

Charter Day School



Charter Day School Board of Trustees

Minutes of the Board Meeting

4 PM; Thursday Sept. 26, 2013, RBA Conf. Room

Attendance	<p>Trustees:</p> <p>Lori Boldt (via phone) Dawn Carter Briana Kahn (via phone) Baker Mitchell Donnie Norris Bob Spencer Steve Windham</p> <p>Others:</p> <p>Mark Cramer Mark Dudeck, Treasurer Barbra Jones, HM, Douglass Academy Jesse Smith, RBA, QC Jill Applewhite John Branch, CDS Attorney, (via phone)</p>
Call to Order	Donnie called the meeting to order at 4:04 PM with a quorum of 7
Approval of Minutes	The August minutes were reviewed and on motion by Bob, seconded by Brianna, were unanimously approved with Baker abstaining.
Communications To/From Board	Pursuant to the stipulations that Mark Cramer agreed to with the Charter Advisory Council in their interview in Raleigh, Mark submitted his letter resigning from the Board of Trustees effective September 9, 2013.
Acceptance of Resignation	On motion by Donnie, seconded by Steve, the board voted unanimously to accept Mark's resignation. Baker abstained.
Discussion of Stipulation	<p>Donnie asked that due to Attorney Branch's time commitments the board move up the discussion of the stipulation from SBE. Donnie summarized the stipulation and sense of the board that the stipulation was uncalled for and that the board should explore options for having it reversed. Baker agreed, in light of the SBE's stipulation, that he would take a leave of absence from the board, effective at the end of this meeting, without waiving any rights he may have in review or contesting the stipulation.</p> <p>Next, Mr. Branch reviewed the situation for all the members and gave an overview of the Board's options to contest the stipulation and the possible costs</p>

	<p>that could be incurred in contesting the stipulation.</p> <p>Steve made a motion to authorize Mr. Branch to contest the SBE’s stipulation. Donnie seconded the motion. The motion passed unanimously with all members voting except Baker, who abstained.</p> <p>At this point Mr. Branch left the meeting.</p> <p>Steve made a motion that Mark Cramer be hired directly by the board. There was no second as there followed discussion of how to ensure board independence from the EMO and several options were mentioned. Baker advised that the CDS-RBA contract had a number of provisions that reinforced the board’s control and approval, yet gave management the authority to execute daily operations within the parameters of the application and board policy. Steve said he would get with Baker and others and review the contract.</p>
<p>Executive Session</p>	<p>None</p>
<p>Presentation of Budgets</p>	<p>Mark Dudeck reviewed the final budget for CDS for the 2012-13 school year that had been received from the auditors and distributed prior to the meeting.</p> <p>CDS enrollment held steady at its capacity of 924. CDS revenue was \$7,061,639 which increased due to the funds recovered by settlements with the districts that had improperly withheld these funds from prior years. Increases in expenses were in personnel and facility repairs and maintenance. Decreases in expenses were in books and supplies, technology, contracted student services, administrative services, rents and debt service, and utilities. These decreases were largely due to heavy investment made in the prior year. Net change in expense was a 1.6% increase per student. Total expenses were \$6,837,051 leaving a net surplus for CDS of \$224,588 for the year. After discussion, Bob moved and Briana seconded, that the board approve the final CDS budget. That motion was approved unanimously with Baker abstaining.</p> <p>CCS enrollment is still increasing as it grows grade-by-grade and increased by 21.6% to 725 students. CCS revenue was \$5,296,128 which increased substantially due to the funds recovered by settlements with the districts that had improperly withheld these funds from prior years. All expense categories saw increases on a per pupil basis over last year due to the large enrolment increase necessitating additional buildings and personnel being hired and trained. Net change in expense was a 4.4% increase per student. Total expenses were \$4,955,470 leaving a net surplus for CCS of \$340,658 for the year. After discussion, Donnie moved and Bob seconded, that the board approve the final CCS budget. The motion was approved unanimously with Baker abstaining.</p> <p>Total combined net surplus for CDS, Inc. for FYE 2013 is \$565,246 leaving projected total net assets of over \$2.6 million with cash at year-end of \$2,430,618. Board policy is to work toward accumulating a fund balance of 3 months’ expenses and the balance at FYE 2013 represents about 2 ½ months of expenses.</p>
<p>Douglass Update</p>	<p>Barbra reported on the disappointing turnout on opening day. In spite of having nearly seventy children enrolled, only 36 were present on opening day. Calls to parents revealed that some did not think that the facility could be ready or were unaware of transportation being provided, or other reasons.</p> <p>Baker added that a number of visitors he had recently spoken with were skeptical</p>

	<p>that Douglass was independent of the old HeadStart group and did not want any association with them.</p> <p>Barbra related how the post office failed to mail out 6,000 fliers in time and that installation of the internet service unknowingly disrupted call-ins on the main telephone number.</p> <p>She is now exploring a number of avenues for attracting children from large nearby organizations such as PPD and Cape Fear Community College – each with thousands of employees.</p> <p>She is also stressing the academic record of RBA schools being Schools of Distinction with High Academic Growth records as compared to the local schools within 1 ½ miles that are low-performing.</p> <p>She reported that on opening day the building was fully ready with 6 classrooms completely outfitted with furniture and curriculum materials to accommodate 125 children, with the auditorium and all amenities, and the bus. Staffing was present for three classrooms K, 1, and 2 for 75 children.</p> <p>Dawn suggested advertising aggressively at local athletic events with fliers and enrollment forms and Barbra will explore this approach.</p> <p>A Fall Festival is being planned if a date becomes available that doesn't conflict with other events.</p>
<p>S. Brunswick Update</p>	<p>Barbra reported that the SBE had given approval for S. Brunswick and that training dates had been announced and personnel were being scheduled.</p> <p>She said that the search for a site was continuing on two fronts – a permanent site of 30-50 acres and a one or two year temporary site in an office complex or shopping center.</p> <p>Mark Dudeck said he had met with a developer who had a 4,000 acre track conveniently located who would like SBCS to anchor his mixed-use plans.</p> <p>Meanwhile personnel are being assigned to the training sessions.</p>
<p>Old Business</p>	<p>Baker discussed the State Port Pilot article and the letter to the editor.</p>
<p>New Business</p>	<p>Donnie discussed the need for him to step down as Chair while remaining on the board. On motion by Dawn, seconded by Lori, the board unanimously accepted Donnie's turning over the duties of the Chair to another member of the board due to his workload at the bank.</p> <p>After discussion, Steve agreed to accept the role of Chair. On motion by Dawn, seconded by Bob, the board unanimously elected Steve as its Chair effective 9/27.</p> <p>On motion by Donnie, seconded by Steve, the board unanimously ratified the actions taken, with Baker abstaining.</p>
	<p>Donnie adjourned the meeting at 5:40 PM..</p>

The next meeting will be on Oct. 24th.