

**MEETING HELD AT:**

Cardinal Charter Academy  
1020 St. Charles Place, Cary, NC, 27513

**BOARD OF DIRECTORS:**

	PRESENT	NOT PRESENT	TERM EXPIRATION DATE
Allen Taylor   President	X		3/1/22
Alex Krawchick   Vice-President	X		3/1/21
Candi Hughes   Treasurer	X		9/1/23
Megan Christie   Secretary	X		3/1/22
Elaine Shamel   Director	X		3/1/22

**NON-BOARD MEMBERS ATTENDING:**

1. Shauna Bell, Governor Board Liaison – CSUSA
2. Rebecca Draper, Principal – Cardinal Charter Academy
3. Keith Geddings, Senior Financial Analyst – CSUSA
4. Stephanie Klinger, Vice Principal – Cardinal Charter Academy
5. Gina Merrell, Federal Programs Manager – CSUSA
6. Renee Michels-Ford, Carolina State Finance Director – CSUSA
7. Donna Rascoe, Esq., Board Attorney – Cranfill, Sumner and Hartzog
8. Dr. Corbet Wilson, Academic – CSUSA
9. Cande Killian-Woods, Deputy Director of Operations – CSUSA

**I. ADMINISTRATIVE**

1. CALL TO ORDER

Pursuant to public notice, Board President, Allen Taylor, called the meeting to order at 5:31 p.m.

2. ROLL CALL

Roll call was held, and quorum was established.

3. MISSION STATEMENT

Alex Krawchick read the mission statement.

4. APPROVAL OF THE AGENDA

**MOTION:** Motion was made by Megan Christie and seconded by Alex Krawchick to approve the agenda as amended. Motion passed unanimously.

5. APPROVAL OF THE JANUARY 8, 2020 MEETING MINUTES

**MOTION:** Motion was made by Alex Krawchick and seconded by Megan Christie to approve the minutes of the January 8, 2020 pending any edits made by Donna Rascoe. Motion passed unanimously.

## II. MANAGEMENT REPORTS

### 1. NORTH RALIEGH SITE UPDATE

Nick Diamond provided an update on 4 potential sites being investigated for the school.

### 2. CARDINAL CHARTER ACADEMY @ WENDELL FALLS

a. Facilities – Nick Diamond provided an update on construction and presented a site plan with traffic and workflow. Construction is on track.

b. Marketing and Enrollment

Cande Killian-Wood provided an update on applications received and the lottery process. Students are still applying. The lottery will be run on Monday, February 10, 2020 @ 6:30 p.m. at the Wendell Community Center. Mrs. Wood also spoke on the Marketing Strategies to continue to gain students including additional information sessions. Additionally, a principal has accepted an offer and will begin on Monday, February 10<sup>th</sup>.

### 3. CARDINAL CHARTER ACADEMY

a. Principal's Report

Principal Becky Draper discussed that a plan has been developed for every student to ensure students are getting the support they need. NC Check-ins will end on Tuesday. There is currently a 93% recommit rate to date. School administration and registrars are reaching out to all students who have not yet recommitted. Principal Draper also reviewed the fall survey results.

### 4. FINANCIAL STATEMENTS – YTD DECEMBER 31, 2019

Keith Geddings presented financial reports for the period ending December 31, 2019.

**MOTION: Motion was made by Alex Krawchick and seconded by Candi Hughes to approve the financial reports ending December 31, 2019. Motion passed unanimously.**

### 5. GRANTS

Gina Merrell provided an update on funding items.

**MOTION: Motion was made by Alex Krawchick and seconded by Megan Christie to approve the acceptance and application for all Federal CCIP funding for FY2019/20 for Cardinal Charter Academy. Motion passed unanimously.**

**MOTION: Motion was made by Alex Krawchick and seconded by Megan Christie to designate the Principal of Cardinal Charter Academy to be the signing authority as the School Superintendent for all documents related to Federal funding through the State of North Carolina or directly through the United States Federal Government for their designated school. Motion passed unanimously.**

**MOTION: Motion was made by Alex Krawchick and seconded by Megan Christie to designate the Principal of Cardinal Charter Academy to sign all related documents for the Federal Funding application including, but not limited to, the North Carolina Statement of Assurances, Debarment Certification, and NC Prayer Certification and Single Set of Assurances. Motion passed unanimously.**

### III. BOARD DISCUSSION ITEMS

#### 1. OLD BUSINESS

There was no old business

#### 2. NEW BUSINESS

##### a. Senate Bill 199

Gina Merrell provided the background and plan regarding Senate Bill 199. Training must occur every two years. Gina will provide a training plan for approval at the next Board meeting.

##### b. Technology task force update

Alex Krawchick provided an update on the technology school needs. Dr. Corbet Wilson presented financial numbers for 400 chrome books and 8 carts. The task force will look at the quotes and decide on how to move forward.

**MOTION: Motion was made by Alex Krawchick and seconded by Elaine Shamel to authorize Allen Taylor to move forward on the proposed contract in consolation of the task force and consistent with the Boards discussion on technology thus far. Motion passed unanimously.**

##### c. RTO report

Megan Christie provided an update on the final RTO meeting in January.

##### d. Board meeting calendar

Board meeting calendar for the 2020-2021 school year was presented.

**MOTION: Motion was made by Alex Krawchick and seconded by Megan Christie to approve the Board meeting calendar Motion passed unanimously.**

### IV. PUBLIC COMMENTS

There were no public comments

### V. CLOSED SESSION

**MOTION: Motion was made by Alex Krawchick and seconded by Megan Christie to go into closed session pursuant to N.C. General Statue section 143-318.11(a)(3) to consult with the Board's attorney to preserve attorney-client privilege. The motion passed unanimously. Closed session began at 7:33 p.m.**

No action was taken in closed session.

**MOTION: Motion was made by Alex Krawchick and seconded by Megan Christie to return to open session. The Board returned to open session at 8:08 p.m. Motion passed unanimously.**

**VI. ADJOURNMENT**

**MOTION: Motion was made by Alex Krawchick seconded by Megan Christie to adjourn the meeting of the Triangle Charter Education Association. The meeting adjourned at 8:09 p.m.**

**NEXT MEETING:**

Wednesday, March 4, 2020 @ 5:30 p.m.  
Cardinal Charter Academy

Megan Christie, Board Secretary

Date