

**Uwharrie Charter Academy**

**Board of Directors Meeting**

**September 12, 2019; 6:30 pm at Central Office**

**Minutes**

**Board Members Present**

<b>Stacy Griffin</b>	<b>Maxine Wright</b>	<b>Greg Zephir</b>
<b>Ashley Duggins</b>	<b>Carter Bills</b>	<b>Kristian Allen</b>
<b>Aaryn Slafky</b>	<b>David McRae</b>	<b>Holly Moorhead</b>
<b>Angela Kern</b>	<b>Eric Ward</b>	

**Others Present**

<b>Heather Vuncannon</b>	<b>Casey Harris</b>	<b>Chad Douglas</b>
<b>Ryan Nelson</b>	<b>Jennifer Way</b>	<b>Blakely Searce</b>
<b>Heather Dixon</b>	<b>Kaye Williams</b>	<b>Stephanie Jenkins</b>

**UCA Board Ethics Statement**

Uwharrie Charter Academy will make decisions that are morally sound, environmentally responsible, fiscally fit, safe for the community, adaptable and promote the development of its students, always with integrity.

**Call to Order**

Stacy Griffin called the meeting to order at 6:31 pm.

**Public Comment**

No Public Comment

**Teacher Presentations**

The board heard from UCA teachers; Blakely Searce (MS Spanish), Heather Dixon (HS Life Skills), Kaye Williams (4<sup>th</sup> grade), and Stephanie Jenkins (2<sup>nd</sup> grade). The Board enjoyed hearing about the hands-on learning experiences going on in the classroom that relate our students to the real world.

## Consent Agenda

**A Motion was made by Eric Ward to approve the Chief Academic Officer's report, Treasurer's report, and May minutes that were submitted, Kristian Allen seconded. All in Favor, none opposed. Motion Carried.** Chad Douglas has been named Chief Operations Officer.

## Finance/Facilities:

a. **Update on Finance-** Ryan Nelson reported that the audit is underway. Purchasing process is a work in progress along with cash flow management.

b. **Facility Needs** – Chad Douglas reported that parking around Eagles Central Gym is necessary due to the increase in sporting events and special ceremonies such as Graduation. Gravel will be needed behind the Gym and in the areas of the entrance of the Middle School to create 120 new parking spaces. The softball/baseball complex at Ludlum Rd needs to be completed. A parking area and a proper entrance and exit is necessary for the flow of traffic and increased number of athletic events going on at the field. Fencing, a backstop and dugouts need to be completed on the softball field and the building for concessions, bathrooms, locker rooms and storage for the entire complex have been quoted and will be discussed at the October meeting. The modular unit is ready for reinspection. After passing inspection, electricity can be installed and the modular will be complete.

c. **Thresholds with Authorization Level Policy-**

### **Check Signing Authority Thresholds Policy**

The purpose of this policy is to establish thresholds related to check signing authority.

- \$2500 or less- CFO or Superintendent can sign
- \$2501- \$5000- CFO and Superintendent can sign
- \$5001 and \$9999- Superintendent or / CFO and Board Treasurer must sign
- \$10,000 + - Full board approval, Superintendent or / CFO and Board Treasurer must sign

**A motion was made by Maxine Wright to approve the Check Signing Authority Threshold Policy, Carter Bills seconded. All in Favor, none opposed. Motion Carried**

## Governance:

### a. Report from Committees

- **Governance Committee** will be meeting every Thursday, one week after the board meeting each month. The committee is also looking at amending existing bylaws related to board term limits and will be discussed at a later date. UCA's Policy manual and merging of handbooks is currently under development and should be completed in October.
- **Academic Excellence**- No report from Academic Committee at this time.

### b. Ratify Summer Votes- Greg Zephir made a motion to ratify Summer votes, seconded by Kristian Allen. All in favor, none opposed, Motion Carried. Votes ratified: Preliminary 19-20 budget, Prom venue, Instructional technology Facilitator, Elementary reading specialist position, water damage repair expenditures, audit engagement contract and grounds improvement contract.

### c. Background Check Policy with Amendment-

#### **BACKGROUND CHECK POLICY FOR VOLUNTEERS**

The purpose of this policy is to help ensure the safety of our students, faculty and staff by vetting the volunteers that interact with our students and staff both in school and during off-campus related activities like fieldtrips.

#### **Applicability**

Persons subject to this policy include anyone designated as a volunteer in any capacity related to volunteering activities.

#### **Procedures**

The person applying to volunteer at any UCA campus will complete the initial volunteer form and indicate whether they are applying for Level I, II or III privileges. Level I and II volunteer applicants will be submitted to the National Sex Offender registry database for review every school year. Level III volunteers will be submitted to the contracted Background Investigative Bureau, LLC (BIB) that aligns with the comprehensive background check requirements of Uwharrie Charter Academy that stays current. A yearly renewal is not necessary for Level III once an application has been submitted.

**Level I:** Guest speakers, Class speakers, Contractors

**Level II:** Eating lunch with student, helping in classroom/school/special event, day-time field trips (supervised interactions only)

**Level III:** All unsupervised contact with students (small group tutoring, overnight fieldtrips, therapy service providers)

**A motion was made by Angela Kern to approve the Background Check for Volunteers Policy, Ashley Duggins seconded. All in Favor, none opposed. Motion Carried**

- d. **Drug Testing Policy for non-CDL Drivers-** Per Heather Vuncannon, the policy wording needs to be restructured for clarification and voted on at the October meeting. Referred back to governance committee.
- e. **Retreat 2019 Recap: Goals for Organization/ Superintendent, Committee Logistic, Policy Creation Process-** Stacy Griffin suggested that each committee create at least 2 clearly defined goals. Goals for guidance will be provided from the Superintendent's direct reports. Governance goals should be developed from the respective committee.

**Other Business/New Business-**

- **Conflict of Interest forms need to be completed by all board members each year.**
- **Walk through Wednesday will be on Sept 18<sup>th</sup> this month.**

**Closed Session; Personnel reasons 143-318.11 (a)(6)**

**Aaryn Slafky made the motion to go into closed session, seconded by Ashley Duggins. All in favor, none opposed. Motion Carried.**

**Aaryn Slafky made the motion to go out of closed session, seconded by Greg Zephir. All in favor, none opposed. Motion Carried.**

**Adjourn**

**UCA Board Vision Statement**

Uwharrie Charter Academy is the model of innovative learning environments where curiosity, adaptability, and critical thinking are inspired through transformative methods and passionate educators preparing graduates for the rapidly evolving world

Respectfully Submitted,

Jennifer Way