



Asheville P.E.A.K. Academy
Meeting Minutes
10.12.2021 5:45PM
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 (joined at 6:15)
Robby Russell
David Robinson

Additional Persons Present: Sherry Poole

I. Opening and Quorum: The regular meeting was called to order by Gene Bell at 6:02 pm with quorum of six (6) out of seven (7) members.

II. Public Comment: There were no public comments.

III Approval of Consent Agenda and Minutes

Robby Russell moves to approve consent agenda, Susan Shanor seconds. All unanimously agree and motion carries to approve consent agenda. Robby Russell moves to approve Minutes from 9/14/21 Board meeting. David Robinson seconds and motion carries to approve minutes.

IV. School Leader Report

Attached are the School Leader report and School Volunteer Application presented by Dr. Poole.

V. Slate of Personnel for Hire Presented by Dr. Poole

- **Linda Rienette Davis** – Custodian

Andy Barnett moved to approve; Robby seconded; unanimously approved

- **Kim Andersen** - Part-time PE teacher

Susan Shanor moved to approve; David Robinson seconded; unanimously approved

VI. Committee Report (Financial)

Robby Russell reviewed the budget and reported that progress is being made to correctly code all expenses. Catherine Lordi is preparing report to the Glass Foundation on how donation has been spent and will assist in preparing report to Dogwood on how PEAK spent first grant (report due November or December).

Robby reported that PEAK has three bank accounts at First Citizens Bank – one main operating account and two rollover accounts. Robby made recommendation that three accounts are not necessary and that we should close one rollover account.

Robby reported that we need to hire an auditor to prepare our 990 and audit report. Robby presented services offered and prices for three competitive firms and recommended that PEAK select Petway Mills & Person PA that prepares returns and conducts audits for 55 charter schools in North Carolina and South Carolina. David Robinson made the motion that PEAK select Petway and Andy Barnett seconded. Motion unanimously approved.

Robby reported that the Founding Board promised teachers a retirement program to begin in November. Robby is researching vendor and he will bring proposals back to the board.

Currently former board members are still signatories at First Citizens for PEAK check writing. Robby suggested that Dr. Poole be allowed to write checks up to \$2500 without additional approval and that any amount over \$2500 must be co-signed by a Board member. Motion was made to: remove former Board members as signatories; to allow Dr. Poole to write checks only up to \$2500; to require a Board signature on all checks above \$2500; and to add Robby Russell and Susan Shanor as signatories on the First Citizens account so that either can co-sign checks above \$2500. David Russell made the motion to approve and Susan Shanor seconded. The Board unanimously approved the motion. As part of the minutes, the Board acknowledged to adopt a Resolution, as required by the bank, to implement any part of the motion that was unanimously passed.

VII. Committee Report (Fundraising)

Susan Shanor rolled out a PEAK Fundraising Roadmap and announced a \$150,000 challenge matching gift commitment to kick off the Founders Fund Campaign. New gifts made by December 31, 2021 will be matched dollar for dollar. In addition to the match, Susan announced that she and Robby had received a \$50,000 commitment. Founding Donors making a \$10,000 or more donation will be named on a permanent plaque at the school.

Susan announced five goals of the campaign: Meet or exceed PEAK's Founding Fund financial campaign goal; raise visibility and awareness of PEAK within the community; build donor/friend

base that is racially and economically diverse; build capacity for the future; and become the most appreciative non-profit in Asheville.

Susan reminded that the primary role of the board is to fundraise and that every board member can participate in a variety of ways. All Board members, within their means, needs to make PEAK a philanthropic priority this year.

Susan announced the UNCA event on October 18th to celebrate the opening of PEAK and the November 8th event at Strictly Wings, sponsored by David Robinson, to benefit PEAK.

VII. Committee Report (Facility)

Andy Barnett reported improved communications with the church over facility issues. The church requested a certificate of insurance with the church on it, and Robby committed to obtain it. Discussions about rent concessions are ongoing. The Board discussed the challenge of finding space as the school adds grades.

VIII. Additional Announcements

There were no additional announcements.

IX. Adjournment

Andy Barnett motions to adjourn the meeting at 8:10. David Robinson seconds. All unanimously agree and meeting is adjourned at 8:11.

School Leader Board Report

October 12, 2021

Enrollment

10/12/2021			9/14/2021	
Grade	Number of Scholars	Net Change	Grade	Number of Scholars
K	43	-4	K	47
1st	12	--	1st	12
2nd	24	--	2nd	24
79			83	

Six scholars actually withdrew since our last board meeting: four in kindergarten, one in first grade, and one in second grade. However, we enrolled two new scholars: one in first grade and one in second grade, so we had a net loss of four students instead of six.

Lottery

Our goal is to open the Lottery for 2022-2023 enrollment on October 15th, but no later than October 22, 2021. The application, Lotterese, was set up by the previous administrator and staff. Training is required prior to implementing the lottery for a new school year.

