

**APPRENTICE ACADEMY HIGH SCHOOL OF NORTH CAROLINA
Board Meeting**

May 9, 2018

**Waxhaw Entrepreneur's Building
7:00 PM – 9:00 PM**

Board Members	Jon Pollack Anna Blood Helen Gutshall Yan Greben Carolyn Pollack John Ryan Sanna-Maija Tucker	Board Chair Board Vice Chair (via phone) Treasurer (via phone) Board Member (via phone) Board Member Board Member (absent) Secretary (absent)
Attendees	Barry Ross, Principal Bernard Terry, Business Manager	

Call to order Jon Pollack

- Meeting called to order at 7:05 PM

Approval of Minutes Carolyn Pollack/All

- April 11th meeting minutes unanimously approved

Financial Report Helen Gutshall

- Helen shared the income statement with the Board, confirming some of the fee details and answering questions.
- Payroll for just Barry and Bernard can be handled through the bank, and thus payment for accounting services can be deferred until July.
- Jon confirmed that our third paid employee will start in August, which is when we will need to have a workers' compensation insurance plan in place.
- Everything is now running through the PNC bank account vs. Wells Fargo. A separate endowment account will be opened once we have the NC funding to replace current liabilities.

Principal's Report Barry Ross

- Opening year progress report:
 - Attended training classes from August to December and completed all required tasks. **The following additional tasks are due by May 25th:**
 - Create a Board Binder that includes the charter application, charter, by-laws, policy manual, copy of applicable laws, board member expectations, measurements for the school and hiring processes. Barry will post all documents in Dropbox once complete, and will follow up with Sanna to ensure that signed Conflict of Interest forms are also posted.
 - Approve the official budget to accommodate 225 students. Motion made to do so, and budget approved unanimously.
 - Develop a contingency budget based on lower enrollment numbers and obtain Board approval. Jon will send that out and ask for a vote via email. Based on Helen's projections, our target to break even the first year is 178 students.

- Submit resumes for all new Board members since inception (Jon, Carolyn and John). Carolyn will follow up with John Ryan, and submit them to Barry accordingly.
- Submit smart goals for our first year to include academics, governance, finance and facilities expansion. Barry and Bernard will draft something and send it to the Board for review/approval.
- Discussed the state requirement of uploading initial enrollment projection of 225 students by June 15th. Two weeks after budget is passed in July, school districts will receive their money and distribute charter school funding by the end of July. Our final headcount must be submitted on the 20th day of school. All further payments (in November and February) will be adjusted accordingly, based on that number.
- Need at least one Board member to attend each day of a June training session (6/12 and 6/13) in Raleigh. Yan agreed to go with Barry on the 12th. Barry will reach out to Sanna for her availability on the 13th.
- AAHSNC is now officially sanctioned as a Cisco Network Academy, which is VERY important for recruiting students. Barry will send out a link to the website for information to use in marketing materials.
- Received a \$10,000 check from Edifice and Barry deposited it.

New Business:

Enrollment Update Barry Ross

- So far total enrollment consists of 21 9th Graders and 13 10th Graders. An automatic email has been sent to those who didn't complete the enrollment form after being accepted. Barry will check with Peter to see if we can manually send some marketing emails to those who have already accepted.

Teacher Update Barry Ross

- Posted the resume of an EC teacher highly recommended by Ashley Hurley. Background check is complete. Need Board to review application and resume to vote on hiring. Jon will send note out for approval.
- Revisited the state supported New Teacher training program for professional development of those teaches with less than three year of experience. Cost is \$2200 per teacher per year. Current budget includes payment for three teachers and we only have one who qualifies. Motion to approve carried unanimously.

State Funding Barry Ross – covered above

Accounting Services Bernard Terry

- Confirmed that he has been through training, but we will not engage their services until July.

Facilities Storage Bernard Terry

- Met with the FHC staff and discussed options, including a potential storage pod. The number of students will determine which one we choose.

Insurance training Bernard Terry

- Going to Durham for a two-day training with BB&T on insurance and will determine which training sessions we will offer teachers within the system (e.g. sexual harassment, bullying, etc.)

Fundraising Update Jon Pollack

- Total collected to date is \$78,000. Ingersoll Rand also committed \$40,000 and the board is meeting with them later this month to discuss further details. Additional in kind will be \$25,000 from Nextcom. Including future Edifice payments of \$30,000, the total amount is \$173,000. This is a great start for the endowment funding, but we will need to collect a LOT more for next year.
- Forest Hill Church is sending a revised contract that will allow all 225 students inside the building for Jon to sign.

Future Site Committee John Ryan

- Jon reporting in John's absence (based on his email to the Board). Found a real estate lawyer to review current site recommendations. May need to expand our geographic footprint for land beyond the 10 mile radius originally determined. All lots that have been sourced within that area are extremely high priced, and we still need to acquire the temporary buildings to put on the land. Barry will verify restrictions on the county location to see if we can look at Southern Mecklenberg properties as well. Jon noted that we have yet to receive any funding from Union County businesses. 100% of the donations have come from Mecklenberg.

IT Update Yan Greben

- Met with Forest Hill Church IT representatives to discuss our concern around bandwidth. Need to get a formal approval from the church leadership to access all of their current capacity. If approved, it may be at a cost, but should be plenty to support our number of anticipated students.
- Reiterated the significance of being approved to participate in Cisco's Networking Academy program. This is a huge opportunity for us to offer IT and cybersecurity courses to our students. Yan has reached out to Kelly Caudle, the program director for the Academy program in the Southeast and Mid-Atlantic regions, and will report out on more details after they have a chance to meet.

Secretary's Report/Events Carolyn Pollack (for Sanna Tucker)

- Barry and Bernard were asked to report out on the results of last week's Food Truck Friday and Info. Table at Food Lion. They signed up two people to receive information and several others stated they might attend future meet & greets. Brochures were also passed out to some people who don't have students themselves but know of some others who might be interested.
- Bernard has contacted Walmart several times for permission to set up an Info. Table in their parking lot, but has received no responses.
- Barry suggested that we set up a table in Stacks Restaurant (Waxhaw location) before the Kaleidoscope Festival on Sunday 5/20, during morning hours (e.g. 9AM – 1 PM). They have granted permission to do so anytime. Sanna will need to add this to our Sign-up Genius site for volunteers to register.
- Sanna has reached out to Forest Hill Church to request dates for evening meet & greets, but we are not permitted to hold any until the current school year is over, since Union Day Academy has their furniture/equipment set up during the week. Will revisit for some dates further out in June.
- Barry informed the group that he has access to a list of 2800 home-schooled students to whom we could send a specific direct mail piece enticing them to explore enrollment. Need to see if we have email addresses as well, since that might provide a better/cost effective outreach.
- Jon and Carolyn will develop some language for social media posts/paid ads announcing the school's participation in Cisco's program.

- Jon will reach out to Cisco contact for further details and to inquire about partnership on press releases. Include announcement that Ken Adelglass, Owner of Waxhaw Kid Coders, will be certified to teach this program beginning 2nd semester of the first school year.
- Barry will install three yard signs from Sanna at locations near Parkwood Middle School, Piedmont Middle School, and in Marshville/Anson County.

Adjournment

- Jon suggested holding two board meetings in June (6/6 and 6/20) and two in July (7/11 and 7/25). That takes us to the opening month of August. Will handle other communication/voting via email in May. Carolyn will ask Sanna to send those confirmations out with formal invitations.
- After determining that there was no further business to discuss, Jon adjourned the meeting at 8:30 PM.