



## Board Meeting Minutes

- Open Session - April 9, 2019
- Closed Session - April 9, 2019
- Special Session

**DRAFT**       **APPROVED**

### In attendance:

#### Voting Members

- Josh Herman/Parent Rep
- Rachel Monschein/Secretary
- Scarlett Jordan/Vice Chair
- Alecia Urmston/Treasurer & Community-at-Large Member
- Matthew Tilley/Parent Rep
- Michael O'Malley/Parent Rep
- Kristi Anspach/Chair

#### Non-Voting Members

- Lisa Bair/Executive Director/K-8 School Administrator
- Lauren Acome/High School Administrator

**Location:** Lower School - 1212 NC Highway 57 North, Hillsborough, NC

### Opening

Call to Order by Kristi Anspach at 6:11 PM.

### Reading of Mission Statement

Eno River Academy will nurture a community of academic and artistic distinction, as it enriches each student's cultural literacy.

### Student/Staff Celebration

- Celebrations - There is an Art Show at the Hillsborough Public Library organized by Nikki Balderas, Meagan Kimbrough and Tamara Velasco. It runs from today through April 27th . There will be an ERA reception from 11am-1pm this Saturday if you can join us.
- Color Run and Spring Carnival - Thank you to Gavin Phillipps and Nicole Hill for their leadership on these two events.

### Public Comment

None

### Executive Director Update

- Town Hall - April 15th at 6pm in the high school commons. Questions have been sent to PATH and Nicole Hill will moderate.

- Testing - We will have the PSAT10 at our school on this Thursday
- Red Cross Blood Drive-Tuesday, April 16th from 10am - 2pm. Please donate if you are willing/able.
- The Tiller School Visit-The 5th graders from The Tiller School visited last Friday. Our 6th graders met their pen pals and we hosted a tour and Q&A about Middle School.
- We are planning on offering the first ever Kindergarten orientation on Wednesday, May 8th (early release day). We will be introducing the new students to our school and assessing them for readiness.

**Committee Updates\***

Updates should be limited in length to 5-10 minutes. Items that would need further discussion and/or approval should be emailed to the Chair to be placed under New Business at least 3 (three) business days prior to the monthly Board meeting. The Board encourages the Chair of each committee to present these updates whenever possible.

Committee	Board Liaison	Committee Chair
Finance <ul style="list-style-type: none"> <li>- Reviewed February and March budget report</li> </ul>	Alecia Urmston	Alecia Urmston
Future Visions	Michael O'Malley	Michael O'Malley
Grievance <ul style="list-style-type: none"> <li>- No cause to meet</li> </ul>	Scarlett Jordan	Scarlett Jordan
Parents and Teachers Helping (PATH) <b>COMMUNITY EVENTS</b> <ul style="list-style-type: none"> <li>- SPRING CARNIVAL: MARCH 16, 1-3, HS Gymnasium 300+ in attendance Over 100 volunteers engaged \$135 revenue from Kona give back program</li> <li>- TOWN HALL: APRIL 15, 6PM, ERA HS Commons area, PATH COMMUNITY MEETING TO FOLLOW AT 7PM Questions being compiled Nicole to moderate PATH's Data Lead, Sarah Yagnow will record the meeting and all questions and answers will be available in writing for reference.</li> </ul> <b>K-5</b> <ul style="list-style-type: none"> <li>- Julie Forrest, K-5 Lead and Nicole Hill have formulated the K-5 PATH plan which will include Kindness Week as a character development program It will consist of a week of activities for kids and teachers.</li> <li>- Another goal identified was building parent interaction by using current events to bolster parent social opportunities and classroom involvement.</li> <li>- Lastly efforts to offer parents in class opportunities will be a focus of this next year.</li> </ul> <b>MIDDLE SCHOOL</b> <ul style="list-style-type: none"> <li>- Middle school orientation went well and PATH flyers and FAQ sheet were handed out.</li> <li>- Next Middle School dance is scheduled for April 12. More information to come.</li> </ul>	Matthew Tilley	Nicole Hill

<p><b>HIGH SCHOOL</b></p> <ul style="list-style-type: none"> <li>- Anne Kenyon and a group of senior parents are working on our first SENIOR CLASS CELEBRATION.</li> <li>- SENIOR CELEBRATION will be ERA's version of project graduation, it will be held at Frankie's Fun Park after graduation rehearsal Sunday May 19. Students will receive passes for rides and arcade games as well as participate in a raffle drawing for gifts and prizes. Special thanks to Lynn Wartski and Melissa Alexander for the parent volunteer leadership on this project. They were able to secure a \$1000 gift from Walmart to use for purchasing raffle items.</li> </ul> <p><b>TEACHER APPRECIATION</b></p> <ul style="list-style-type: none"> <li>- Rebecca Gallego, Teacher Appreciation Lead is working on building a team to execute teacher appreciation week May 6-10. The week's events will have a super hero theme and include bagels and coffee, Jamba Juice, notes of affirmation from the students, a soup and salad lunch from the Olive Garden, an ERA swag gift, and an ice cream bar to wrap up the week.</li> <li>- April Teacher Appreciation Birthday Lunches will be delivered tomorrow for those birthdays in April.</li> </ul> <p><b>SOCIAL DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>- Denise Burnette, our Social Development Lead hosted ERA PATH PARENT'S SOCIAL at the Hot Tin Roof this past Thursday April 4, 7PM. A couple of new faces joined for fellowship.</li> </ul>		
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**New Business**

1. Review and approval of monthly meeting agenda
  - a. motion to approve agenda for April 9, 2019: Rachel
  - b. 2nd: Alecia
  - c. Unanimous approval
  
2. Conflict of interest and ethics statement: ERA By-laws require any member to recuse herself or himself from voting on any matter before the Board which would confer a financial benefit on the member. At this time, the Chair inquires as to whether any member knows of any known conflict of interest or appearance of conflict with respect to matters before the Board. If any member knows of a conflict of interest, appearance of a conflict, or possible financial benefit please so state at this time.

