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

4.18.2021 6:00-7:30 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), Dwight Mullen (Director), Joe Lordi (Director)***

**Present:** Tiffany Iheanacho  
Joe Lordi  
Catherine Lordi  
Mychal Bacoate  
Susan Shanor  
Libby Kyles  
Dwight Mullen

**Absent:** David Robinson

**Additional Persons Present:** None

**I. Opening and Consent Agenda:** The regular meeting was called to order by Tiffany Iheanacho at 6:06 pm with quorum of seven (7) out of our eight (8) members.

Mychal Bacote motions to approve the Minutes for 3.21.21 and the Agenda for 4.18.21. Libby Kyles seconds the motion. Six of seven present members approve the motion, carrying the motion to approve Minutes for 2.21.21 and Agenda for 3.21.21 with said revisions. New board member, Dwight Mullen, abstains.

## **II. Enrollment Report**

A. Enrollment and Recruitment: C Lordi provides enrollment report as communicated by by our Business/Operations Director. We have strong enrollment numbers with 45 of 48 confirmed seats in Kindergarten, 23 of 24 seats filled in first grade, and 24 of 24 seats filled in second grade. There is an additional waiting list of 13 in K and 1 in 2<sup>nd</sup>. We will be working this month to add to our 1<sup>st</sup> and 2<sup>nd</sup> wait list and get families to fully enroll. Most have started, but few have completed enrollment (around 15 total). Office hours will be held twice a week for the next month for families to come in to get assistance with enrollment paperwork. All families have been individually called by a board member and welcomed to PEAK. Questions/concerns were noted in the shared enrollment file.

### **III. Financial Reports**

A. Board chair provided a detailed account of our revenue and expenditures. Revenue includes reimbursement from ACCESS and the Glass Foundation. Account has been created for specific fund use (ie we receive a donation for a new playground, that donation will go into that fund and paid out of that same account). We will need to use the funds from the restricted account for furniture, may request wiring information to wire those funds since it will be a large purchase.

B. Auditor Selection – Treasurer proposes using Rebecca Barr for our annual audit year 1. Rebecca has had 13 years charter school audit experience. Audit will be for June 2021 through July 30, 2022. We can do our own internal audit for our own controls this year. We are required to use an external auditor, and need to change auditors every 3 years. Vote will take place during new business.

### **IV. Committee Reports**

- Finance Committee – FY1 Budget, Break-even budget created by the finance committees. Brochure for fundraising created in addition to the preliminary list of potential donors. Created an online portal with Dogwood for ask for school counselor, nutrition, school nurse, and transportation. Community Fundraising will commence once we know whether we will receive the grant from Dogwood. Each board member need to be listing potential donor individuals, businesses, churches they know of through their network and connections. \*The fundraising campaign will be a full board effort.
- Facility Committee – Cleaned out basement of the school site (thank you David!), making strides towards getting our Certificate of Occupancy (should be next week), painter has begun painting, flooring will begin in around 2 weeks, an architect has been to basement and has drawn our build-out. If any board members have contractors/builders they would like to provide a quote, please email their name and contact information to Catherine. Need to explore security systems (video surveillance). Furniture purchased and new playground has been ordered. One noted update: we have a landscaper, BB Barnes, who is going to donate service and plants. It is noted that the homeless issue under the pavilion needs to be addressed. Board discusses a mural in hallway. Board members toured the Delta House portrait and mural gallery and got lead on artists to help. Board wants the students to be involved in the creation so will wait until fall on a mural, but may request that LEAF or Delta House temporarily donate some art for cultural relevance in hallways.
- Hiring Committee- Teacher hiring is going well, will vote on a slate of candidates in closed session. We have 4 teacher positions left to fill. We have opened the Admin Assistant position and also posted for a School Counselor and new School Director. Request is made for board to be made aware of new job postings via email so they can share via networks. Board should be able to provide comments on posting (2 business days) before a position is posted.

Academic Committee- Held a meeting with Eureka Math to get a quote for their full range of products (including manipulative kids, data tracking software). Will be paid for by ACCESS funds July 1. Completed database to give overview of all curriculum vendors and where we are in the process of securing each set of curriculum.

#### **V. New Action Items:**

A. Staff Benefits Presentation: Joe Lordi provides a comparison between the open market health insurance and state health plan on behalf of our employees. With the state health option, we are at the mercy of the state health plan and their fluctuations each year. We cannot opt out at any point. State plan options offer two plans: 80/20 and 70/30 with \$25 and \$50 monthly payments. It also offers dental, vision, short-term disability. If we go with the state plan, we would broker for the auxiliary plans.

**Tiffany Iheanacho motions for APA forever goes with the state health insurance program for all full-time employees. Libby Kyles seconds. All unanimously agree to offer the state health insurance plan.**

B. Retirement Plan: Options are to use a simple IRA plan, offering up to a 3% match or 2% gift. The other option is the more complicated 401K with increased record keeping. It is recommended with the IRA plan we open our own account. State retirement would obligate the employee to pay 14% salary for the employee.

Joe Lordi motions that APA not offer the state retirement plan option for full time employees. Mychal Bacote seconds. All unanimously agree to opt out of the state retirement plan.

\*We need to be careful to keep our funding structured and offer complete compensation packages.

C. Break-Even Budget and Budget. They are one and the same based on ADM and it is noted we are operating on a very tight fundraising budget and have had to create a lot of positions part-time to reduce costs. Conversation regarding the cost of food given we have a solid idea from Southside Kitchen. Mychal Bacote motions to approve the break-even and regular budget for FY2021-2022. Catherine Lordi seconds. All unanimously agree.

**D. Mychal Bacote motions to enter into agreement with Rebecca Carr for 2021-2022 annual audit for \$6,900 and additional \$900 for 990. Susan Shanor seconds. All unanimously agree.**

E. School Leader Next Steps. Asheville PEAK Academy Board has interviewed a potential School Leader candidate. Mychal Bacote motions to move into closed session to discuss personnel matters. Joe Lordi seconds. All unanimously agree.

Board reenters open session at 8:10 pm.

**VI Announcements:**

**VII. Public Comments**

No public present.

**VIII. Closing.** Mychal Bacote motions to adjourn the meeting at 8:10 pm. Libby Kyles seconds the motion. All seven board members present unanimously agree to adjourn the meeting at 8:10.