



Cardinal Charter Academy
Board of Directors Meeting
January Meeting Minutes
January 6, 2021

MEETING HELD AT:

On ZOOM and live streamed on the [Cardinal Charter Academy](#) and [Cardinal Charter Academy at Wendell Falls](#) Facebook Page

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. Cindy Calvert – Keefe-McCullough
3. Rebecca Draper, Principal – Cardinal Charter Academy
4. Keith Geddings, Senior Financial Analyst – CSUSA
5. LaShonda Hester, Principal – Cardinal Charter Academy at Wendell Falls
6. Robert Kersey – Keefe-McCullough
7. Cande Killian-Wood, Deputy Director of Operations – CSUSA
8. Donna Rascoe, Board Attorney – Cranfill, Sumner & Hartzog
9. Renee Michels-Ford, Carolina State Finance Director – CSUSA
10. Bill Roach, State Director – Carolinas

I. ADMINISTRATIVE

1. CALL TO ORDER

Pursuant to the public notice, Board President Allen Taylor called the meeting to order at 5:33 p.m. When the meeting was called to order, all Board members were in attendance. Pursuant to G.S. 166A-19.24(b)(7), this meeting was conducted by use of simultaneous communication (conference video and conference phone), and all board members participated via simultaneous communication.

2. ROLL CALL

Roll call was held, and quorum was established.

3. MISSION STATEMENT

Allen Taylor read the mission statement.

4. APPROVAL OF THE AGENDA

MOTION: Motion was made by Alex Krawchick and seconded by Megan Christie to approve the agenda as amended. Motion passed with a roll call vote as follows.



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AMENDMENT:

- COVID Update in principal report
- PTC update under financials

Board Member	Yes	No
Alex Krawchick	X	
Candi Hughes	X	
Megan Christie	X	
Elaine Shamel	X	

5. APPROVAL OF THE DECEMBER 2, 2020 AND DECEMBER 5, 2020 MEETING MINUTES

MOTION: Motion was made by Megan Christie and seconded by Alex Krawchick to approve the minutes of the December 2, 2020 and December 5, 2020 with edits. The motion passed with a roll call vote as follows.

Board Member	Yes	No
Alex Krawchick	X	
Candi Hughes	X	
Megan Christie	X	
Elaine Shamel	X	

II. MANAGEMENT REPORTS

A. AUDIT FINDINGS

Cindy Calvert from Keefe-McCullough reported that the audit is presented in accordance to generally accepted reporting principals. All required footnotes are in accordance with GAAP. Required communications with governance – no new accounting policies were adopted. No uncorrected misstatements, no disagreements with management or difficulties dealing with management during audit. Providing unmodified opinion. The background check deficiencies for employees from last year was corrected and no deficiencies were found this year.

MOTION: Motion was made by Candi Hughes and seconded by Elaine Shamel to approve the audit findings. The motion passed with a roll call vote as follows.

Board Member	Yes	No
Alex Krawchick	X	
Candi Hughes	X	
Megan Christie	X	
Elaine Shamel	X	

B. NORTH RALEIGH UPDATE

Allen Taylor reported that a discussion with Dave Machado was had to request an additional year delay due to COVID restrictions at temporary facility. A formal letter for the delay was submitted.



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C. PRINCIPAL REPORT

a. Cardinal Charter Academy at Wendell Falls

Principal LaShonda Hester provided information on return to school from the break. A number of new staff members started, with Kindergarten being fully staffed. PTC is coming together with a number of strong parents who are willing to help and serve the school. Tutoring begins at the end of January. The afterschool program is running with, currently running at max capacity. Looking to add additional staff members to be able to offer additional afterschool spots. In the middle of the recommitment process and will adjust numbers and spots to open based on that data. There have been no positive COIVD cases or reports.

b. Cardinal Charter Academy at Cary

Principal Becky Draper reported that NWEA testing began Monday, January 4, 2021 for the next 2 weeks. Data will be used to help determine how to best personalize student education plan. Aftercare started on Monday with a partnership with the YMCA. Additional student and staff computers arrived before the break. There are 271 new applications – 83% are brand new families to Cardinal. There will be about 150 open spots for next year. 269 families have recommitted for next year. Two teachers tested positive over the break. No positive COVID cases have been reported for anyone in the building.

