

Asheville P.E.A.K. Academy Board of Directors
Meeting Minutes
6/28/2020. 7:00-8:00 pm
Via Zoom Video Conferencing

Present: Tiffany Iheanacho
Mychal Bacote
Libby Kyles
Catherine Lordi
David Robinson
Joe Lordi
Gene Bell

Opening: The regular meeting was called to order by L. Kyles at 7:00 pm.

-M Bacote motions to approve minutes for 5/17/20. D Robinson seconds. All unanimously carry to approve minutes for 5/17/20.

A. Governance, Tiffany Iheanacho

1. The Asheville PEAK Academy Board Handbook can be found in our Google Drive (Tiffany will resend link to everyone). Everyone needs to commit to reading the Handbook and our Bylaws by 2nd Sunday in July (July 12th). Provide comments or questions to Catherine for amendments to be made and we will adopt our official Asheville PEAK Academy Board Handbook at our next regularly scheduled meeting July 19th. All will need to sign statement saying read and agree.

2. Ready to Open DPI Trainings, are scheduled to be held in Raleigh at DPI (8-4), but may change to virtual. Catherine will forward any and all updates. We need to commit to having 2 board members in addition to Raul at each training.

Dates and Commitments:

September 30 (Governance)- Tiffany, Libby

October 28 (Finance)- Mychal and David

November 19 (Operations and Accountability) -Joe and Gene

December 16 (Meeting the Needs of All Students)- Catherine and Libby

January 27 (School Opens in 7 Months! Now What?) – All Attend!!!!

3. Other Board Trainings – Catherine states she believes we will be required to having at least 2 in our RTO Year. Any ideas for who? Pisgah Legal?

Catherine got quote from Leader Building Leaders and fee will be \$1,000 for a ½ day training.

Libby states it should ideally be someone who specializes in charter school governance. She suggests reaching out to other boards in the area to find out who has performed their trainings.

Mychal will reach out to ICI board, Catherine will reach out to Evergreen and Francine Delaney.

Tiffany suggests that if we are going to be doing something that costs money, possible board members can pay a registration fee. Will bring proposals to our next meeting and try to nail something down.

B. Raul Onboarding – Catherine Lordi (secretary)

1. Catherine shared draft of onboarding plan for Raul – provides overview of suggested accountability measures and responsibilities. Libby and Joe state concern with requiring the weekly check-in. Maybe put that in place in Oct if need be, but not start there.

Catherine shares PEAK Contact list with Community Leaders, Potential Families, Preschool/Church Leaders. Everyone commits to updating the contacts with their known contacts by next board meeting.

C. Finance- Mychal Bacote (treasurer)

1. Our fiscal year begins July 1. Need to adopt a budget before the year begins. Mychal shares the updated budget for 20-21. Libby asks about accuracy of the benefits number. Mychal states he's been working with an Insurance Agent here in Asheville that does benefits for local charters. He is going to put together a menu of what our total needs will be, some may be transferable to more operational costs for certain types of insurance. Estimates in budget are on the high end. Libby is wary of approving a budget if we aren't sure about the benefits cost. Mychal points out we can vote to amend the budget. We will call it a "adopted budget" and then we will call it "amended budget", as there will be many amendments the first few years. Adopt budget as presented – in 60 days the finance committee will have a full amended budget to review and approve.

*T Iheanacho motions to approve the 20-21 budget with correction to move salary and benefits to one line item. D Robinson seconds. All unanimously agree.

2. We need to consider **probationary period** for benefits. When do we want benefits to begin? Day 30 or Day 90 or somewhere in between? Tiffany suggests we focus on teacher/leader satisfaction and start Day 30. Libby thinks insurance should start Day 1. Gene says we shouldn't start until 30 days, to ensure employee performance. Catherine will ask Raul when his current insurance will expire and we will discuss at next board meeting. Mychal and Joe will come with quotes from insurance companies who specialize in charter schools.

3. Fundraising: Libby states Dogwood is really interested in racial justice, need to make a move there. Joe had an introductory meeting with Dogwood; they understand our mission is aligned with their desire to have measurable results in equality and closing the achievement gap. They want to see our budget and want us to dream up what help we want from them. Joe will share the Dogwood Budget with the board by Wednesday; we will have a formal fundraising committee meeting and review of the budget next Sunday at 7:00 (Libby will send Zoom link).

4. Catherine explains ACCESS Grant is a reimbursement grant, so we need funds in our account to spend in order to get reimbursements from ACCESS. Mychal states all forms got into Self Help for bank account.

D. Facility Search – Gene Bell

1. All board went to see old church building on S French Broad. The owner sent a proposal to Gene and Tiffany. They will do certain updates – HVAC, shingles, parking lot, windows. Ask fee is \$268k or 22k a month. Possible we could negotiate down (would have to).

Tiffany states if we were going to lease the space, we would need to make some internal, structural changes. If we can leverage any in-kind support from licensed contractors, that could help us on the lease side. Tiffany asks for letters of support for painting, carpeting, reconstructing walls from board contacts. We need to come up with an amount we would pay a month, which we may be more able to negotiate if we can pay for or get donated all the updates we will need.

-Catherine will find specification to get Educational Occupancy. Joe will contact Beverly Grant as they are familiar with codes and can get them to come to the facility and give us a punch list with estimate. Libby will contact John (architect) who did Issac Dickson to also come and see facility.

2. Tiffany did speak to David Nash. They renewed current leases with Edington over the next year. Joe wrote David a letter to ask for a vote on using Housing Authority facility. Didn't get on the agenda for June, not sure if we will in July.

3. Joe and Tiffany met with Debra Campbell, City Manager, pledged she would look at the inventory and get back with us.

Additional Items:

Tiffany will post minutes and agenda to website. Catherine will post meeting time on social media. Reminder our minutes are legal binding documents.

L Kyles motions to adjourn at 9:08. All unanimously agree.