

# Charter Day School



## Charter Day School Board of Trustees

Minutes of the Board Meeting

3 PM; Thursday Oct. 24, 2013, RBA Conf. Room

Attendance	<p>Trustees:</p> <p>Lori Boldt Briana Kahn Bob Spencer Steve Windham</p> <p>Others:</p> <p>Baker Mitchell, Secretary Mark Dudeck, Treasurer Gary Shipman, Attorney Phyllis Pearson, CPA Barbra Jones, HM, Douglass Academy Michele Mena, SBSCS, CCS Jesse Smith, RBA, QC Hillary Snow, Port City Daily Parents</p>
Call to Order	Steve called the meeting to order at 3:05 PM with a quorum of 4
Approval of Minutes	The September Board meeting minutes and the October 18th work session minutes were reviewed and on motion by Bob, seconded by Lori, were unanimously approved.
Communications To/From Board	N/a
Report on EOG Scores	<p>Baker said that preliminary results indicated that the schools performed far above state average on the end-of-grade tests taken in June for the 2012-13 year. He said that both schools met 100% of all state and federal performance goals and that all teachers met or exceeded their growth goals for their students.</p> <p>He said the official results would not be released until sometime after the Nov. 7 SBE meeting.</p>
Report on the Status of the Law Suits against New Hanover County Schools and Brunswick County	Gary Shipman summarized the in favor of Charter Day School by the Superior Courts in both New Hanover and Brunswick Counties. The New Hanover ruling was appealed by the district, and he reported on the oral arguments before the appeals panel in Raleigh on Wednesday the 23 <sup>rd</sup> . He said that he anticipated a favorable ruling by the panel in 60 to 90 days. Brunswick may appeal their ruling.

School	Steve thanked Gary for his efforts, and Gary left the meeting.
Presentation of 401K Retirement Plan Audit	<p>Phyllis presented the 401K Plan audit and said that the plan had assets of over \$1.2 million and that there were no findings. She stated that under the plan all employees were eligible on day one of employment and could have up to 3% of their contributions matched by their employer. Mark clarified that there were about 200 total employees, and Phyllis said that the participation rate was about 70%. Lori asked how employees were informed about the plan, and Mark said that they were provided with plan information when hired and that they had to opt out in writing if they did not want to participate. Otherwise they were automatically enrolled. Phyllis was asked about how many of her other charter clients had such a retirement plan, and she said there were very few. When asked, she said the audit consumed about 40 hours.</p> <p>On motion by Lori, seconded by Bob, the board unanimously approved the retirement plan audit.</p>
Presentation of CDS LGC Audit by Phyllis Pearson	<p>Phyllis introduced the report by stating that her firm had over 300 audit clients in total and audited 38 charter schools. She said their charter auditing experience extended back to the beginning of NC charters in 1997.</p> <p>She began by saying that the audit opinion was “unmodified and represented the highest, cleanest” level of opinion and there were no findings. About 20 minutes of detailed explanation followed during which she emphasized the surplus at year end was \$149,755 yielding a total net fund balance of \$1,794,266 in that Charter Day School account.</p> <p>On motion by Bob, seconded by Briana, the board unanimously approved the audit report.</p>
Presentation of CCS LGC Audit by Phyllis Pearson	<p>Phyllis stated that like CDS the CCS audit opinion was “unmodified and represented the highest, cleanest” level of opinion and there were no findings. About 10 minutes of detailed explanation followed during which she emphasized the surplus at year end was \$355,905 yielding a total net fund balance of \$739,968 in that Columbus Charter School account.</p> <p>There followed a general discussion of the adequacy of the cash fund balances for the schools. Phyllis observed that with our being near the coast and subject to hurricanes a three months balance in cash was advisable, and we were approaching that amount.</p> <p>She was asked if charter schools had to keep books like the district schools and if their audits were different. She said they were treated identically.</p> <p>Steve asked how payments to RBA were audited. Phyllis said they took the contracts between CDS and RBA and audited all payments to RBA to make sure they were authorized under the contracts and were within the approved budgets.</p> <p>Bob asked how she would rank the financial performance of CDS and CCS and she said they would be among the top five of all schools they audited.</p> <p>She observed that the schools provided health care and retirement plans for</p>

	<p>employees which few other schools did and that these were the only schools that paid bonuses in the last several years to all employees.</p> <p>On motion by Briana, seconded by Bob, the board unanimously approved the audit report. Steve thanked Phyllis for her work, and Phyllis then left the meeting.</p>
New Business	<p>Lori and Steve discussed public participation in the board's meetings. Lori made a motion that the Board would continue to hold open meetings and to provide a means for all citizens to address the board regarding their concerns and that Headmasters be present to hear what these concerns were. Bob seconded the motion and it carried unanimously.</p> <p>Next, Lori expressed a desire to have Student Presentation Spotlights to the board. After discussion, Lori made a motion that presentations be rotated around the campuses with a middle school student presenting one meeting and an elementary student presenting the next. The students would be selected by the HM and Assist, HM of the schools. It was agreed that she and Steve would discuss and give guidance on the selection criteria and the nature of the presentation. Steve seconded the motion and it carried unanimously.</p> <p>Next Steve presented Dr. Monroe's resignation to the board made effective October 9<sup>th</sup> so he could devote more time to his role with Capella University. The board extends its thanks to Dr. Monroe and its best wishes for his success.</p> <p>Finally Steve recognized Briana for her going to Raleigh to participate in board training for South Brunswick. She described her day's training and urged other members to participate in such experiences. Bob and Steve both expressed a desire to work such a session into their schedules.</p> <p>On motion by Bob, seconded by Briana, the board unanimously ratified the actions taken.</p>
	<p>Steve adjourned the meeting, and there followed informal discussion among members, staff, and parents until 4:40 PM.</p>

**The next meeting will be on NOV. 21 at 4 PM  
At Columbus Charter School middle School.**