UNCA Partnership - SportsFest - 10/9/21

Very successful event with 34 scholars and 6 teachers in attendance. The Director of Men's Basketball Operations reached out to PEAK yesterday to inquire about athletes reading to our scholars this month for service learning hours. I am in the process of working out the logistics with UNCA.

After School Program

Our after school program averages about 30 scholars per day. We are still in need of more volunteers. Even though our teaching staff have been rotating days to facilitate after school, several of them have asked for a break.

We are having significant problems with parents not picking up their scholars by 5:30 PM. We have notified parents many times about late pick-ups. This is one reason that teachers are no longer willing to do after school even with additional pay. The only viable solution at this point is to charge a late fee if a scholar is picked up after 5:30 PM. This goes into effect tomorrow.

1-15 minutes late	\$20
16-30 minutes late	\$30
31+ minutes late	Scholar not allowed to return for one week

Parents are taking advantage of our after school program because it is free.

Staffing

Our PE Enrichment teacher (9/20/21) and our full-time custodian (10/11/21) have started in their positions since the last board report. Our only unfilled staff position is the Food Service Worker position which will be vacant beginning Monday, October 18, 2021. We do have a volunteer in place from 10 AM - 12:30 PM for the week of October 18th - 22nd.

Budget/Financials

- Checks from school districts:
 - Buncombe County Schools - \$26,952.02
 - Haywood - \$190.94
 - No check from Asheville City Schools as of today
- Our budget committee is still working with Acadia to reconcile our budget

Professional Development

On September 14th, twelve staff members visited Healthy Start Academy in Durham, NC. We have been able to implement all of the procedures that we learned from HSA. Our behavior challenges have been greatly reduced and

our quality learning is taking place throughout the entire school. Due to a notification by NCDPI regarding our 2021-2022 calendar not meeting the 1025 hours of required instructional time, all of our half days (15) for professional development have been removed from the calendar. PD for our staff for the remainder of the school year will be difficult unless we schedule PD on a weekend which is not the best solution.

2022-2023 Calendar

It will be beneficial to our families if we align spring break with ACS and BCS school calendars next year to accommodate families with older siblings who are in those districts.

Facilities

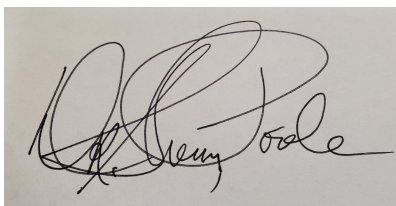
Since our September Board meeting, our new playground equipment and our intercom system have been installed.

Meals/Nutrition

We received the contract from Southside Kitchen. Their first invoice of \$17,050.00 has been paid (August - September). We will be paying them monthly beginning this month. Breakfast and lunch are approximately \$3,293.75 per week. We are collecting parent income information using the Free and Reduced Lunch Application to begin the process of applying for the School Nutrition Program for 2022-2023. Of the forms that have been returned, 37 of our scholars qualify for Free & Reduced Lunch for the 2022-2023 school year. These funds will be used to pay Southside Kitchen next year.

PEAK Volunteer Application

Our new application has been completed and is ready for distribution to those who are interested in supporting our scholars.





School Volunteer Application
27 Balm Grove Ave. Asheville, NC 28806
(828)-333-5430

Our organization encourages the participation of volunteers who support our mission at Asheville P.E.A.K. Academy:

“Through dynamic, culturally relevant instruction and limitless expectations, students at P.E.A.K. Academy will be empowered with the academic excellence, character traits, and love of learning necessary to become life-long scholars, leaders, and community stewards.”

If you agree with our mission and are willing to be interviewed and submit to a required background screening, we encourage you to complete this application. The information on this form will be kept confidential and will help us find the most satisfying and appropriate volunteer opportunity for you.

We are delighted to process your application as an Asheville PEAK Academy Volunteer.

- Volunteer in school building, under the direct supervision of Asheville PEAK Academy Staff
- Participate in a school field trip as a chaperone
- Give a presentation in classroom or read to Kindergarten

Please Print: Please complete all fields that apply. Any incomplete applications will be returned to the school unapproved. Processing applications may take up to three weeks.

Today's Date: _____ Originating School Name: _____

Last Name (As it appears on you NC License/ ID) First Name MI Birth date Social Security Number

Address City Zip

North Carolina Driver's License OR North Carolina ID Home Phone

Gender: M F Race: W B H A Other
Please check one Please check one Cell Phone

Emergency contact: Name and Phone Number Email Address of Applicant

How long have you lived in North Carolina? _____

If less than six months, previous address: _____

VOLUNTEER WORK PREFERENCE: (Please check your greatest interest)

- After School Cafeteria Helper Classroom Clubs Chaperone
 Jr. Achievement Library/Media Helper Office/Clerical Food Pantry Donate to Backpack Program

Please indicate days available: Monday Tuesday Wednesday Thursday Friday

Times available: From _____ To _____

Any physical limitations? No Yes If yes, please explain: _____

LIST BELOW ALL CHILDREN FOR WHOM YOU WILL BE VOLUNTEERING AND THE SCHOOLS THEY ATTEND.