D. FINANCIALS

a. Financials ending November 30, 2020

Keith Geddings reviewed financials ending November 30, 2020 for Cardinal Charter Academy at Cary. Renee Michels-Ford reviewed financials ending November 30, 2020 for Cardinal Charter Academy at Wendell Falls.

MOTION: Motion was made by and seconded by to approve the financials ending November 30, 2020 for Cary and Wendell as presented. The motion passed with a roll call vote as follows.

Board Member	Yes	No
Alex Krawchick	X	
Candi Hughes	X	
Megan Christie	X	

E. NC PERFORMANCE FRAMEWORK

The Board was informed that the Conflict of Interest policy will be submitted for the January compliance for the NC Performance Framework.

III. BOARD DISCUSSION ITEMS

A. OLD BUSINESS

a. Technology task force update

There was no update from the Technology task force.



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B. NEW BUSINESS

a. BEGINNING TEACHER SUPPORT PLAN

Principal Becky Draper and LaShonda Hester provided an update on the modifications for the BTSP based on changes to the certification programs from the Department of Public Instruction.

MOTION: Motion was made by Alex Krawchick and seconded by Megan Christie to approve the Beginning Teacher Support Plan for Cardinal Charter Academy at Cary and Wendell Falls. The motion passed with a roll call vote as follows.

Board Member	Yes	No
Alex Krawchick	X	
Candi Hughes	X	
Megan Christie	X	
Elaine Shamel	X	

b. TECHNOLOGY AND LEASE AGREEMENT

The Board discussed the lease agreements provided for furniture and technology.

MOTION: Motion was made by Alex Krawchick and seconded by Candi Hughes to approve the lease agreements for technology and furniture for Cardinal Charter Academy at Wendell Falls with the changes of the applicable law to NC. The motion passed with a roll call vote as follows.

Board Member	Yes	No
Alex Krawchick	X	
Candi Hughes	X	
Megan Christie	X	
Elaine Shamel	X	

IV. PUBLIC COMMENTS

President Allen Taylor asked parents to put comments in the comment box and/or email Board members specifically.

V. CLOSED SESSION

MOTION: Motion was made by Megan Christie and seconded by Elaine Shamel to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to discuss confidential personnel matters that are confidential pursuant to North Carolina General Statute section 115C-218.25 and North Carolina General Statute section 115C-319. The motion passed with a roll call vote as follows. Closed session began at 6:39 p.m.

Board Member	Yes	No
Alex Krawchick	X	
Candi Hughes	X	
Megan Christie	X	



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Elaine Shamel	X	
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No action was taken in closed session.

MOTION: Motion was made by Megan Christie and seconded by Alex Krawchick to return to open session. Motion passed with a roll call vote as follows. The Board returned to open session at 6:50 p.m.

Board Member	Yes	No
Alex Krawchick	X	
Candi Hughes	X	
Megan Christie	X	
Elaine Shamel	X	

VI. PERSONNEL

MOTION: Motion was made by Elaine Shamel and seconded by Megan Christie to approve the following hires for Cardinal Charter Academy @ Wendell Falls: Ashley Breshears, Victoria Hilliard, April Johnson, Adera Smith, and Scott Swartzfinger and the following hires for Cardinal Charter Academy @ Cary: Omar Hill-El and Cady Sinclair. All hires have passed a background check. The motion passed with a roll call vote as follows.

Board Member	Yes	No
Alex Krawchick	X	
Candi Hughes	X	
Megan Christie	X	
Elaine Shamel	X	


VII. ADJOURNMENT

MOTION: Motion was made by Megan Christie and seconded by Alex Krawchick to adjourn the meeting of the Triangle Charter Education Association with a roll call vote as follows. The meeting adjourned at 6:52 p.m.

Board Member	Yes	No
Alex Krawchick	X	
Candi Hughes	X	
Megan Christie	X	
Elaine Shamel	X	

NEXT MEETING:

Wednesday, February 3, 2021 @ 5:30 p.m.

DocuSigned by:

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Megan Christie, Board Secretary

2/9/2021

Date