

Uwharrie Charter Academy
Board of Directors Meeting
April 10, 2020; 6:30pm – Virtual via Zoom

Minutes

Board Members Present

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

Others Present

Casey Harris
Chad Douglas
Ryan Nelson

UCA Board of Ethics Statement

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

Call to Order

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

Public Comment – None

Casey Harris announced the recipients of the April 2020 E3 Award:

- ES: Vallie Obrien; Tabitha Alley
- MS: Kellen Auman; Tyler Morrison
- HS: Carolina Gonzalez; Marley Knapp

Note: Once COVID-19 restrictions are relaxed and in-person social gatherings are enabled, Mr. Harris would like invite all of the E3 recipients during our stay-at-home order to a special event to allow for pictures taken and awards formally presented to them.

Consent Agenda

A motion was made by Kristian Allen, seconded by Maxine Wright to approve the Consent Agenda, including Interim Superintendent/CAO Report and COO Facilities Report. All in favor. None opposed. Motion carried.

Note: At the time of this meeting, the Treasurer's Report was not uploaded due to delays in CFO Report and related information.

Finance/Facilities

1. Audit update – Audit procedures continue. Logistical hardships caused by COVID-19 restrictions have slowed the transferring of physical documents. However, the estimated completion date remains intact.
2. Board Giving – David McRae reminded all BOD to submit Board Giving forms to CFO no later than June 1, 2020.

Governance

1. Reports from Committees

a. Finance

- i. Due to the audit and COVID-19 Outbreak, the Finance Committee was forced to cancel their previous meeting. That meeting has been rescheduled for April 20, 2020, via Zoom. The Finance Committee will provide an update at the next BOD meeting in May.

b. Governance

- i. Incoming BOD members have been invited to attend the June 2020 BOD meeting.
- ii. Governance Committee has continued to take deep dives into the existing Policy Manuals. Specifically, there were three manuals recently revisited: Parent/Student; Employee; Board Operations – it would be the desire of the Governance Committee to have some or potentially all of these manuals approved prior to the start of the new fiscal/academic year. In order to accommodate for significant amount of new items requiring Board votes, Holly Moorhead has suggested that meetings be scheduled for the months of July and August, whereas in previous year those months were omitted from the schedule calendar of BOD monthly meetings – After discussion, Board agreed to tentatively schedule those two month’s meeting to the School’s public calendar.
- iii. Governance Committee reported that from those conversations surrounding policies, Casey Harris has identified the need for Human Resources assistance in developing foundational policies where none presently exist. Governance Committee will work towards providing the BOD with recommendations to consider for how best to proceed with that need.
- iv. New Board member orientation - Board manual may not be reviewed with new members at June 2020 meeting and may be provided at a later date, pending status of in-process revisions to policy manuals, including BOD Operations Manual.

c. Academic Excellence

- i. Last meeting discussed the current state of academic excellence at UCA. Overall, the assessment concluded that we are still ahead of the curve here at UCA.
- ii. Send ‘Thank you’ message to the faculty and stakeholders for all they are doing during this unprecedented time, that is from the Board.
- iii. ‘Back to School’ care packages planned for welcoming back Teachers in August for when they return. Plans to invite Teaching staff to an event/dinner to be welcomed back but also allow for meet & greet between staff and BOD, especially for new Board positions, and incoming members. Academic Excellence committee will discuss specifics and present those plans before the Board in May.

2. Handbook Revisions

Discussed thoroughly in previous month's report. Floor opened for any questions regarding those revisions – None noted

3. Lottery Update

Casey Harris asserted that the lottery was held at the school on Saturday, April 4th. Everything went very well from a technical standpoint. There was one issue where a parent had accidentally registered their child for the wrong grade and that child was accepted into that grade. Administration is looking into what options are available to rectify this error.

4. Superintendent Search Update

Stacy Griffin updated the Board that she'd contacted each of the four finalists to update them on the Board's expectation for the remainder of the selection process. Candidates were informed that when the process begins again, which will be almost certainly be subsequent to June 30th, that Carter Bills, incoming Board Chairperson, would in touch with them. All four finalists expressed their continued interest in the position and would look forward to hearing from us, whenever that is. The question was raised whether to reopen the door to accept new applications or to close it and continue on with only the four remaining candidates. It was decided to continue to allow for new applications to be submitted to continue UCA's best efforts to ensure the best possible candidates are considered for next Superintendent.

5. Title I, II, & IV Monitoring Event Update

Monitoring event was held during the first week of February. It was anticipated that UCA would receive some findings as a result of that event. On March 5th, the formal letter stating each of the findings was received, at which time the School had 30 days to respond with a corrective action plan to address each of those findings. That plan has been composed, submitted, and received by Timothy Dryman, Federal Programs Administrator, and the coordinator of our monitoring event. Mr. Dryman had said that he believed our responses looked good and that he'd submit it before his review board for final approval. We are awaiting that approval at this time. Once approved by them, Mr. Harris felt it would be good form for the Board to approve that plan by way of full vote, as well. Board agreed.