1. _____
2. _____
3. _____
4. _____

Be aware that a criminal background check will be performed. We provide this service to maximize the safety of our students. Also note that some of the information on this form may be subject to North Carolina's Public Records Act.

Additionally, as an applicant to become a school volunteer, you may be randomly selected to submit to the digital fingerprinting process as conducted by the Asheville P.E.A.K. Academy School Board.

Date Received: _____ Sheriff's Department Stamp

Deadlines for applications each year is April 15th. Applications MUST be filled out each year.

Please complete the remainder of this form. Asheville P.E.A.K. Academy FULL-TIME EMPLOYEES STOP HERE!

Volunteering at Asheville P.E.A.K. Academy is a privilege not a right.

As part of your volunteer record, a criminal history check will be conducted. A prior criminal record may or may not result in your disqualification for volunteering, **but a failure to disclose your record WILL INVALIDATE this application. You must list all adult and juvenile misdemeanors, felonies or other criminal offenses other than non-criminal traffic violations.** (DUI and reckless driving are criminal offenses.)

For the safety and protection of our students, please answer the following:

1. YES NO Have you ever been arrested?
2. YES NO Have you ever been issued a citation where you had to appear in criminal court?
3. YES NO Have you ever been convicted and/or found guilty of a criminal offense in a court of law?
4. YES NO Have you ever entered a plea of "guilty" in a court of law to any criminal offense?
5. YES NO Have you ever had an "Adjudication Withheld" by a court of law?
6. YES NO Have you ever entered a plea of "Nolo Contendere" (no contest) to a criminal offense in a court of law?
7. YES NO Have you ever been enrolled in a pre-trial diversion program?
8. YES NO Have you ever been arrested or charged with a criminal offense where after you were acquitted (found not guilty) of the charge(s), or where the charge(s) were later withdrawn, dropped, or "Nolle Prosequi" (not prosecuted)?
9. YES NO Are you currently under indictment or the subject of any other pending legal proceeding for a criminal offense?
10. YES NO Are you currently under investigation by any local, county, state, federal, or international agency for any reason?
11. YES NO Are you currently considered a fugitive from justice by any local, county, state, federal, or international agency that may hold valid warrants for your arrest and/or apprehension?
12. YES NO Are you currently serving probation, parole, or community service as part of a court-ordered sentence and/or disposition?
13. YES NO Have you ever forfeited bond/bail due to failure to appear for a court proceeding?
14. YES NO Is your driver's license currently suspended or revoked?

If you answered "YES" to any question 1-14 above, you must list on a separate piece of paper each and ALL charges or offenses, including dates, city, and state where the offense(s) occurred. Also include an explanation of each charge or offense in your own words, including the final outcome.

Please attach the information, along with copies of final court dispositions, probation records, and any other official documentation supporting your explanation to this application form. Paperwork, along with the application, can be mailed directly to the Asheville P.E.A.K. Academy office at the address on the front of this form or returned to your child's school.

Safe School Disqualification List:

Assault of any type, domestic violence, arson, drug sale/possession, prostitution, DUI/DWI (two or more charges), burglary, carrying a concealed weapon, child abuse, contributing to the delinquency of a minor, felony (any type), grand larceny, incest, lewd and lascivious act, sexual offenses (regardless of victim's age), or violent crime - of any type.

This list of disqualifying offenses is not exclusive and there may be other criminal history that could disqualify an applicant.

As a volunteer of our organization, I agree to abide by the policies and procedures. I understand that I will be volunteering at my own risk and that the organization, its employees and affiliates, cannot assume any responsibility or any liability resulting from an accident, injury, or health problem which may arise from volunteer work I perform for the organization. I agree that all the work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward. Your signature below releases the P.E.A.K. Academy from liability or damages, which may result from any personal background search. It furthermore authorizes any State or local law enforcement agency to release criminal history to the District including, but not limited to, juvenile criminal history. In addition, your signature verifies you are not an employee of the school board of Asheville P.E.A.K. Academy. Your signature below acknowledges your agreement that any and all information you receive while a volunteer for the Asheville P.E.A.K. Academy, its employees and scholars is confidential and may not be disclosed to any person.

Please contact the Asheville P.E.A.K. Academy office at 828-333-5430 within 48 hours of an arrest or new charge as it may or may not have an adverse effect on your volunteer status.

Signature of Volunteer upon completion of application after reading the above

Signature of Parent/Guardian if Volunteer is a minor