Corolla Education Foundation

Minutes for November 13 Board of Directors Monthly Meeting

2 p.m.-4pm

Corolla Satellite Office Conference Room

In attendance: President Meghan Agresto, VP Al Marzetti, Treasurer Bryan Daggett, Secretary Allison Broughton, Susan Taylor. Telephonically Frieda Harris. Teacher Marcy Moore. Member of the public: Karen Clark.

Meeting called to order at 2:01pm. A quorum was established.

**Board Action**

* + Approve October’s minutes – Susan moved to approve, Al seconded, all voted in favor.
	+ Establish ADM (Average Daily Membership) 2020-2021 school year (38 current) – The number for the 2020-2021 school year is due to be reported Friday, November 15.
	+ Educational Leave request—Two students (siblings) requested the full week before Christmas break off to travel with family and visit historical sites in the southern U.S. The timing is not ideal because it will mean a full three weeks off from school when the holiday break is included, but both students are doing well and there are no concerns about absenteeism. Leave was approved.

**President’s Report**

* Language Instructional Educational Program (LIEP) was updated for the year with no substantial changes. The report will be submitted to Performance Review through EpiCenter this week. The only change was of the date; there are no new ESL students.
* Unexcused absences—There have been no letters sent to any parents regarding unlawful absences so far this year, possibly for the first time.
* Additional deficiencies from EC audit—The deficiencies noted are administrative details. Meghan brought a copy to the meeting.
* Licensure – Teacher Sonnenberg’s license is pending the addition of high school math. He is teaching Math I/II and is eligible for NC licensure for high school math. EC Aide Allen’s licensure is pending. North Carolina has located her original license and Boston College provided her Masters’ degree information to NC. We’ve learned that severe learning disabilities are outside of the purview of Teacher Fennimore’s EC license. There are currently no IEPs for students with those learning disabilities.
* Paper copies of the financial audits for the school have arrived. One will be kept at the school with other public review documents (with yearbooks), and one copy will stay with the bookkeeper. Digital copies are also available.
* Say Something app training – Teachers and admin are up-to-date on app training. Student training will begin in December for roll-out sometime in the new year.
* Health Inspection done – A health inspection of the schoolhouse was completed with a 98% report.
* Donor information was provided to auditors Jay Reeves and Associates for gifts of $10K+. This information is required for Form 990. At the start of 2019 (last fiscal year) we had one donation meeting that criteria.
* School photos – Bruce Lorenz continues to generously donate photo packages to every student, even as the number of students has grown. The pictures are beautiful and include both individual shots and a group photo of the whole school.
* CIP Update—The Continuous Improvement Plan group has met twice and continues to work on themes. The committee will create “Foundations” that our teachers can easily work into their classrooms.
* Halloween—This is not officially a school update, as the Halloween events took place outside of school hours. Assistant teacher Fretwell took the lead on organizing the parade and parent volunteers, and the event went really well.
* **Treasurer’s Report**

The audit was approved by the state, so work is completed on that task for the year.

Expenses were higher in October. All of the software charges for the year hit, so we were $14k in the red for October, and $23k for the year. Funds from Currituck and Dare counties are starting to come in. There are some CDs maturing in December. Bryan investigated the procedure for cashing a CD, and it would be quite easy. There was a cash flow crunch, but with the county money coming in now, that shouldn’t happen again. When the maturing CDs are reinvested, it should be at higher rate, but terms will need to be discussed with the building fund in mind.

* **Committee Reports**
	+ Curriculum Committee – Susan completed four observations, and witnessed solid teaching in many different, creative ways. Students are engaged, enthusiastic, and happy. Teacher Moore’s K-1 class loves her and loves learning from her. One K-1 student asked Susan: “Will there be a Water’s Edge Village College?” Teacher/Admin Wolff is a dynamo—she is a very enthusiastic teacher. Teacher Fennimore is very organized; she had three activities running at once and showed excellent management. Students love Teacher Sonnenberg’s style. He had 17 students working in different stations and at different levels, and it worked.

This year’s Project Based Learning topic is “Planting Seeds of Change.” Students are currently working on composting.

There is an upcoming webinar on beginning teacher support that Susan will watch. Due to recent changes, EC Aide Allen could become a beginning teacher at some point this year. The beginning teacher support program is the same, but names have changed.

* + Grievance Committee – No meetings, no reports
	+ Building Committee—Pastor Jim of Corolla Chapel presented at the Currituck Commissioners’ meeting. The church’s zoning was approved for commercial to build as desired. He did not mention a timeline for the work. He discussed the addition of a daycare in the future, at which point they would have to return to the Board of Commissioners for approval. The Board will need to follow up with the Twiddys regarding the donation of land for a possible building. The timeline for the completion of work on the chapel will be important. We are not in a position to build right now, but we could commit to build within a specified timeframe. We will need to consider whether more facility is necessary for around 40 students. The Board will proceed by determining the timeframe for construction on the chapel, and then decide how and when to follow up with the Twiddys regarding land donation.
* **Old Business**—none
* **New Business**
	+ Annual Appeal – The fundraising campaign will be soft this year, in anticipation of a possible building campaign in the near future. The Board will approach donors who have given in the past. Bryan was tasked with creating copy for the campaign, highlighting the school’s accomplishments from startup to maintenance, the great teaching team, small class sizes, and the result being our grade of B—the highest grade for elementary in Currituck County, and second highest for Currituck and Dare counties.
* **Update from Teacher and/or Teacher/Administrator**
	+ RTA/iStation—This is online reading testing that has yielded interesting results in the K-3 group. It takes 30-40 minutes to complete one month’s testing, which is done in one sitting. Teacher Moore’s K-1 class will complete testing all at once this week for November. Many of the weaknesses identified so far are areas that haven’t been covered yet.
	+ Teacher/Admin Wolff is taking classes for AG (Academically Gifted) students. She is not impressed with the designations for AG students and finds that WEVS already does a great job with this, as we believe all of our kids are gifted!
	+ Parent Conferences update—Conferences are in progress, with older students leading.
	+ Review of 1st Quarter Performance—Weaknesses have been identified, as well as some housekeeping items for students.
	+ Field trip – Grades 3-5 traveled to Wilmington and New Bern. It was a great trip for everyone. The same is true for last week’s all-school field trip to the Aquarium and Coastal Studies Institute.
	+ Live auction for Beach Cleanup—Teacher Fennimore conducted a Facebook Live raffle, which was really well done. All prizes have been given out. Students found many interesting items during the cleanup, including: a military bag, a hula skirt, and a taser. The students voted for the winner of the best trash found and will create artwork with the trash items.
	+ Professional Development—Teacher/Admin Wolff attended a training on the McKinney-Vento Homeless Assistance Act, which requires schools to have a plan in place for displaced students. She is working on a school plan for approval in January. WEVS needs to have a written policy published on the school’s website. Teacher Fennimore completed an alternative study. Teacher Sonnenberg will travel to a science conference tomorrow and Friday.
	+ Volunteer luncheon will be held on Monday, November 25
* **Public Comment –** Karen Clark reported on an eco exploration program at the Wildlife Center, an incentivized education program that we will learn more about in or around February. The program will reach out to 10 surrounding counties.
* **Adjourn –** 3:07pm