

Charter Day School



Charter Day School, Inc., Board of Trustees

Minutes of the Board Meeting

2 PM; Wednesday, June 17, 2015, Douglass Academy, Wilmington, NC

Attendance	<p>Trustees:</p> <p>Dawn Carter Jeremy Dickinson Melissa Gott Bob Spencer</p> <p>Others:</p> <p>Mark Dudeck, Treasurer, CDS, Inc. Baker Mitchell, Secretary, CDS, Inc., Jesse Smith, RBA, Head, Quality Control Sawyer Batten, RBA, Public Information Officer</p>
Call to Order	<p>In the absence of Chairman Ferrante, Jeremy and Dawn asked Bob to chair the meeting and he called the meeting to order at 2:18 PM with a quorum of 4 Trustees present; Melissa joined by phone traveling back from Raleigh.</p>
Agenda Modification	<p>n/a</p>
Approval of Minutes	<p>The minutes of the April 22, 2015 meeting were unanimously approved as written.</p>
RBA Reports	<p>Baker presented the enrollments for each school with over 180 wait-listed for CDS, 36 waited-listed in elementary school for CCS with openings in MS available, DAC still has 16 openings with two months to go, and SBCS has one on its waiting list with a number of applications in process.</p> <p>Next, Baker presented the two-week training schedule from July 7 thru July 17 conducted by the Deans and Coaches for all schools. Sessions run from 8:30 to 3:30 and cover handbook reviews, classroom management, grading, employee benefits, lead teacher responsibilities, and sessions on all academic subjects.</p> <p>Next, Baker presented the preliminary EOG results for CDS, CCS, and DAC. SBCS had no 3rd grade students. CCS had a large increase in the number of students passing which was attributed to the intensive coaching instituted at the beginning of the year by Mike Frank's group. CCS could be as much as 20 percentage points above the county's scores. CDS had a slight drop but should still be well above the county average. DAC had 100% passing in its third grade this year, with most scores in the College and Career Ready level.</p>

<p>Initial Budgets for 2015-16</p>	<p>Mark announced that the four budgets had had no material changes since they were presented and discussed at the April meeting with an ending fund balance over \$3,000,000. Mark reminded the board that per pupil reimbursement levels had not been set by the state or the counties, the enrollment numbers were estimates, and the state’s salary levels had not been released.</p> <p>Melissa made a motion to approve the preliminary budgets of CDS, CCS, DAC, and SBCS as presented. This was seconded by Jeremy and passed unanimously.</p>
<p>SBC Progress Report</p>	<p>Mark reported that except for the DOT work on Sunset Harbor, the contractors had assured him that the July 17 opening could be met. The item for the board was to review and approve change orders to the infrastructure and buildings, and it was pointed out that instead of the originally proposed 20% allowance for changes in the initial construction budget, the decision was made to eliminate this allowance and review the changes individually as they arose.</p> <p>Mark presented the list of infrastructure changes and items 3 thru 9 were recommended for approval which amount to \$53,463 or less than 6% of the total.</p> <p>He next presented a list of 8 change orders to the building totaling \$175,133 or 9.5% of the total. Taken altogether, the requested changes amounted to 8.2% of the originally budgeted amount.</p> <p>Upon motion by Melissa, seconded by Jeremy, \$283,736 in change orders as presented by Mark were unanimously approved.</p> <p>The next subject by Mark was the problem with obtaining DOT approval. Although a Traffic Impact Study had been done last September, DOT was still changing specifications as late as last Friday – thus making it impossible to obtain a contract for accomplishing the work.</p> <p>As the specifications were now understood, The total cost of the modifications was in the \$750,000 range. The traffic analysis showed 1.6 cars per minute northbound at peak morning time and one car every three minutes southbound. The modifications seemed excessive with this very low amount of traffic so attempts were being made to negotiate a reduction in the amount of roadwork. Also given the time of year, contractors had stated that once DOT had issued the permit the construction could not be completed by July 17. Melissa, Mark, and Baker were exploring options, but until the results of discussions with DOT were known, no meaningful decisions or plans could be made.</p>
<p>Title I Representatives</p>	<p>Without objection, the board approved the following as representatives for CDS on the Title I grants: Steve Smith for CCS, Lisa Edwards for CDS, Michele Mena for SBCS, and Barbra Jones for DAC.</p>
<p>2015-16 Meeting schedule and Handbook Changes</p>	<p>After discussion, an initial schedule was proposed that was based on meeting on the third Thursday from 1-3 PM of the months as designated. The July meeting was set to July 30th from 1 to 3. The July meeting, if held, is usually a phone-in meeting to the CDS conference room.</p> <p>The changes recommended for the Student and Board policy Manuals had been submitted to the board.</p> <p>On motion by Melissa, seconded by Jeremy the Meeting Schedule and the Handbook changes were unanimously approved.</p>
<p>Board Membership</p>	<p>The resignation of John Ferrante was presented and the following slate of Trustees for 2015-16 was presented: Bob Spencer as Chairman, Dawn Carter, Melissa Gott, Jeremy Dickenson, and Chad Adams.</p> <p>The following were nominated as Officers: President: Bob Spencer Treasurer: Mark Dudeck</p>

	Secretary: Baker Mitchell On motion by Melissa, seconded by Jeremy, the slate of Trustees on the nominations for Officers were unanimously elected.
Ratification of Actions	The Board unanimously ratified all other prior corporate actions without objection.
Adjournment	The Meeting was adjourned at 4:15 PM