

Charter Day School



Charter Day School, Inc., Board of Trustees

Minutes of the Board Meeting

1:30 PM; Wednesday, October 23, 2019, Charter Day School, Leland, NC

Attendance	<p>Trustees: Bob Spencer, Chair Chad Adams (phone) Ted Bodenschatz Colleen Combs Melissa Gott (phone) Suzanne West</p> <p>Others: Baker Mitchell, President, RBS Mark Dudeck, Treasurer, CDS Inc. Jesse Smith, Director of Quality Control, RBA Kelly Bowden, Office Manager, RBA Nikki Chaney, Headmaster, DAC Phyllis Pearson, Petway, Mills, & Pearson, PA Daniel Trout, Video Production Specialist</p>
Call to Order	Bob called the meeting to order at 1:31pm with a quorum of 6 Trustees present
Agenda Modification	Bob asked to move Nikki Chaney's presentation of the Douglass Academy Parent Letter ahead of the presentation of the CDS Inc. audit. Ms. Chaney needed to return to Douglass Academy for a meeting.
Approval of Minutes	Ted moved, seconded by Colleen, to approve the minutes of the September 19, 2019 meeting. The motion was approved unanimously.
RBA Report	
Douglass Academy Parent Letter-Low Performing School	Nikki Chaney gave a brief presentation regarding Douglass Academy as a low performing school. She apprised the board that a letter was being sent out to all parents. A copy of the letter was handed out.
RBA 401(K) Plan Audit	Phyllis Pearson of Petway, Mills, & Pearson, PA presented the audit of the RBA 401(K) Plan.
CDS Inc. Audit	Phyllis Pearson of Petway, Mills, & Pearson, PA presented the audit report for Charter Day School Inc. The audit included all four school combined in one audit report.
CDS Buildings	Mark provided an update on the progress of the new first grade building on the Leland campus.

Update on Potential Sales of Merchandise Items	Mark provided an update on selling merchandise items. Custom Logo Wear has agreed to work with CDS Inc. to add additional items to their website. More information will be provided at the November 21, 2019 Board meeting.
Board Actions	
Approval of CDS Inc. Audit Report	Suzanne moved, with Colleen's second to approve the CDS Inc. Audit Report. The motion was unanimously approved.
Closed Session	N/A
Old Business	
Yellow Bus	Mark gave an update on purchasing a yellow school bus. Currently, the bus company is in the process of locating a bus for CDS Inc.
New Business	Ted asked if an audit of the Booster Club is conducted. Mark stated that an audit is conducted and would be discussed after the Nov 21, 2019 Board Meeting.
Ratification of Actions Taken	Suzanne moved with Ted's second, to ratify all actions taken and disclosed to the Board since the last regular meeting. The motion was unanimously approved.
Adjournment	Suzanne moved with Ted's second to adjourn. The motion was unanimously approved. The meeting was adjourned at 2:44pm.