



## Board Meeting

📅 Monday October 7 2019

🕒 5:30pm EDT

📍 The Wake Forest Area Chamber of Commerce 350 S. White St. Wake Forest, NC 27587

## Content

- **Attendance**
- **Minutes**

## ATTENDANCE

<b>Members</b>	<b>Present</b>	<b>Not Present</b>	<b>Term Expires</b>
Hilda Parlér - President	X		June 30, 2021
Valeska Lipani-Garrett – Vice President	X		June 30, 2021
Michael Featham - Secretary		X	June 30, 2023
William Seaman - Treasurer	X		June 30, 2020
Gordon McKinney	X		June 30, 2023
Amanda Bailey	X		June 30, 2023
Kyle Shrauger	X		June 30, 2023
Mary Kathryn Kimray	X		June 30, 2023

**Non-Board Members Present:**

<b>Michael Way — Charter One</b>	<b>Donna Rascoe — Board Attorney</b>
<b>Mitch Schwab — Charter One</b>	<b>Kathryn Probst — Charter One</b>
<b>Shae Arellano — Charter One</b>	<b>Gregg Sindors — Charter One</b>

# Minutes

## I. Call to Order

Hilda Parlér called the meeting to order at 5:30 pm and thanked Board members for attending and for their commitment to serve on the Board.

### a. Board Meeting Protocol

1. Raise your hand and address the presiding officer when you wish to speak.
2. State your motion(s) clearly.
3. Raise your voter card when instructed. Write the date(s) of the meeting on your card. Keep card.

Hilda Parlér noted the 3 actions to remember during the meeting.

### b. Public Comment Guidelines

1. You may only speak where the time indicated on the Agenda after "New Business".
2. Raise your hand and address the presiding officer.
3. State your full name.
4. The presiding officer will recognize you by stating your full name.
5. You may comment for 3 minutes and will be timed.
6. The Board typically does not respond to public comments during meetings; however, the participant will receive a timely response.
7. If your communication is written, it must be submitted for the record and identified with your name and date on all pages to the presiding officer soon after your comment.
8. Thank you for your comment.

No guests were present and the guidelines were not read.

## II. Roll Call

Roll call was taken and a quorum was present.

## III. Approval of the Agenda (Motion, Second, Discuss, Vote)

Hilda Parlér added two items: First, to add "Approval to Join NCAPCS" under letter H under Action Items. Second, to add "Approval of Cash Advance" under the letter I in Action Items.

**Decision: A motion was made by Valeska Lipani-Garrett and seconded by William Seaman to approve the meeting agenda as amended was approved unanimously.**

## IV. Board Organizational Matters

### a. Welcome newest Board Members!

Hilda Parlér welcomed newest Board Members.

1. **Amanda Bailey**
2. **Mary Kathryn Kimray**
3. **Pastor Gordon McKinney**
4. **Kyle Shrauger**

## V. Interview Prospective Board Candidate, Hal Weatherman

Prospective Board member is to arrive at 6:00pm. Once Prospective Board member arrives, his interview will take place.

Mr. Hal Weatherman arrived and was interviewed.

## VI. President's Report

Hilda Parlér addressed the following items:

- WPA Board Meeting Protocol and how to make a motion
- Overview of Board's relationship with Charter One and SchoolDev. East, LLC.
- Ready to Open Tasks and Procedures

## VII. Management Report

### a. Principal's Report

(After Hire)

After Hire

### b. Charter One

#### 1. Marketing Updates

The Marketing update was presented by Shae Arellano. Wake Preparatory's (WPA) online marketing outreach is still generating significant interest. The main questions being received on social media regard our Open Enrollment Period. Beginning Oct. 21st there will be a Soft Marketing Campaign towards interest list, on WPA's website and on social media - for open enrollment.

#### 2. Employment/Staffing Update

Michael Way updated the Board on the Employment and Hiring process.

#### 3. Monthly Financial Report (After Charter)

#### 4. Open Enrollment Update and Lottery Date

**Task:** Need further confirmation of Open Enrollment Dates, procedure, and Lottery process. 👤 Michael Way

#### 5. Board Meeting Software Walkthrough

Presented by Katheryn Probst of Charter One to the WPA Board. introduced **Boardable- A Board Management Software**

## VIII. Treasurer's Report

William Seaman presented the Treasurer's Report.

## IX. Closed Session

### a. Discuss Confidential Real Estate Matters and to Confer with Board Legal Counsel

No actions were taken during the Closed Session.

**Decision:** It was moved by Hilda Parlér to end the Open Session and enter the Closed Session pursuant to G.S. 143-318.11(a)(5) and G.S.143-318.11(a)(3) to discuss confidential real estate matters and to confer with Board Legal Counsel and was seconded by William Seaman. No discussion took place. The vote was unanimous, motion carried. The Board entered the Closed Session at 6:28 pm.

**Decision: At 6:36 pm William Seaman moved to leave the Closed Session and re-enter the Open Session and was seconded by Valeska Lipani-Garrett. No discussion took place. The vote was unanimous. Motion carried. The Board entered Open Session at 6:36 pm.**

## X. Discussion Items

### a. RTO Board Training #1, Governance Follow-up

Hilda Parlér presented and asked each Board member who attended the previous RTO Board Training to share one thing they learned from the first meeting. Kyle Shrauger mentioned that the RTO process is critical, and the Board needs time to review and approve policies. Valeska Lipani-Garrett agreed with Kyle's assessment. William Seaman and Hilda Parlér mentioned that the Board needs to be very aware of the state statutes regarding charter schools and always keep them in mind. She noted that the RTO process can serve as Board Orientation.