6. COVID-19 Teleworking Plan Update & Policy

UCA communicated its new Teleworking Plan & Policy before its entire staff. This policy not only expresses UCA's expectations of the staff while they continue to work remotely, but also outlines what rights they have and what options are available to those who feel they may be unable to meet those expectations due to complications caused by the COVID-19 outbreak and related government-imposed restrictions. Further discussions were had to provide clarification and context surrounding specific points included in the policy. Alternative means to pay employees impacted by COVID-19 were also thoroughly discussed, as well. Holly addressed the need to include this new policy in with the other policies currently being worked on between the Board and the Board's attorney.

- **Vote:** A motion to approve the Teleworking Plan & Policy made by Angela Kern, seconded by Kristian Allen. All in favor. None opposed. Motion carried.

7. School Improvement Plan

Casey Harris spoke on the School Improvement Plan, which is a new requirement this year, via our Epicenter which part of our performance framework. The deadline was extended for us to

be able to allow for our Board to review and approve the Plan prior to its submission. This Plan quintessentially sets forth the rubric for identifying specific areas showing a need for improvement. It then addresses the goals for improving in those areas and subsequently outlines the designed steps to achieve those goals.

- **Vote:** A motion to approve the School Improvement Plan as presented made by Holly Moorhead, seconded by Ashley Duggins. All in favor. None opposed. Motion carried.

Other Business/New Business

1. Trades School Branding

In reference to the 'UCA Trades School' presentation at the March 2020 meeting, Carter Bills raised the thought of branding that building. Specifically, what should the new addition to be called? Carter went on to touch on the idea of future expansion to that program & building. If additional trades/skills are to be offered, then should the title of the new school allow for that? Board agreed that assigning a very generalized name would allow for a multitude of 'Skills' including but not limited to Trades, Health Sciences, Culinary Arts, Teacher Workshops, and etc. to be added more easily in the future. Stacy asserted that it would behoove us to start thinking intently on what that name would be now, so that when we seek funding, solicit partnerships, and communicate this project to the community, everyone is on the same page as to what that looks like. The Trades component of the new school would remain the largest focal point, but by broadening the name, it would allow for even more 'Skills' and 'Specializations' to be featured as well, in the short-term and the long-term. Stacy asked that we brainstorm this topic and be prepared to revisit this conversation at May 2020 meeting.

2. Paycheck Protection Program (PPP)

Ryan Nelson made the Board aware that UCA had submitted its application to receive a loan through the Small Business Association (SBA) sponsored Paycheck Protection Program (PPP) that per the SBA, is "an SBA loan that helps businesses keep their workforce employed during the Coronavirus (COVID-19) crisis." Per Mr. Nelson, our application's submission was not done necessarily with the intent to accept any funds, should UCA's application be accepted. However, our application's submission at the very least, secured UCA's place in line. It is anticipated that once released, these application will be processed quickly and the funds disbursed even quicker. Mr. Nelson went on to say that guidance and compliance surrounding the loan program is being introduced and subsequently modified daily. Should UCA's application be approved and monies available for acceptance, the Board of Directors would need to vote on that prior to any acceptance of new money and any related debt. At this time, it is the understanding, that this loan would be forgiven if spent in accordance with SBA prescribed guidelines. Again, this is not something that UCA is aggressively seeking. However, as the current economic climate worsens, we also want to entertain as many options as possible to ensure our entire staff is 'protected' and not negatively financially impacted by recent restrictions. Stacy stated that given the perceived speed and fluidity of this situation, though, a special called meeting could be necessary. Additionally, she stated that at this time, it would be a good idea for all members to think on this, write down any questions that they may have, so that when we reconvene, and are armed with more information, we may be able better able to address each of those questions and make an informed decision on the applicability of this loan, its specifics, our needs, and if this is even something UCA should consider. CFO has been asked to organize additional information to present before the Board.

3. Message from the Interim Superintendent/CAO

Casey Harris mentioned that he had received a call from a friend and UCA parent that he was appreciative of the school's efforts during these times.

Closed Session – Personnel GS143-318.11 (a)(6) and Consultation with Attorney (a)(3)

A motion was made by Carter Bills, seconded by Aaryn Slafky, to go into Closed Session as notified in the Agenda for the reason of discussion around Personnel GS143-318.11 (a)(6) and Consultation with the Board's Attorney (a)(3). All in favor. None opposed. Motion carried. The open meeting concluded at 8:29pm.

A motion was made by Eric Ward, seconded by Greg Zephir to come out of Closed Session at 9:26pm. All in favor. None opposed. Motion carried.

Adjourn

A motion was made by David McRae, seconded by Carter Bills, to adjourn at 9:27pm. All in favor. None opposed. Motion carried.

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.