



Asheville P.E.A.K. Academy Board of Directors / Meeting Minutes
10.18.2020 6:00-7:00 pm
Via Zoom Video Conferencing

Board Members: Tiffany Iheanacho (Chair), Libby Kyles (Vice Chair), Mychal Bacoate (Treasurer), Catherine Lordi (Secretary), David Robinson (Director), Gene Bell (Director), Joe Lordi (Director)

Present: T Iheanacho
L Kyles
J Lordi
D Robinson
C Lordi
M Bacoate
G Bell

Opening: The regular meeting was called to order by T Iheanacho at 7:04 pm.

T Iheanacho requests two changes to Board Minutes on 9.20.20. When the motion is approved, vote 5 affirmative, 1 abstention. Fix spelling on Rusty "Mau". Motion to approve 9.20 minutes with two revisions noted.

Motion to approve PEAK pursuing a PO Box.

Motion to approve Agenda for 10.18.20.

Motion carried to approve all consent agenda items.

I. School Leader's Monthly Report – Presented by Dr. Raul Saldaña

A. Dr. Saldana provides an overview of the progress made from Sept 21 to Oct 17. Update includes enrollment, community relations, personnel matters, operations, and curriculum/instruction. Major steps include: presentation scheduled at UNCA, connections made with preschools and churches, advertising positions on LinkedIn (23 applications thus far for Lit Specialist, 9 for Office Manager), distributing brochures at HA, conversations with vendors for nutrition services.

B. Dr. Saldaña explains the interview/screening process for the Literacy Specialist position which includes a resume screening, initial interview, project, and interview with board invited. Applicants will be interviewed on a rolling basis. Open to rolling back the start date to find the right individual (no later than May).

C. Dr. Saldaña asks for support this month

- (1) we need to put more focus on our RTO documents and ACCESS documents
- (2) invite Raul to committee meetings, and asks for committees to add working sessions
- (3) board like and share social media posts and hand out promotional brochures
- (4) put Raul in contact with community leaders/partners through email
- (5) Oct 29th PEAK will present at Rock Hill Baptist Church

D. Ready To Open Conference covering Charter Finance is on Oct 28 from 8:00-4:00 and we need 4 board members in attendance. David, Mychal, and Catherine are confirmed. Everyone who can attend needs to sign up. Catherine will email out the list of future dates and all board members need to attend that can.

E. Catherine and Raul will be uploading documents into our Google Drive folder titled "Ready to Open" to be viewed by Nov 4. Everyone please provide feedback before our next meeting on Nov 15. We will need to vote at that meeting to adopt all policies, documents, and procedures to be able to submit them to the DPI by Dec 1.

II. Treasurer's Report – Mychal Bacote

- A. Treasurer provides report of finances, including donations, payroll related expenditures.
- B. We finalized our agreement with Rusty Mau. We are scheduling dates to get with him to formulate the process and then he will provide monthly budgetary updates and a board fiduciary training. He will also do due diligence to determine nutrition reimbursement.
- C. We have secured a credit card with First Citizens.
- D. We anticipate getting our board insurance in the near future. M Bacote and R Saldaña are working with an insurer presently and we will get two quotes.
- E. Financial officers will sign fiduciary consent forms and will formalize a fiduciary and purchasing policy before Nov.

III. Committee Reports

- A. Fundraising Committee –
 - Dogwood is voting to provide us a grant this week (instead of bridge loan), which includes teacher relocation stipends and teacher advertising. We as a board will determine where we will spend the remaining funds.
 - Fundraising committee is writing grant to the Glass Foundation for purchase of classroom furniture.

C Lordi motions to extend meeting to 7:15. L Kyles seconds. All unanimously agree.

III. Facility Committee Report

- A. No amendments or updates to the committee report other than that an architect will be looking at Innsbruck Mall a 1:00 next Wednesday to do some analysis of space and determine if it will meet out needs. Catherine and Gene will meet him there.

IV. Marketing Committee

A. No updates to committee report. Committee has started meeting monthly. Mass marketing materials will be shared with the board before distribution. Fliers will go out to all Housing Authority units this week. Information session scheduled at church for Oct 29th. D Robinson will attend with Raul.

V. Executive Committee

A. The executive committee decided the Vice Chair will serve as parliamentarian. We will meet as a board to establish "board norms" collectively sometime this month, perhaps one hour before our board meeting Nov. 15.

B. It was decided at the committee meeting that PEAK will address our area's achievement gap data, but not necessarily specify which school district the data is from. Language will be "in our local district or community".

C. The only time that a document needs whole board approval is if it is a new item, something not discussed before or not in our application. Otherwise documents and materials can be developed and deemed appropriate by the committees.

VI. New Business:

A. The fundraising committee is writing a grant to the Glass Foundation as a part of our Ready to Open Capital Campaign. M Bacote motions for C Lordi to apply for the Glass Foundation Grant of up to \$200,000. G Bell seconds. All unanimously agree.

B. C Lordi motions to open board recruitment to add members to the board. It is noted members think we need to put more time and thought into what the terms will look like, when terms expire, how many members, and that onboarding could require a lot of time.

G Bell motions to extend meeting 5 minutes. D Robinson seconds. All unanimously agree.

M Bacote motions to table conversation to Jan 2021 to discuss agenda item. L Kyles seconds. Motion carries with six affirmatives and one opposition.

VIII. No public representation to make a comment in board meeting.

IX. **Closing.** M Bacote motions to adjourn the meeting at 7:26 pm. L Kyles seconds. All unanimously agree.