

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

February 15, 2018

VFD Wesley Chapel, 5025 Hemby Road. Weddington, NC 28104

6:00 PM – 8:30 PM

Board Members	Anna Blood Helen Gutshall Yan Greben Sanna-Maija Tucker	Vice Chairman Treasurer via phone Board Member joined the meeting 6:45 PM via phone Secretary
Attendees	Carolyn Pollack Jon Pollack Barry Ross, Principal	

Closed Session from 6:00 PM until 7:30 PM

Call to order

Vice Chairman Anna Blood called the meeting to order at 6:17 PM.

Reading of the School's Mission and Conflict of Interest Policy

Principal Barry Ross read out loud the School's Mission and Conflict of Interest Policy. A motion was made that we would do this annually not monthly. All were in favor.

Secretary's Report

Secretary Sanna-Maija Tucker read the minutes of the January 18 meeting. Anna Blood made a motion to approve the minutes, Helen Gutshall seconded. All were in favor.

Financial Report

Treasurer shared finances with the board. As of 1/31/18 school's bank account balance is \$19.42

Board Changes

As of January 31, 2018 Board Chairman Rick Giarla resigned due to medical reasons.

Sanna-Maija Tucker made a motion to nominate Jonathan Pollack and Carolyn Pollack as board members. Anna Blood seconded the motion, all were in favor.

Jonathan Pollack made a motion to nominate Steve Maher and John Ryan as board members. Anna Blood seconded the motion. All were in favor.

Sanna-Maija Tucker made a motion to nominate Jonathan Pollack as a Board Chair. Helen Gutshall seconded. All were in favor.

New Officer Structure

Jonathan Pollack became a Chairman of the Board effective immediately.

All other Board Members/Director's remain in their current positions.

Public Comment

N/A

Principal's Report

As of 2/15/18 13 ninth graders, 9 tenth graders have enrolled through school's online system.

Principal Barry Ross proposed 3 teaching contracts to the Board:

CTE Coordinator

20 years of experience in education

She launched Skills USA program in her current school

- potential start date July 1

Chairman Jonathan Pollack made a motion to accept the contract.

Sanna-Maija Tucker seconded, Board voted all in favor to offer a job at Apprentice Academy.

English Teacher

- start date August 6
- We will discuss and vote on this in March meeting.

CTE Teacher

- start date August 6
- We will discuss and vote on this in March meeting.

Barry Ross will bring resumes and background checks for Board discussion and contract approvals. Barry discussed the contract with Town of Waxhaw to hire a Security Resource Officer for Apprentice Academy. Forest Hills has requested some type of security. There are grants available to pay part of the SRO's salary.

New Business

1. Forest Hill Church contract

a) Contract has been signed

b) Modula Units houses 75 students. Town of Waxhaw is going to require a minor change of use these. 2 permits are needed. The cost is \$15,000. Forest Hills remediation cost is \$50K. Leasing cost

of modular units is TBD pending our ability to convert lease agreement.

- c) Conversation with Union Day is needed; negotiation that is more financially feasible is needed. Special Board meeting is needed to decide on this.
- d) Forest Hills has agreed to have 150 students in their main building.

2. Press Release approval/timing

- o Stacy Martin of Forest Hills Church, wrote a press release for us.
- o Press Release is going out the week of 2/19

3. Marketing Discussion

- a) Contract approval (Next Page Brand Strategies/Cassandra D'Alessio. The cost of her services is \$2 000. Jonathan Pollack made a motion to approve the contract. Sanna-Maija Tucker seconded. All were in favor.
- b) Concepts and logo presentation / approval: Carolyn Pollack shared options of school's new logo. Some revisions are needed. As soon as we get a revised version, we will vote.
- c) Website progress report (Sharon Ross is updating the website with Carolyn's collaboration)

4. Fundraising update and goals

- a) Radio Broadcast plan (need timeline, need support from listeners): John Hancock and Ray Terry of WBT as well as Keith Larson to be contacted. Media releases need to be shared by the end of February.

- b) Leon Levine Foundation opportunity (Carolyn will be our liaison)

5. Business Partnerships

- a) 2/22 MCI meeting agenda/assignments (Agenda, Sponsorship Packet with cover letter, Advisory Board Proposal, colored flyer, press release, folders)
- b) Advisory Council Proposal
- c) 3/7 Union County Business Owner meeting (John Ryan, Steve Maher, Barry Ross)

6. School Operations

- a) Discuss staff hiring plan
 - 3/22 Discuss and vote for Principal, Business Manager and Administrative Assistant Contract
 - 4/1 Starting Date for the employees stated above
- b) IT update (Yan Greben will provide the update via email)
- c) May Checklist assignments (we will tackle this in March 22 meeting)

7. Parent/Student Events

- a. Saturday 3/17 Forest Hill Spring Fling – offer tours of the building (materials/giveaways for parents, info packet, black linens, water bottles with business card)
- b. Meet & Greet Opportunities TBD (Sat. 3/3, 4/7, 4/14 or Tues. night?)

8. Other Board Responsibilities

- a) Sign Conflict of Interest documents
- b) Discuss contract with Eddie Goodall
 - We feel our consultant has fulfilled his contract commitment.
- c) Revisit March Board Meeting date (currently 3/15), new date 3/22 (Barry will ask CMC, Sanna will check with Whole Foods)
- d) Establish future School Site Sub Committee (Steve Maher, Barry Ross and John Ryan)

9. Operations

- PO Box has been renewed for the next 6 months in Waxhaw Post Office: PO Box # 266
- Phone line is open, service purchased from Spectrum Business Dept. Phone number is 980 339 3086
- Yard Signs need to be ordered: Cost for 10 two sided signs in size 27" X 18" is \$280 each. Metal racks are \$3 each. Totaling this order to \$310.
- Name Badges for Board Members, 15 total = \$159.84 (Name Badges International)
- Board Service Table
- New Board Member Invite letter has been created by Sanna-Maija Tucker
- Van Popering Insurance Representatives introduced us insurance options for Apprentice Academy employees.
 - Lead time needed for the decisions on the insurance. We need to see who we have hired and when they start the actual work year.
 - Liability Insurance for the Board:
 - Bus insurance: \$624 per year to insure; if 3rd party offers insurance, then nil.
 - See Premium Summary Page on Insurance Quote: approx.. \$12 000 per year

Next Meeting and Adjournment

Next meeting will be held on Thursday, March 22 at 7 PM Location to be determined. Chairman adjourned the meeting at 11.29 PM.