



Board of Directors  
Meeting Minutes  
11.9.2021  
27 Balm Grove Avenue  
Asheville, NC

**Board Members: Gene Bell (Chair), Robby Russell (Treasurer), Susan Shanor (Secretary); Dwight Mullen (Director), Andy Barnett (Director), David Robinson (Director)**

**Present:**

Gene Bell  
Robby Russell  
Susan Shanor  
Dwight Mullen  
Andy Barnett  
David Robinson (arrived @ 6:14)

**Additional Persons Present:** Dr. Sherry Poole, Kathey Avery

**I. Opening and Quorum:**

The regular meeting was called to order by Gene Bell at 5:38PM with five of six members present.

**II. Public Comments:**

There were no public comments.

**III. Approval of Consent Agenda and Minutes**

Andy Barnett moved to approve the consent agenda, Robby Russell seconds. All unanimously agree and motion carries to approve consent agenda. Dwight Mullen moves to approve minutes from the 10/12/2021 Board Meeting, Andy Mullen seconds. All unanimously agree and motion carries to approve minutes.

**IV. School Leader Report**

Dr. Sherry Poole presented the attached School Leader Report.

#### **V. Covid Vaccination Policy for PEAK Employees**

The Board reviewed and discussed the Covid-19 Policy for PEAK Employees. Susan Shanor moved to adopt the policy, Andy Barnett seconds. All agree and motion carries to adopt the policy. Policy goes into effect December 1, 2021.

#### **VI. Covid/ Vaccination Report (Kathey Avery)**

Kathey Avery discussed the current state of Covid-19 and volunteered to research and provide Covid prevention and vaccination communications for PEAK and to research the possibility of scheduling an on-site vaccination clinic at PEAK.

#### **VII. Financial Report (Robby Russell)**

Robby Russell reviewed the 10/1/2021 – 10/31/2020 financial report, including status of Access and Dogwood grant reporting. Robby continues to work on teacher/staff retirement plan.

#### **VIII. Fundraising (Susan Shanor)**

Susan Shanor reported on the current status of the Founders Fund campaign and announced that PEAK is \$41,100 short of claiming the full \$150,000 match. Goals by next Board meeting: continue personal solicitations by Board members/need gifts at all levels to claim match; add more names to donor/friend base; and achieve 100% personal giving by the Board. Susan gave a special “shout out” to David Robinson for his successful fundraising and community building event at Strictly Wings on November 8.

#### **VIII. Facility (Andy Barnett and Gene Bell)**

Andy Barnett and Gene Bell reported on additional lighting to be installed and security by the Buncombe County Sheriff's department. There was discussion around issues related to parking and dumpster, which Andy will discuss at next meeting with church.

#### **IX. Discussion of Additional Board Members**

Gordon Grant was previously elected to the Board to begin January 2021. His schedule has changed so that he is available to begin immediately. No additional vote is needed since Gordon was previously approved. New nominees brought before the Board are: Kathey Avery (medical expertise); Kerry Friedman (non-profit legal expertise); and Tracey Johnston-Crum (marketing and communication expertise). Susan Shanor made the motion that these three nominees be extended invitations to join the Board, Robby Russell seconds. All unanimously agree and motion carries.

#### **X. Strategic Planning Session**

On December 14 Alex Quigley will lead a Board strategic planning session.

#### **XI. Additional Announcements**

There were no additional announcements.

## **XII. Adjournment**

Robby Russell makes the motion to adjourn the meeting, Andy Barnett seconds. All unanimously agree and motion carries. The meeting ends at 8:11PM.

## School Leader Board Report

November 9, 2021

### Enrollment

10/12/2021			11/9/2021	
Grade	Number of Scholars	Net Change	Grade	Number of Scholars
K	43	---	K	43
1st	12	-1	1st	11
2nd	24	--	2nd	24
<b>79</b>			<b>78</b>	

### Lottery

The lottery for the 2022-2023 school year opened on October 15, 2021.

