



Asheville P.E.A.K. Academy Board of Directors / Meeting Minutes

11.15.2020 6:00-7:45 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

Absent:

Opening: The regular meeting was called to order by L Kyles at 6:03 pm.

C Lordi motions to approve minutes for 10.18.20. M Bacote seconds. All unanimously carry to approve minutes for 10.18.20..

M Bacote motions to approve agenda for 11.15.20. D Robinson seconds. All unanimously carry to approve minutes for 11.15.20.

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

A. Dr. Saldana provides an overview of the progress made from Oct 19-Nov 13. Update includes enrollment (30 students, up 15 from last month), began a pop-up tent campaign, community relations- meeting with Latino steering committee, collaboration with UNCA Darrin Waters, racial justice coalition conference, partnership with AVID, update on applications for the Admin assistant and Business Manager positions, discussions with vendors for nutrition and transportation, and obtained new office at United Way that has room for new employees.

B. Dr. Saldana is requesting that board provide video blurbs as to why we are a part of PEAK, and will reach out for questions when needing to set up tents.

C. Board will create a personnel committee and will review the 3 interviews for the Admin Assistant position on the google drive and give Raul feedback and recommendations on

questions for the second interviews

II. Treasurer's Report – Mychal Bacote

A. Treasurer provides detailed report of finances, including more purchases for marketing, technology and equipment. Not as many community contributions, a few for Mr. King's honorarium. Acadia has submitted reimbursement from the state, the software process is taking a while to get reimbursed. Dogwood grant will be provided within 30 days of receipt.

B. Rusty Mao provided a whole board budget workshop on charter school finance Wednesday Nov 11th, and he is going to research and provide further training to our board.

III. Committee Reports

A. Executive Committee

- Created the process, rubric, and executed our School Leader's 90-day Evaluation in critical areas: marketing and enrollment, community engagement, talent recruitment and hiring, professional growth and leadership, and curriculum and instructional program design. Have seen very good work and outlined areas for improvement.
- Organized and executed a budget workshop with Rusty Mao.
- Completed all of the required RTO documents and uploaded them into the shared Google Folder for Board review (all were required to review and provide feedback before Nov 11th at 5:00 pm).

B. Fundraising Committee

- The committee completed and submitted the application for the Glass Foundation for \$150,000 for classroom and office furniture purchases. Used various vendors.
- Board requests the fundraising committee initiates an inquiry into the refusal to consider PEAK for the Buncombe County Isaac Coleman Grant.
- Committee requests additional grant opportunities be brought to their attention

C. Marketing Committee

- Gave an extensive report of committee actions before the board meeting in writing; R Saldana spoke about addition of free opportunities to set up inside the mall and the Asheville Outlets. Committee meets every 3rd Wednesday, and this Wednesday will be working to create a schedule for the pop-up tents and board members to attend.

D. Facility Committee

- Gained the knowledge that the money follows the student no matter the location; gives us more square miles
- Modular is looking like the easiest process if we can acquire enough land and space to do so

- PVA is a site that we have gotten confirmation that we should move ahead; board members are leery about the safety of that location; we will table this idea for a month to pursue other land options, but will keep the option open
 - Raul met with UNCA representative; they have been discussing how to support APA; It is being considered.
 - There could be potential to lease an empty lot from Duke Energy or Ingles •
- Facility Committee meeting schedule for this week

VI. New Business

A. Approval of RTO Documents:

1. School Calendar 21-22'
2. Employee Handbook
3. Board Approved Employee Agreement
4. Access to Funding/Petty Cash Policy
5. Audit Policy
6. Board Committee Policy
7. Board Meeting Calendar Policy
8. Board Member Residency Policy
9. Board Relationship with Organizations Formed for School Policy
10. Budget Approval Policy
11. Criminal Background Check for Staff Policy
12. Criminal Background Check for Volunteers Policy
13. Employee Agreement Policy
14. Federal Funds/Grants Policy
15. Structure of School Calendar Policy
16. Structure/Length of School Day Policy
17. Lottery Policy and Application
18. Purchasing Policy
19. Records Retention Policy
20. Third Party Contracts Policy
21. School Safety Policy
22. Student Accountability Plan

-M Bacote motions to adopt the Ready to Open documents as listed on the agenda. G Bell seconds.

Board member notes documents need to include consistent font, structure, and name for Asheville P.E.A.K. Academy.

All unanimously agree to adopt the Ready to Open documents with the requested updates.

V. Announcements

- A. Benefits Committee presents and votes on the Year 0 benefits package. • Health

Insurance – committee proposes reimbursing employees \$500 stipend monthly starting after 90 days towards

J Lordi motions to provide Year 0 benefits for Health in the format of a stipend once someone has been employed 90 days on a monthly basis. On the 90th day pay period, employee will be reimbursed for first 30 months. C Lordi seconds. All unanimously agree and motion is carried.

- Retirement for Year 0 employees - recommends a 401k type program (403b or 457a); continue to research the best option for retirement, will most likely not be the state pension plan

J Lordi recommends a 1-time 6% contribution during late June to a retirement plan which will estimate \$8,650 in Year 0. M Bacote seconds. All unanimously agree and motion is carried.

- Workers Compensation – will need to pick it up when we have a building and will cost roughly 3-6,000; J Lordi recommends for the APA Board to allow the SD and Business manager to source various workers comp options to recommend insurers. It is noted and no vote is needed at this time.

VI. Public Comments

No public community members present at this time.

VII. **Closing.** C Lordi motions to adjourn the meeting at 7:43 pm. L Kyles seconds. All unanimously agree.