Corolla Education Foundation

Minutes for October 9, 2019 Annual 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

Meeting called to order at 2:00pm. A quorum was established.

**Board Action**

* + Approval of September meeting minutes—Al moved to approve, Susan seconded, all voted in favor
	+ Time limit for Seat Acceptance after school year begins—Discussion regarding whether a shorter response time for acceptance should be set for candidates who are offered a seat during the time period from first day of school to Thanksgiving. Current policy requires a written acceptance within 7 days. The Board determined that no action to amend the policy should be taken at this time.

**President’s Report**

* Beginning-of-Year Student Roster – 38 enrolled, none on wait list. One vacancy after a withdrawal filled by sibling of another student, both the withdrawing and new student in 3rd grade.
* Office of Charter School Visit report—representative from Office of Charter Schools visit went well. Afterward, rep featured WEVS on her blog for OCS.
* Licensure – Teacher Sonnenberg’s license is current. He added HS Math, so no SP2’s currently. Teacher Wolff has added her Master’s work. She’s now taking classes to become AIG certified.
* Audits—Special Ed audit today and tomorrow by Department of Public Instruction, EC Children’s Advocate. Occurs every 5 years. DPI emphasis on thorough and complete paper files for IEPs over digital files, as portions of a digital file can get lost or corrupted. Every hardcopy IEP file should have an access sheet with signature and reason for access. DPI rep met with Meghan and Teacher Wolff today. Learned that differentiated services should be provided by licensed EC professional. Julie Allen’s EC license has expired. Teacher Wolff will investigate viability of re-licensure.
	+ Say Something app training— anonymous reporting system is going live on November 15, but WEVS might not be in first roll-out. Need account manager to do training with students before program can be implemented.
	+ Dollhouse cleanup—generated some donations, old files are stored there now, still some work to be done.
* Corolla Civic Association. Meghan gave presentation re: WEVS and the Currituck Lighthouse at the recent CCA meeting. Presentation was well received.
* Corolla Health Center grant update—CEF wrote a letter of support. Corolla Health Center was not listed online as grant recipient, but no letter of rejection received yet from HRSA.
* Meghan met with Allison Broughton, CEF’s secretary, to facilitate technology swap from Dee Werner, former Secretary, to Allison re: permissions/licenses
* Ebenefits update- Kat Fretwell is now covered under the WEVS health insurance plan.
* Fire Alarm System test — Simplex Grinnel completed testing -- all systems are in working order.
* First Continuous Improvement Plan (CIP) meeting – noted Board-related goal of average 80% attendance rate for Board meetings. Allison will begin spreadsheet to track attendance.

**Treasurer’s Report**

The preliminary audit has been completed by Rives & Associates as in previous years. No surprises, a strong audit report. Bryan prepared the required Management Discussion & Analysis (MD&A) which makes it easier for the public to understand our financial situation and business strategy – it’s currently a draft, but will be finalized and combined with the auditor’s work and financial notes before month end. The audit report, including the MD&A is on Dropbox. (CEF Finance – Audits).

Financial Highlights

* The assets of the Water’s Edge Village School exceeded its liabilities and deferred inflows at the close of the fiscal year by $503,449 ***(total net position)***.
* The government’s total net position increased by $86,611.
* As of the close of the current fiscal year, the Water’s Edge Village School’s governmental funds-reported ending fund balances (combined) of $501,716 an increase of $ 86,148 from the prior year.
* 2018-2019 (seventh year) average daily membership was 37 students, K-8th grade – a slight increase from the previous year. Enrollment for the beginning of the 2019-20 school year was 38 students. This is WEVS’ perceived limit, due to constraints on available classroom space.
* The Water’s Edge Village School’s total debt remained at $0 during the current fiscal year.  The schoolhouse rental is an operating lease, not a capital lease, and thus does not constitute a debt obligation.

Monthly report from Acadia for September not yet received. Available data indicates that expenses were in line with Budget for September. Bryan will circulate the Acadia report for September to the Board when received.

CEF operating account (TowneBank) had $ 25,592 at the end of September, a slight drop as county funds not yet received. CEF has always ended fiscal years with a surplus, mostly attributable to donations. Future discussion necessary regarding excess funds— if they are not used for construction of a school building to develop a plan that utilizes amounts in excess of necessary reserves to assist WEVS students’ educational endeavors.

**Committee Reports**

* + Curriculum Committee – Teachers Moore and Sonnenberg have both entered their PDPs on NEECS. Teacher observations scheduled for October 22.SP2 status still pending.
	+ Grievance Committee – no report
	+ Building Committee— We are still awaiting clarification as to the potential donation of a nearby lot that would be optimal for an additional school building. Construction of new wing on Corolla Chapel has been delayed as it cannot be constructed within currently applicable residential setbacks. Request to have lot rezoned as Commercial, which would reduce the setback requirements, are pending with the County.
* **Old Business**—none
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* **New Business**—none

**Teacher Update -**

Teacher/Administrator Sylvia Wolff provided the following update:

* + Curriculum/electives – electives are going well.
	+ Field trips- Wilmington trip next week. Might be in minivans instead of 15-passenger van. Teacher Wolff will call Linda Woodard re: insurance as soon as vehicle is confirmed. 14 students attending.
	+ Volunteer needs - no additional needed right now
	+ Professional Development Trainings –iStation is a great program for delving into data. Teachers are aware of 2/18 TWD away. Teachers Wolff and Sonnenberg are going to Manteo. Teacher Fennimore did a PD for teachers on EC ahead of audit.
	+ Testing (BOG results summarized) – Of the four 3rd Graders tested, three tested “non-proficient,” which means Teacher Fennimore will begin portfolio process with them as an alternative demonstration of proficiency. One student transferred in from KHES, so we are waiting for her scores. Interestingly, we have been using state-mandated testing platform for K-3. Test results indicate that one of the students who failed BOG reads at a 900 lexile level. The other two are flagging fine, and the one who passed is flagging “tier 3- intense remediation indicated.” As a result, we are providing remediation with everyone, including portfolio.
	+ CIP – first meeting this past Sunday: Driving goal is to develop and name core pillars from which to operate. Plan to create surveys for parent input and implement in parent/student manual for next year.
	+ Back to School night report- about 70% attendance. Possible CIP goal to improve attendance and/or restructure back to school events to encourage full attendance.
	+ Live auction upcoming for Beach Cleanup – Beach Sweep 9-10am on 10/22, trash will be used to make art. Plan to solicit donations and have live auction. Clarification of details needed from Teacher Fennimore.
	+ Technology – new Smartboard is great. A new projector may improve visibility. Current projector is 8 years old and technologically obsolete. Teacher/Admin Wolff will research buying a new one.
	+ Virtual Public School – Four students in NC Virtual Public School for Spanish I—free this year. It is a high school class with high school-level work required. WEVS is facilitator, not teacher, so teachers do not have access to student information pertaining to this course.
* **Public Comment -** none
* **Adjourn** – Susan made motion to adjourn, Bryan seconded, all voted in favor. Meeting adjourned at 3:45pm.