

# Charter Day School



## Charter Day School, Inc., Board of Trustees

### Minutes of the Board Meeting

1:30PM; Thursday, April 23, 2020, Charter Day School, Leland, NC

Attendance	Trustees: Bob Spencer, Chair (Zoom) Chad Adams (phone) Ted Bodenschatz (Zoom) Colleen Combs (Zoom) Melissa Gott (phone) Suzanne West (Zoom)  Others: Baker Mitchell, President, RBA (Zoom) Mark Dudeck, Treasurer, CDS Inc. (Zoom) Kelly Bowden, Office Manager, RBA (Zoom)
Call to Order	Bob called the meeting to order at 1:43pm with a quorum of 6 Trustees present
Agenda Modification	NA
Approval of Minutes	Colleen moved, seconded by Melissa, to approve the minutes of the April 2, 2020 meeting. The motion was approved unanimously.  Colleen moved, seconded by Melissa, to approve the minutes of the April 9, 2020 meeting. The motion was approved unanimously.
RBA Report	
Virtual School Update	Baker provided an update on the plan to transition the Direct Instruction methodology from physical classrooms to Zoom live internet classrooms.
Payroll Protection Payment (PPP) Loan Status	Mark updated the Board on the status of our application with Live Oak Bank. The loan was approved.
2020 – 2021 Enrollment	Mark discussed the projected 2020 -2021 Enrollment. The enrollment numbers are projected to remain same as was previously reported during the February 20, 2020 meeting.
2020 – 2021 Budget	Mark discussed the projected 2020 – 2021 Budget. An update will be provided during the next Board meeting. A handout was distributed with a budget for all schools based on the February Board meeting assumptions.

<p>2020 – 2021 Budget Reductions</p>	<p>Mark discussed the projected 2020 – 2021 Budget Reductions due to Covid-19. An update will be discussed during the next Board meeting. A handout was distributed showing the potential impact if the State and County revenues were to be reduced by 10%.</p>
<p>Board Actions</p> <p>Approve Headmasters as Authorized Signers</p> <p>Approve PMP as Audit Company</p>	<p>Melissa moved with Suzanne’s second, to approve the Headmasters as authorized signers. Chad had to leave the meeting before voting took place. The motion was unanimously approved.</p> <p>Ted moved with Melissa’s second, to approve PMP as audit company. The contract was distributed. Chad had to leave the meeting before voting took place. The motion was unanimously approved.</p>
<p>Closed Session</p>	<p>N/A</p>
<p>Old Business</p>	<p>N/A</p>
<p>New Business</p>	<p>N/A</p>
<p>Ratification of Actions Taken</p>	<p>Suzanne moved with Ted’s second, to ratify all actions taken and disclosed to the Board since the last meeting. The motion was unanimously approved.</p>
<p>Adjournment</p>	<p>Melissa moved with Colleen’s second, to adjourn. The motion was unanimously approved. The meeting was adjourned at 3:03pm</p>