**Old Business**

1. Review and approval of minutes
 

Motion to approve meeting minutes from March 12, 2018

  - a. Motion to approve: Scarlett
  - b. 2nd: Matthew
  - c. Unanimous approval
  
2. Approval of February and March monthly budget as presented during Finance Committee Update.
  - a. Motion to approve: Michael

- b. 2nd: Josh
  - c. Unanimous approval
3. Update on Capital Bank and USDA Community Facilities Term Loan Commitment process (Ms. Bair)

The bank is requiring a Feasibility Study to investigate the future viability of our school. Cathy at Acadia and Lisa have done much of the work, but they technically have to hire an outside firm to do the study (Thomas, Judy and Tucker). The study will cost \$20,000 to \$25,000 (a percentage of the loan), and the expense can come out of the closing costs. The study will begin on April 15th.

  - a. Motion to authorize the expenditure needed for the Feasibility Study as performed by Thomas Judy and Tucker and requested by Capital Bank and the USDA: Scarlett
  - b. 2nd: Michael
  - c. Unanimous approval
4. Update from Future Visions (Michael)
  - a. There were 7 in attendance on April 3rd. The minutes are stored in the folder on the shared drive 'Future Visions Meeting Minutes'. The next meeting will be the week of May 6th since the Board meeting is on May 14th. The meeting will be lengthened to 75 min.
  - b. Strategic Plan - Original comments follow-up: Measurement and Tracking came up again which we can accomplish with additional columns and moving to the web. Come up with plan to get on the website in a user friendly format. There is a future plan to revisit the first page: Mission and Values - Missing 'Diversity' in Mission Statement. New suggestions: Define all acronyms. Goal 1 - Overall more alignment on Goal 1 may be needed. Focus on Annual Fund. Do Booster committees need to be revisited? Are they intended as supplements as it makes it sound like they are the primary fundraising vehicle? Should PATH be aligned to different goal outside the first financial goal? Should 1.5 have STEAM mention rather than just STEM? Goal 6 - Is there an operationally defined goal for the responsibilities of the board of directors. Right now it says 'Board of Directors'
    - BoD asked for there to be a June goal for Future Visions to provide drafted revisions of Strategic Plan to the Board.
    - BoD also discussed adding SACS accreditation to the Strategic Plan.
    - Ms. Acome mentioned how she participated in revamping the Mission and Values for Orange County Schools and how it involved a large group of people and a year investigation including working with a consultant. The BoD agreed that it should be a thoughtful process involving the entire school community.
  - c. Parent Survey: Need to thoughtfully determine overall plan for surveying and how communicated, timeline, why we are doing it, and what are we planning to do with results. Insight: After thinking about specific questions, it was thought that questions should be more open ended (and general) to allow for people to express what they really think, opposed to just giving a number rating on a narrowly defined question. What do you like, what can we do better? Keep it short. A general consensus seemed to be that questions in the survey should be loosely organized to address broad categories: Communications, Community, Academics/STEAM, Extracurricular. Survey is intended to provide further direction or more examination of a particular area (i.e. focus groups). Encouraging participation in the Survey as it won't be meaningful without a larger number of responses. There should be incentives for completing survey. It was suggested that kids should be recruited to encourage parents to complete survey. We should limit the number of minutes it takes to complete the survey.
    - BoD asked for there to be a June goal for Future Visions to provide a draft of the parent survey to the Board.

- d. Town Hall: Solicited questions from the groups and passed those on to Nicole Hill. Captured in the meeting minutes, keep it positive, and then what happens after town hall meeting?
5. Update on Town Hall 'Looking Forward with ERA event'- Monday, April 15th, 6pm-7pm at ERA High School.
6. a. Motion to move into closed session to discuss items which warrant confidentiality pursuant to Article 33C, Section § 143-318.11. (a) 5&6 of the North Carolina General Statutes.: Scarlett  
b. 2nd: Alecia  
c. Entered into closed session at 7:24 pm
7. a. Motion to come out of closed session: Scarlet  
b. 2nd: Alecia  
c. Came out of closed session at 8:35 pm
8. a. Motion to approve: accept correction to the March Minutes for the Executive Director evaluation team: Scarlett  
b. 2<sup>nd</sup>: Josh  
c. Unanimous approval
9. a. Motion to authorize the evaluation team to move forward with the draft 2018-2019 executive director evaluation process: Josh  
b. 2nd: Michael  
c. Unanimous approval

### **Adjournment**

With no further business before the board, the meeting is adjourned at 8:38 PM.

Next board meeting will be on May 14, 2019 from 6-7pm.