

Charter Day School



Charter Day School, Inc., Board of Trustees

Minutes of the Board Meeting

1:00 PM; Thursday, April 21, 2016, Douglass Academy, Wilmington NC

Attendance	<p>Trustees:</p> <p>Bob Spencer Colleen Combs Suzanne West Melissa Gott Ted Bodenschatz Chad Adams- phone</p> <p>Others:</p> <p>Baker Mitchell, President, RBA, Inc. Jesse Smith, Director of Quality Control, RBA, Inc. Sawyer Batten, Public Information Officer, RBA, Inc. Barbra Jones, Headmaster, Douglass Academy Terry Boldt – CDS parent Melanie Sevier- CDS parent Brook Scacheri- CDS parent</p>
Call to Order	Bob called the meeting to order at 1:00pm with a quorum of 6 Trustees present.
Agenda Modification	n/a
Approval of Minutes	Ted moved, with Melissa's second, to approve the minutes of the February 18, 2016 and March 7, 2016 meetings. The motion was unanimously approved.
Resignation of Jeremy Dickinson	Bob presented a letter of resignation from Trustee, Jeremy Dickinson. The letter describes Jeremy's recent move for a career opportunity. The board expressed their gratitude for Jeremy's service. Melissa moved, with Suzanne's second, to approve the resignation of Jeremy Dickinson. The motion was unanimously approved.

<p>RBA Reports:</p> <p>CDS, Inc. IRS 990 draft</p> <p>2016-17 Professional Development and Daily Classroom Schedules</p> <p>Campus Improvements</p> <p>2016-2017 Budget Projections</p>	<p>Baker presented a draft of the CDS, Inc. IRS 990 tax document for 2015. Baker explained that the draft was prepared by auditors, Petway Mills and Pearson, and includes no substantial changes in format from last year’s document. Baker explained that CDS, Inc. Treasurer, Mark Dudeck, was seeking clarification on the scope of two line items and that a final draft would be submitted for approval at a later meeting.</p> <p>Baker presented the schedule for 2016-2017 Professional Development for staffs of all four schools. Professional Development will be held July 6-18, 2016, prior to the start of the upcoming school year. RBA provides training with curriculum and the Direct Instruction teaching method to instructional staff from all four campuses. Baker presented the 2016-2017 Classroom Schedules developed by RBA.</p> <p>Charter Day School: Baker reported that over spring break in March, 12,000sq ft of sidewalks were added to the middle school campus. Also over the break, all classroom carpets were professionally cleaned. Baker reported that over summer break, underground fiber lines would be run to all classrooms to provide faster internet service, which is currently wireless.</p> <p>Columbus Charter School: Baker reported that over summer break, underground fiber lines would be run to all classrooms to provide faster internet service, which is currently wireless.</p> <p>Douglass Academy: Baker reported that over summer break, classroom and restroom renovations will occur on the school’s second floor to accommodate additional classrooms. RBA is currently seeking bids on the project to present to the Board at a later meeting.</p> <p>Baker presented a consolidated budget report for CDS, Inc. as a whole, as well as individual budget reports for each campus. All budget reports are projections and cannot be finalized until the approval of the state budget and confirmed student enrollments for the 2016-2017 year.</p>
<p>Board Actions</p> <p>Contracts</p>	<p>Colleen moved, with Ted’s second, to approve contracts for all four schools with Acadia North Star for grant writing services; to approve contracts for all four schools with Petway Mills and Pearson for auditing services; and to approve New Hanover County Schools’ contract with Douglass Academy to provide summer nutrition services. The motion was unanimously approved.</p>

Headmaster Assignments	Melissa moved, with Suzanne's second, to ratify the installation of Steve Smith as Acting Headmaster of Charter Day School and of Rachel Stroup as the Assistant Headmaster of Elementary at Charter Day School for the remainder of the 2015-2016 year. The motion was unanimously approved.
Discussion	<p>The Board discussed a need to allow student transfers between CDS, Inc. campuses.</p> <p>Barbra Jones presented an offer from a community group to support Douglass Academy by donating time and resources as needs are identified. The Board expressed appreciation and support for this offer.</p>
Break	The Board took a break at 2:53pm and resumed the meeting at 3:00pm.
Closed Session	Suzanne moved, with Melissa's second, to enter Closed Session at 3:02pm to discuss legal matters. The motion was unanimously approved.
Return from Closed Session	<p>Ted moved, with Suzanne's second, to return from Closed Session at 3:42pm.</p> <p>Melissa moved, with Chad's second, to reject the offer of voluntary dismissal of Board members as defendants submitted by plaintiffs' representation in case 7:16-cv-30. The motion was approved unanimously.</p>
Old Business	n/a
New Business	n/a
Ratification of Actions Taken	Melissa moved, with Colleen's second, to ratify all actions taken since the last regular meeting. The motion was unanimously approved.
Adjournment	Melissa moved, with Suzanne's second, to adjourn the meeting at 3:47pm. The motion was approved unanimously.
Re-open meeting	Melissa moved, with Suzanne's second, to go back into session at 3:50pm.
Next meeting	Trustees will meet on Monday, May 9, 2016 at 1:00pm at First Bank- Leland.
Adjournment	Melissa moved, with Suzanne's second, to adjourn the meeting at 3:53pm. The motion was unanimously approved.