### Personnel

- Our Business Manager resigned on November 3, 2021. Her last day will be Friday, November 19, 2021. The job has been posted on Indeed with some modification in the duties and responsibilities. I hope to have the position filled by November 30th.
- NCDPI is offering a new statewide applicant tracking system to all public school districts and charter schools at no cost. PEAK is signed up and we are in the December implementation group. Any jobs that we post in the future can be posted through this system. It also includes an Onboarding system as well which will allow any new hires to complete their onboarding paperwork electronically. We currently use Indeed for job postings; however, this system will allow us to market our positions to candidates who are in education without having to cast a wide net that includes applicants with no experience in education.

## Calendar

In error, Acadia miscalculated our required 1025 hours of instruction vs. 185 days of instruction. As a result, removed 15 much needed half days of professional development for the staff. We actually have 187 days instead of 185. The person computing the information in PowerSchool did not realize that charter schools have a choice between days or hours. The 15 half days of instruction/professional development days have been added back into our calendar beginning Dec. 8th.

## Discipline Data

Per NPCI on Nov. 4th:

NCDPI will be auditing discipline data four times a year beginning this fall. There are several behaviors that are required to be reported to the state within 5 days of occurrence. In order for your school to be in compliance with state regulations, you will need to either enter your incidents or send them to me as they occur. This way your state reporting will be up to date per the memo from NCDPI below.

### Reporting Discipline Data to the State

As a reminder, per SBE policy (SSCH-000), incidents of certain behaviors and disciplinary actions must be submitted to the state within 5 business days of occurrence (see pages 4 - 6 on the North Carolina Discipline Data Reporting Procedures Manual attached). All discipline data must be submitted by June 30<sup>th</sup> of each year when the window for reporting closes.

To meet this requirement, the data must reside in the state database where it can be viewed in state reports. For these offenses to be pushed into the state database and be viewed in state reports, you must not only enter the offenses in PowerSchool but also run the State Discipline report in PowerSchool. If you are using 3<sup>rd</sup> party software to enter your data, please verify with your vendor that your data is being submitted to PowerSchool in a timely manner. You should also verify that these data are accurate by running the state level reports periodically throughout the school year.

Acadia is our 3rd party vendor who will be entering our discipline data into PowerSchool. Only our school counselor and myself will transfer discipline data to Acadia (No teachers will be allowed to enter discipline data.) Below is the list of behaviors that must be reported/documented in PowerSchool:



**Due to state and federal statutes and State Board of Education policies, a record of incidents involving the following must be reported:**

- Any act resulting in an in-school suspension, out-of-school suspension, or expulsion.
- Any assignment to an alternative school or alternative learning program. The assignment should be reported as a consequence of (or an action on) the behaviors in an incident and as an alternative school/program enrollment on the PowerSchool Special Program Assignment screen.
- Any use of corporal punishment
- Any of the following offenses, regardless of consequences assigned:
  - robbery without a weapon
  - robbery involving the use of a weapon or robbery with a firearm
  - possession of a weapon
  - possession of a firearm
  - possession of a controlled substance
  - possession, underage sales, provision, or consumption of alcohol
  - burning of a school building
  - bomb threat
  - homicide
  - assault resulting in serious personal injury
  - assault with a weapon or physical attack with a firearm
  - kidnapping
  - sexual assault
  - sexual offense
  - rape
  - taking indecent liberties with a minor
  - assault on school personnel
  - bullying
  - cyberbullying
  - discrimination
  - verbal harassment
  - sexual harassment
  - bullying or harassment based on sex (sexual harassment), race, disability, sexual orientation, or religious affiliation
  - a violent assault not resulting in serious injury (as defined by criminal statute)
  - fighting
  - affray
  
