



# MINUTES

Board of Directors - Regular Meeting - June 9, 2020 - 5:30pm

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1. **Call to Order** - The meeting was called to order at 5:36pm by Melissa Merida, President.
2. **Roll Call** - present via Zoom virtually
  - a. **Present:** Melissa Merida, Sridhar Ramachandran, Susan Rothbauer, Jared Law-Penrose, Courtney Lewis, Kyle Daugherty, David Clifton
  - b. **Absent:** None.
3. **Approval of Minutes from Regular Meeting May 12, 2020.** Motion to approve by Rothbauer and seconded by Ramachandran. All in favor.
4. **Approved Public Participation** - none.
5. **Special Reports**
  - a. Enrollment/Lottery/Marketing Update - Glenn Beginning virtual chat/tours on Wed., June 10th. There is one AM and three PM openings for Early Education, so this program is still well on budget. There are still some teen openings. Barbara noted that there will be shifts in enrollment as the school reopening plan is announced.
  - b. Human Resources Update - Barbara One 6-9 staff member is not returning, still looking for a good candidate for this position.
  - c. School Success Update - Tabled
  - d. Expansion Update - Melissa - Melissa shared the change in her role to “outreach” focused and supporting the staff committees on Extended Learning and School Reopening. Encouraged the Board to share any needed information with the families or staff through her as a resource.
  - e. Board Policy Manual: Proposed Revisions - Tabled
  - f. Treasurer’s Report: February, March, April and May 2020 Credit Card Statements Review, Quarterly Bank Statements Review, Quarterly Investments Review - Kyle Kyle reported on the financial information and the Board asked questions.
  - g. Board Quarterly Financials - December 2019 Income and Balance Statement - The board reviewed the statements and asked questions.



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- h. 2020-2021 Budget - Barbara discussed the budget and adjustments. She noted that changes have been made as much as can be anticipated for the pandemic needs and adjustments on revenue and expenses, etc.
- i. 5 Year Budget - Tabled
- j. Board Quarterly Financials - March 2020 - Tabled
- k. CASA Update - adding asphalt and concrete to CASA project The project is on track with the budget. There are some items needed for the pandemic reopening, which may be added to the project. AML provided a quote to add concrete in the back of the building to connect all of the Elementary patios and create a paved walkway to support learners entering the building from this side directly to their studios. This cost is approximately \$32,000 for the concrete and an additional \$11,000 to asphalt the planned gravel only drive around the CASA building.
- l. 403(b) Discussion - Tabled
- m. Director's Review Committee Update - Melissa Merida discussed the Staff Survey results from this year, and the overall positivity of comments about the transition to e-learning. Many staff talked about growth. Melissa stated the Board had a plan to work with staff to create needed changes in communication from their feedback. The Board shared congratulations with Barbara for her leadership in this unusual time. Barbara and Melissa will complete the contract after the meeting.
- n. Family Handbook 2020-2021- Tabled
- o. Opening CM during a Pandemic update - Barbara shared that she has been talking regularly with Dr. Tom Harris of the Floyd County Health Department. Barbara discussed the potential State reduction in funding of 15% proposed by the IDOE. One of the needs identified is how to support families that work. The Extended Learning committee is discussing this. Barbara is hosting a family Zoom chat next week to discuss reopening. Barbara discussed the sanitizing needs and cleaning needs to meet the reopening guidance. She discussed the potential plan if there were any positive cases in the building. Barbara discussed that both families and staff will do symptom checks daily. The Board asked questions and there was discussion about the impact of the PPP loan on the budget.



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- p. Hiring additional support for the summer - Kasey Fondren/Conflict of Interest -  
Barbara reported on the additional needs for the summer for cleaning, painting, technology, etc. One of the support people will be Barbara's daughter, Kasey. Barbara will complete a conflict of interest form and file for Kasey Fondren.
  - q. PTO buy back for summer staff - Barbara proposed to offer to the Cupola staff and the Environmental staff to to buy back any unused PTO time at their full hourly rate up to 50 hours if they are not able to take time off this summer. They can still take the time off or use the buyback.
  - r. Surplus Funds Update and wishlist/expenses tracking - Barbara proposed up to \$125,000 for many pandemic planning needs, as mentioned in the consent agenda below and other upcoming needs as determined up to this amount.
  - s. Early Education/Nurtury proposal for tuition- Barbara proposed that the school communicate to families and staff with enrolled children that we will not reduce tuition for enrolled learners due to any potential hybrid learning model. Families would need to withdraw if they cannot pay the full amount. This decision could be adjusted in the future if this pandemic continues longer than a year. Goal is to keep staff paid at their current level if possible, and not reduce reserve funds.
6. **Consent Agenda** - Motion to approve by Daugherty, second by Rothbauer. All in favor.
- a. Claims approval – April 2020
  - b. CASA - The Board approves up to \$50,000 in additional expenses to support adding asphalt to the drive and connecting studio patio concrete in the back of the school to the CASA project.
  - c. 403(b) Discussion - Tabled
  - d. Director's Employment Agreement approved the same as last year's agreement.
  - e. Family Handbook 2020-2021 - Tabled
  - f. 2020-2021 Budget for the School and Nurtury as presented.
  - g. Surplus Funds Needed For Pandemic Planning up to \$125,000. Items to be purchased could include the following examples: PPE, PTO Buyback for staff working in the summer, Summer salaries for additional support staff hired for cleaning and maintenance summer tasks, creating a holding area for sick learners, etc.



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### 7. Announcements

- a. Next Regular Board Meeting - July 14th, 2020, at a time to be determined.
- b. The Board can attend the next CASA construction meeting at 2pm on Wed., June 17th.

8. **Adjournment** - Motion to adjourn at 7:27pm by Ramachandran, second by Daugherty.  
All in favor.

Minutes approved on July 14, 2020 by:

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Melissa Merida, President

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Sridhar Ramachandran, Vice President

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Kyle Daugherty, Treasurer

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Susan Rothbauer, Secretary

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Jared Law-Penrose, Member

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David Clifton, Member

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Courtney Lewis, Member