### b. Donna Rascoe Updates

- Buyout Lease Agreement
- Charter Amendments Update:
  - Weighted Lottery for Educationally Disadvantaged Students
  - SBE Stipulation (Enrollment Adjustment)
- Articulation Agreements, K-8 Charter Schools in the Area

Attorney Rascoe reported on the status of the Buyout and Lease Agreement.

### c. Community Meetings

#### 1. 2019 Halloween Spooktacular Thursday, Oct. 24 ~ 4:30-8 pm Joyner Park Community Center, 701 Harris Road

**Task:** Hilda will reach out to the organization to try and attain a booth for WPA. 👤 Hilda Alston Parlér 10/18/2019

#### 2. Alston-Massenburg Center, Local Churches, The Factory

**Task:** Hilda Parlér will contact The Factory and Pastor Mckinney will reach out to the Alston-Massenburg Community Center to set up a meeting. She encouraged other members to contact local churches. 👤 Hilda Alston Parlér 10/18/2019

### d. Board Communication

Tabled

### e. 2020-21 School Calendar

Hilda Parlér presented a sample School Calendar to the Board to review.

**Task:** Mitchell Schwab and Valeska Lipani-Garrett are charged with the creation of this. 👤 Mitchell Schwab

## XI. Action Items

- a. **Approval of September 9, 2019 Board Meeting Minutes**  
**Decision:** William Seaman moved to accept September's Meeting Minutes. Hilda Parlér seconded the motion. No discussion took place. The vote was unanimous. The motion carried.
- b. **Approval of Buyout and Lease Agreement**  
Tabled until next meeting
- c. **Approval of Weighted Lottery Amendment**  
**Decision:** Hilda Parlér moved to approve the amendment and weighted lottery policy as amended by deleting the comma after her name and spelling her last name correctly as Parlér in the Cover Letter. Valeska Lipani-Garrett seconded the motion. No discussion took place. The vote was unanimous and motion carried.
- d. **Approval of Enrollment Adjustment Amendment**  
**Decision:** It was moved by William Seaman and seconded by Amanda Bailey to approve the Adjusted Enrollment Amendment. The discussion was centered around years 4 and 5 will be the same as year 3 and to note that an increase of 30% is allowed after year 3.
- e. **Approval of Articulation Agreements**  
**Decision:** It was moved by Hilda Parlér and seconded by Kyle Shrauger that the Articulation Agreement be approved. No discussion. The motion was approved unanimously.
- f. **Approval of 2020-21 School Calendar**  
No motion was made and no action was taken.
- g. **Approval of Board Member Candidate Hal Weatherman**  
**Decision:** A motion was made by William Seaman to accept Hal Weatherman as a new Board member. It was seconded by Valeska Lipani-Garrett.  
**Discussion:** There was general Board approval and they were appreciative of his honesty and connections in the community.  
The vote was unanimously in favor. The motion carried.
- h. **Approval of Membership into NCAPCS**

**Decision:** Hilda Parlér moved that the Board approve joining the North Carolina Association of Public Charter Schools at the cost of \$0.00 during the RTO process.

The motion was seconded by Valeska Lipani-Garrett. Discussion: Michael Way wanted to know the cost per student once WPA is fully enrolled.

Hilda Parlér will get that cost. The vote was unanimous and the motion carried.

i. **Approval of Cash Advance from Charter One**

**Decision:** William Seaman made a motion to ask for a cash advance from Charter One of \$5,000 to pay current legal fees. Kyle Shrauger seconded the motion. No discussion took place. The vote was unanimous. The motion carried.

XII. **New Business**

Request advance from Charter One.

RTO Committees Break Outs

XIII. **Next Agenda**

a. **Feedback Ready To Open Training #2: Charter School Finance**

Date is October 30th.

b. **Ready To Open Assignment: Progress Report Part 1 Due December 2, 2019**

Within assigned committees, the Board is currently working on the 30 policies due.

XIV. **Announcements**

a. **Charter Amendments Due November 1, 2019 to the Office of Charter Schools**

b. **Ready To Open Training #2: Charter School Finance**

October 30, 2019 8:00AM - 4:15PM

Department of Public Instruction, 300 N. Wilmington St., Room 150, Raleigh, NC

Training will be held on Oct. 30 at NCDPI, 301 N. Wilmington St., Raleigh in room 150 from 8 am - 4:15 pm.

c. **Next Board Meeting**

November 4, 2019 at 5:30PM.

The Wake Forest Area Chamber of Commerce

November 4, 5:30 pm at the Wake Forest Area Chamber of Commerce

XV. **Adjournment (Motion, Second, Discussion, Vote)**

**Decision:** Hilda Parlér moved if no further business to adjourn. Mary Kathryn Kimray seconded the motion. With no discussion, the motion was unanimously approved. The meeting was adjourned at 7:51 pm.



Michael D. Featham  
Secretary, Board of Directors

11/4/2019  
Date