



Asheville P.E.A.K. Academy Board of Directors / Meeting Minutes
9.20.2020 7:00-8:00 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

Absent: G Bell

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

-T Iheanacho requests two changes to minutes on 8.23.20. Section II page 4 T King to T Iheanacho. On page 2, "In addition the board had."

-M Bacoate motions to approve minutes for 8.23.20 including those revisions. D Robinson seconds. All unanimously carry to approve minutes for 8.23.20 with stated revisions.

-M Bacoate motions to approve agenda for 9.20.20. D Robinson seconds. All unanimously carry to approve minutes for 9.20.20.

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

A. Dr. Saldana provides an overview of the progress made from Aug 22 to Sept 18. Update includes enrollment, community relations, personnel matters, operations, and curriculum/instruction. Major steps include: spread the word via social media about our programming (219 new likes up to 770); virtual town hall with positive feedback from the last presentation; distribution of brochures; conversations with community leaders with a lot more scheduled. We have 6 completed applications on lottery and 16 on interest list.

B. Dr. Saldana has created two detailed job descriptions – Literacy Specialist and Office Manager, and has included a proposed timeline with start date Jan 4, 2021. Right now we have 18 prospective employees. Dr. Saldana will advertise the positions on various platforms and draft the rubric and protocol for the hiring process.

C. Operations: Dr. Saldana met with bus and nutrition companies to determine how the company will specifically operate and costs associated. A business account with Office Depot is solidified.

II. Treasurer's Report – Mychal Bacote

A. Treasurer provides detailed report of finances, including sizeable, anonymous donation, several key purchases, and an update on the bridge loan from Dogwood.

B. Rusty Mau, budget analyst for Buncombe Co, has offered services to do a workshop and look over our financial planning and operations. He will help us set up our financial structure in a multi-fund way so we know how to use money and transfer money in line items to keep us in compliance with grants and held accountable for community donations. We will add into the contract a payroll calculator – will calculate base pay and benefits. So when Raul makes offers, he has the salary with total amount, can help in the budget process. He is willing to donate first 5 hours and then charge \$50/hour after that. First 10 hours of time would be \$250.

Board agrees priority remains building capacity within our organization to understand the systems and processes, and not remain dependent upon outside sources. R. Mao training our board in the systems and procedures will be vital.

*M Bacoate motions for T Iheanacho to create limited contract with R Mao for a minimum of \$10/quarter for the next 12 months, to renegotiate 60 days prior to expiration. Kyles seconds. Motion is approved with 5 affirmative and 1 abstention.

III. Governance – Tiffany Iheanacho presents

A. Board Volunteer Forms –

Application was uploaded to website and we have not received any applications yet. Board will advertise “advocates” (rather than volunteers) on social media, have a sign up through a google form that is simplified (not requiring references or any additional information aside from contact info and interest).

R Saldana will create a PEAK Advocate google form to share with board and then post on social media.

B. Using Data in Print Materials – We tabled the discussion on using achievement gap data of local districts at our last meeting. Board members will send suggestions to T Iheanacho in 7 days, and the executive committee will meet this month to draft a proposal for how data will be used.

C. The executive committee will also meet to establish board norms and parliamentary procedures that we will share with the board at the next meeting. We need to have a training on general board meeting operation. L Kyles will reach out to Pisgah Legal specific to parliamentary procedures and member on ABCTL board to determine training options.

V. Facility Update – Joe Lordi Chair

A. Facility committee met on Monday to discuss our options and make plans. Our options are now:

a. 16 S. French Broad – Tiffany drafted a proposal and submitted that to Gene to share with the realtor. Upfitting costs are estimated at \$100-\$150/sq ft to renovate, which is well above our budget.

b. Housing Authority voted to help us and explore if there are options outside of Edington Center; possibly modular in Pisgah View. The facility committee will be exploring this as an option.

c. We have contacted Ingles Real Estate team on leasing some of their owned properties. We have not heard anything definitive yet. Joe is following up appropriately.

d. Meeting is set up with the provost at UNCA to talk about partnership.

The facility committee's goal is for us to have a very concrete option nailed down by our board meeting next month. The facility committee will continue to meet every other Monday evening.

B. Interim Office Space for Raul: We need an address and office space for Raul to work out of, schedule meetings, and to use as a temporary address so our mail is not being sent to our homes. All board members need to be exploring options.

VI. **Board Time Discussion.** It has been suggested that we move our board meeting to 6:00 pm on the third Sunday of the month. L Kyles motions; M Bacoate seconds. All unanimously agree.

VII. **Closing.** M Bacoate motions to adjourn the meeting at 8:10 pm. L Kyles seconds. All unanimously agree.