  - communicating threats
  - gang activity

- extortion
- property damage
- possession of tobacco products
- use of tobacco products
- Any victim of the following offenses:
  - robbery involving the use of a weapon
  - homicide
  - assault resulting in serious personal injury
  - assault with a weapon
  - kidnapping
  - sexual assault
  - sexual offense
  - rape
  - taking indecent liberties with a minor
  - sexual harassment
  - harassment or bullying based on race, color, or national origin
  - harassment or bullying based on disability
  
- Whether or not the victim of the following acts was offered a transfer to another public school and whether the victim accepted the transfer for the crimes listed below (see page 17 for more information):
  - robbery involving the use of a weapon
  - assault resulting in serious personal injury
  - assault with a weapon
  - kidnapping
  - sexual assault
  - sexual offense
  - rape
  - taking indecent liberties with a minor
  
- Any occurrence of following actions by school staff and any student victim of the actions listed below (see page 14 and Appendix D for more information):
  - aversive procedure (per state definition)
  - physical restraint (per state and/or federal definition)
  - mechanical restraint (per state and/or federal definition)
  - seclusion (per state and/or federal definition)
  
- Whether a disciplinary action is considered a “No Tolerance Expulsion” per federal definition (see page 4 for more information)

- Actions related to law enforcement involvement:
  - any incident reported to law enforcement, including an on-site SRO (see pages 15-16 for more information)
  - school-related arrest\* (see definition below)

\* Arrest of a student for any activity conducted on school grounds, during off-campus school activities (including while taking school transportation), or due to a referral by any school official. In addition, the discipline data system may also be used to record other more minor disciplinary incidents, although this is not required. Using the system to record all incidents can help principals and LEA officials gain perspective on the entirety of disciplinary incidents and consequences. (It also eliminates the decision of whether to enter the incident in the system.) For example, a principal may want to know what proportion of all school incidents resulted in a parent conference, an in-school suspension, or an out-of-school suspension.

## **School Closure – COVID-19**

My goal is to keep PEAK Academy open at all times. Our recent closure was out of necessity, not out of an abundance of caution. Our entire school is located in one hallway.

### **Communication that went to Parents regarding our modes of communication (last week's PEAK Post):**

Parents, it is critical that we be able to contact you in the event of an emergency or a real-time situation. Our current modes of communication are: Remind 101; email, phone, and Classdojo. If you do not provide us with working phone numbers and email addresses, we cannot communicate with you. We are not utilizing a robo call system this school year. However, a robo call system only works if you provide us with working phone numbers. Remind 101 works exactly like a robo call system, but delivers a digital text message rather than a voice recorded message. The safety of all scholars is always number one followed by a rigorous education that will prepare them for the future. We ask that you work with us because we can only contact you based on the information that you provide to us. *If your cell phone number; home phone number; email address or home address has changed, you must notify us immediately. This is for the safety of your child.*

### **COVID-19 Communication to Parents (last week's PEAK Post):**



We are in unprecedented times regarding the pandemic. Please know that the safety and health of our scholars and staff is paramount. We take the virus very seriously and do not disregard situations that could put your scholar or our staff at risk. We appreciate your patience as we navigate through this pandemic. We are tasked with making critical decisions in a small window of time while trying to be as transparent as possible without violating any HIPPA laws. We follow all CDC protocols which are frequently updated and revised. We realize that not everyone will be satisfied with our course of action. However, please know that our decisions are based on keeping all scholars and staff members safe. Please remember that if your child is exhibiting any of the symptoms of COVID-19, do not send your child to school.

## **Technology**

Our devices have arrived for our scholars; however, we need to contract an IT person to assist with uploading what is needed and making sure that the devices sync with our 3rd party vendors (Clever).

## **Transportation**

- A staff member is willing to go to the three-day school bus CDL training so that he can be a back-up, substitute bus driver. The training is offered by the state and is free to us as a charter school. He is trying to enroll in the online instruction Nov. 29th - Dec. 2nd from 8:30 AM - 12 Noon, and will take the road test on Dec. 3rd.
- We are experiencing unsafe behaviors on the school bus (getting out of seat, throwing items, hitting each other, etc.). We have been in touch with parents; however, we are going to have to remove scholars from the bus temporarily if they cannot behave. Another option is to have a bus monitor/assistant. At the beginning of the school year, teachers rotated riding the bus in the afternoon; however, this is not a sustainable “ask” as we move deeper into the school year.



