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

1.17.2021 6:00-7:45 pm

Via Zoom Video Conferencing

<https://us02web.zoom.us/j/5738435845>

***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:** Tiffany Iheanacho  
Libby Kyles  
Joe Lordi  
David Robinson  
Catherine Lordi  
Mychal Bacoate  
Gene Bell

**Absent:**

**Additional Persons Present:** Raul Saldaña (School Leader), Meredith Foulke (Admin Assistant), Risa Murray (Business Manager), Nancy Cable (Chancellor- UNCA)

**Opening:** The regular meeting was called to order by Tiffany Iheanacho at 6:00 pm with quorum of all seven (7) members.

**Consent Agendas:**

Mychal Bacoate motions to approve the Minutes for 12.16.20 and the agenda for 1.17.21. Libby Kyles seconds the motion. All unanimously agree, carrying the motion to approve minutes for 1.17.20.

**I. Welcome and Introductions.**

All board members introduced themselves and their role with PEAK to the team and welcome the 2 new employees. It has been 2 years since the board began meeting, and our board has maintained their commitment and dedication to our mission.

Meredith Foulke introduces herself as the Administrative Assistant and began work for PEAK on January 4<sup>th</sup>. She is operating out of the office at United Way with Raul. Risa Murray also began January 4<sup>th</sup> as our Business Manager, and is currently working remotely.

Nancy Cable, Chancellor of UNCA, introduced herself to the group and discussed UNCA's interest in developing an impactful relationship with Asheville PEAK Academy. The partnership may entail a relationship with the Education Department, student volunteers and tutors, APA would include training of teachers through their Education Department, student teachers, UNCA students as volunteers and tutors, and being able to use UNCA's campus to bring APA students to experience a college campus firsthand (library, gym, track, etc). Asheville PEAK Academy also has the opportunity to lease a space at 838 Broadway, owned by the UNCA Foundation Board. Chancellor Cable provided a run-down of associated costs proposed by the Foundation Board.

Following the Chancellor's presentation, Libby Kyles motions to move the facility committee discussion up above the School Leader's Report and Financial Report to carry on the conversation regarding our facility search. Mychal Bacoate seconds that motion. All seven (7) board members unanimously agree and the motion carries.

**II. Facility Update.** Joe Lordi provides update for three possible facility options. We have thoroughly explored the possibility to move into the old ICI space on Brevard Rd. We have not heard back from the owner about possible amount, though the space would be ready to move into and could be a good contingency plan. The Methodist church is also an option, and their board recently voted their approval to enter into a lease agreement with us when we are ready. Catherine Lordi and School Leader Raul Saldaña have toured the building at 838 Broadway along with architect Bryan Moffitt. The architect is determining the cost for updates and security measures. We will need a full picture for how it will affect our budget: lease, utilities, updates, before we can make a decision. The facility committee will move forward in getting those figures from the architect, and we will be prepared to call a special meeting to vote at that time. Board members recommended that we consider security cameras, an intercom system, and fencing around the perimeter as potential costs we haven't considered.

### **III. School Leader's Monthly Report – Presented by Dr. Raul Saldaña**

A. Enrollment and Recruitment: Great progress this month, which Raul attributes to adding new team members. They have placed calls to all families enrolled in our lottery to verify information (currently 63: 29 K, 18 1<sup>st</sup>, 16 2<sup>nd</sup>). He has had great progress in getting preschools and after-school programs to recruit. WRES ad area running daily, 3-4 times a day.

B. Curriculum and Instruction: The curriculum team has identified the literacy curriculum and assessments, LifeLong Readers Guided Reading and Phonics, Match Fishtank Comprehension, and STEP assessments. We are getting quotes and timelines from vendors and this month will be reviewing our professional development calendar to nail that down. Will be visiting the Ron Clark Academy on February 22<sup>nd</sup>, and other board members are welcome to attend. Raul has identified SAFE Schools as a virtual professional development for future teachers to do before reporting to PD in July.

C. Teacher Recruitment and Hiring: Teacher positions have been posted. We have around 20 applications for each grade level, though only 4 for EC. Raul is going to follow up with HBCUs and is working to build a hiring committee to aid in teacher selection. He will email board members to explain the commitment and determine interest. Raul and the committee

will make offers contingent upon board approval. Offers should be made very close to the time the board meets (no more than a week) and the board will approve hires in one sweep.

D. Operations: Raul has had discussions with UNCA on catering options and will follow up with Southside Kitchen. E-rate account has been created and approved. Joe Lordi will meet with Risa and Raul this week to discuss retirement process. Discussion occurred regarding health benefits. As a reminder, our November minutes stated that after 90 days employees are provided a stipend to cover the first 3 months for health insurance.

#### **IV. Treasurer's Report – Risa Murray, Business Manager**

A. Risa Murray provides an account of our bank account status and expenditures for the month of December. The account included detailed information about the ACCESS Grant budget for Year 1 and some concerns about when we spend the funds and get reimbursed. She will be following up with DPI regarding those "concerns".

#### **V. Committee Reports**

##### **A. Executive Committee**

We have opened a 2-week window where we are accepting interested board members to complete an interest form. There is one-week left, so all board members are encouraged to circulate the form via email contacts.

##### **B. Fundraising Committee**

The fundraising committee (Catherine Lordi and Risa Murray) met and discussed strategy and priorities for 2021. Risa will be working on a fundraising calendar. We have connected with the new Equity Director at Dogwood and will reconnect with the Glass Foundation.

##### **C. Marketing Committee**

The marketing committee has created two ads, running on WRES, and a video commercial running on social media. Administration has dropped off more fliers and posters for day cares and preschools.

#### **VI. Announcements:**

- All board members need to attend the RTO conference on January 27<sup>th</sup> on operations. The registration has closed, please email Raul if you have not registered and need to. It will begin at 8:30.
- All board members need to begin using their newly created [ashevillepeakacademy.org](mailto:ashevillepeakacademy.org) email addresses and checking on a regular basis. Raul will create a standard signature and share and Meredith is available to assist if need be.

#### **VII. Public Comments**

No public community members present at this time.

**VIII. Closing.** Mychal Bacoate motions to adjourn the meeting at 7:46 pm. Libby Kyles seconds. All seven board members unanimously agree to adjourn the meeting at 7:46.

