report** –
	+ Reports from Acadia were received today. With the fiscal year ending in less than a month, WEVS is basically on budget in each budget category. Some minor adjustments to individual spend items are being made as the State doesn’t like negative numbers in any budget category (spending more than you budgeted or getting more revenue than budgeted).
	+ Only significant item outstanding was getting the rest of money due from Dare county. Over $9,000 of funds from Dare County was deposited during May.
	+ WEVS is on track to exhaust substantially all monies allocated from the State of North Carolina and the Federal government.
	+ YTD,CEF has booked more than $6,000 in interest from CDs, with more coming at the end of 2Q 19.
	+ Cash position at month end was $144, 616
	+ Towne Bank CDs total $133,960
	+ First National CDs total $241,389
	+ Total current assets: $519,965
	+ Cash projected at end of fiscal year raised to $ 510,000 from prior estimate.

* **Curriculum Committee Report** –
	+ In response to a parent’s concerns over two books assigned this year, board discussed that parents might appreciate being able to see, at the beginning of the school year, a list of reading assignments for the year on our website Information would include the source list it was chosen from (Battle of the Books list, Newbery, Alcott, etc.), a listing of associated Lexile ratings, and theme associated with curriculum. All present agreed it would be helpful.
	+ Susan Taylor reported that all evaluations have been completed and entered on NCEES (though each was locked before Professional Development PDFs were uploaded). General consensus that the NCEES website is ill-conceived, balky and not user-friendly; E.g., having to check every one of the boxes in order to get to the final rating is a waste of time and makes remembering things like adding PD before locking more difficult.
* **Grievance Committee** update: Grievance committee has received no further official complaints Committee will make recommendations to Policy Review Subcommittee for desirable clarifications to Grievance Policy for the upcoming year.
* **Building Committee** – Al Marzetti and Bryan Daggett met with the Corolla Chapel’s board re: long term use of Fellowship Hall at the Chapel. Both CEF and Corolla Chapel Boards are amenable to continued usage by WEVS for the near-term though it may not be a long-term solution for WEVS. The Chapel’s timeline for its expansion project includes start of construction in August with projected completion in November. Following completion of the new wing on the north side of the Chapel, divider walls will be constructed in current Fellowship Hall during winter break to create separate classrooms. We should develop backup plans, such as booking the Library, in the event of construction delays. With regard to construction of a new WEVS facility, determined that it was time to follow up with the Twiddys re: land donation. Bryan will follow up.
* Teacher Update (Sylvia Wolff)
	+ Graduation/project presentation –graduation was a great success! Off the grids houses; students learned a lot. Gave objectives to older kids, guiding at the beginning but offered no help on presentations, Student wrote, directed, choreographed their projects 100%
	+ IEP meetings - all finished for the 2018-2019 year. Some Extended School Year offered and accepted.
	+ Field trip updates – kayaking with Coastal Explorations (free – thank you!), one morning spent at the Corolla Adventure Park, and one overnight at the Audubon property (thanks to Pam and Robbie Fearn)
	+ Technology update - getting a new interactive board for big room in schoolhouse; Sylvia may try to sell old one on gov.deals.com
	+ EOG updates – Math results not available until end of summer due to standards changes this year; 3.8 Science (5th/8th together, only), 3.7 ELA average, 85% pass rate. This is tremendous progress from prior years - WONDERFUL!
	+ WIDA testing – Some students passed out of WIDA testing. Also Wonderful! WIDA is changing technology for upcoming year re: actual testing. No problem – already have digital files for all past scores.
	+ School Improvement Plan – almost done – Sylvia and Bryan will meet this weekend to discuss Financials and then Sylvia will send out and start 2019-2020 vision/action into motion.
* 4:00 Public Comment – none
* Meeting Adjourned at 4 p.m. Susan Taylor made motion to adjourn, Al Marzetti seconded and all voted to adjourn.