2021-2022  
November 9, 2021  
*School Leader Report*

## **Facilities**

We purchased an awning for the entrance into the building. Permission was obtained, as instructed, from Mark, the district superintendent. The awning is removable and will be taken with us. No modifications were made to the existing awning. The PEAK awning is attached to it.

*Submitted to the APA Board of Directors by: Dr. Sherry Poole -11/09/21*



## COVID-19 Vaccination Policy for PEAK Employees

*November 12, 2021*

### **Purpose**

Consistent with Asheville PEAK Academy's (the School) duty to provide and maintain a workplace that is free of known hazards, the School has adopted this policy to safeguard the health of our employees and their families, our students and their families, anyone who spends time on our School's campus, and the community at large from the risks associated with COVID-19. This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, the Equal Employment Opportunity Commission, the North Carolina Department of Health and Human Services, the Buncombe County health department and all applicable state and local health orders.

### **Scope**

This policy applies to all employees and volunteers. It does not apply to students and visitors (who will be subject to other mitigation measures to protect against the risks associated with COVID-19). The policy applies to COVID-19 vaccinations that are available to our employees as of the date of this policy, including those that have or will receive Emergency Use Authorization ("EUA") or those that have or will receive full authorization.

### **Policy**

As a condition of employment and as part of the essential function of all jobs at The School, employees shall either be vaccinated against COVID-19 or be regularly tested for COVID-19 pursuant to this policy and any directives by The School leadership. This means that by December 2, 2021, the School will expect all employees to:

- (1) Establish that they have been fully vaccinated by submitting proof of vaccination;
- (2) Obtain an approved exemption as an accommodation and undergo regular COVID-19 testing, or
- (3) Undergo regular COVID-19 testing as set forth below.

### **Proof of Vaccination**

To establish that they are fully vaccinated, employees must present a completed COVID-19 Vaccination Record Card for inspection by an authorized School representative. The School will treat all such information as confidential and such information will only be available to those with a need to know. To facilitate employees' ability to receive the vaccination, the School will consider timely requests for appropriate schedule changes or time off. The School will also provide employees up to two days of additional paid time off for any symptoms they may experience as a result of receiving the COVID-19 vaccination.

### **Requests for Exemptions as Accommodations**

To assist any employee who is disabled, who is pregnant, who is a nursing mother, who has a qualifying medical condition that contraindicates the vaccination, or who objects to being vaccinated on the basis of sincerely held religious beliefs and practices, the School will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for the School and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. To request an accommodation for one of the above reasons, please notify the School Director in writing at [sherry.poole@ashevillepeakacademy.org](mailto:sherry.poole@ashevillepeakacademy.org). Once the School is aware of the need for an accommodation, the School will engage in an interactive process to identify possible accommodations. If you believe that you have been treated in a manner not in accordance with this policy, please notify the School immediately by speaking to the School Director. You may request an accommodation without fear of retaliation.

### **Regular Testing**

All unvaccinated employees, regardless of reason, will be required to undergo regularly COVID-19 testing. The School will notify unvaccinated employees of the testing schedule, which may change from time to time based on the needs of the School and guidance from local, state and federal health officials/experts. Testing may occur at School or off site. Testing will occur at least twice per week with at least one PCR test and one rapid test. Employees shall use the testing sites recommended by The School's or any free testing site. The School will only pay for an employee's COVID-19 testing where the employee receives prior written authorization from The School. COVID-19 testing shall be done outside of the employee's regular work hours. Employees shall provide The School the results of the test immediately upon receipt to the Business Operations Manager. Providing false test results will result in discipline up to and including termination.

Failure to comply with this policy may result in discipline up to and including termination.