

The Mission of MINA (More is Now Achievable) Charter School of Lee County (MCS) is to empower life-long learners, innovative thinkers, and good citizen able to compete globally in our diverse technologically advancing world.



MINA CHARTER SCHOOL OF LEE COUNTY – MCS

Board Meeting

10/01/2019

6:00 P.M.

Mrs. Myron Jones, Executive Secretary

Members Present: Dr. Shawn Williams, Stella Farrow, Myron Jones, Joyce Williams, Kandice Pedley, Omar Marcias,

Via Zoom: Ginean Royal, Artheresa Best, Billy Bradley, Jr.

Also Present: Bob Bedi, Emily Ragland, Esmeralda Guzman

Salilah Tuncer and Jeanette Peace are out of town, and they are both excused for tonight.

The Meeting was opened by Dr. Shawn Williams.

Invocation: Mrs. Myron Jones

Mission Statement was quoted by Dr. Williams. He encouraged us to let's make this a part of us. It is what drives us and we all need to know it. We need to get it memorized. Make it a part of you!

Minutes: Motion to receive minutes for August and September as written with necessary correction (adding Billy Bradley Jr. to the attendance) moved by Omar Marcias and seconded by Joyce Williams. Minutes were approved unanimously.

New Dr. Williams introduced a new board member, Stephany Peterkin. Joyce Williams made the motion that the board accept Stephany Peterkin to MINA board. Motion was seconded by Kandice Pedley. Vote was passed unanimously. Ms. Peterson addressed the board and accepted her new position.

We will be reassigning committees at the retreat on Friday.

Presentations:

1. Mr. Mike McKoy- (and McKenzie) "SWOOP- Tapp it Technology" presented Via Zoom – They build mobile apps for schools to communicate with parents. There was a rather lengthy period of conversation concerning appropriate devices, prices, what is included with the purchase, support available, fees, etc. There was a share, question, and answer period. Operations will discuss and see if this is something we want to pursue.

2. Ms. Velma Greenleaf - Pierce Insurance Supplementary Insurance and Medical Coverage. She gave us a packet outlining the programs they have available and what they can provide for our employees. We will have 20 employees and 16 who are benefit eligible. Ms. Greenleaf went through the packet and allowed time for us to ask questions and discussions. Since we are the first- 1st Year Charter School that she has worked, she asked for specific information on our numbers, criteria, and ages of employees so that she can write us an estimation plan. She will also send the packet to Dr. Williams in a hard copy so he can forward to board members who are not here tonight. Atty Jeanette Peace will be the point of contact.

Other Items of Discussion:

New Part-time Employees: Mrs. Farrow- introduced our new part-time employees: Parent Liaison and our Hispanic Liaison, Emily Ragland and Esmeralda Guzman. Today is their first day at work. Our main task is to get 252 butts in the seats on day 1!!! They will be in the office with Mrs. Farrow two or three weeks to learn the culture of the school. We are moving along! They are working at Atty Peace's office right now. We have a phone number now.

Access Grant- Mrs. Farrow and Dr. Williams attended.

They spent three days at NCCAT, Cullowhee, NC and attended some good workshops but they were more appropriate for the schools that are up and running than schools that are in their planning year. We took notes of things to look for and be ready for when we open. Listening to the experiences of others may force us to look at some things we have planned initially.

Access Grant Dr Williams will submit information for our first drawdown by **Oct 15. Then we will start receiving some money for some of these things that we actually need.**

We are part of the first access Grant cohort. The commitment that we have and the sacrifice that we make to show up and show out! This board has a commitment and it shows and pays off. Mrs. Farrow is eager and committed. Dr. Williams, Mrs. Farrow, and Atty Peace all are on the same page and share the same vision. The vision is clear. We want to present our best to the city, to the students, and to our employees.

Governance- Our Ready to Open Meeting was on Governance. Atty Peace, Bishop Williams, Mrs. Farrow, and Dr. Williams attended. Package was sent out or it will be sent out so that all of us get a chance to glean it and know what it entails.

Operations – Mrs. Pedley: gathering information and presentations on the medical programs. Mrs. Pedley stated that she thinks they have done their due diligence as far as research and meeting people. They are just waiting to say that we are ready when we have numbers.

Finance: Billy Bradley had to leave the group early. Mrs. Pedley reported. They reviewed all the documents that were sent out and as of yesterday everything that was sent out looked good. They did not see any issues. Dr. Williams had asked the chair to make a recommendation about internal controls. They did discuss that. Our plan is to do an audit to make sure when we send it out we can have a checks and balance. It can spit out any kind of report that you want. The program is Wave. It is very similar to QuickBooks. Dr. Williams need the chair to have the policy that recommends how we are going to dispense vouchers, what's the limit that we will allow the administrator to spend without board approval. This board will have to approve all policies. We need a recommendation by Finance and it needs to be approved by the board. We need a policy from finance by the next meeting so we can submit it in December.

Curriculum: Did not meet this month. Last month we approved Wit and Wisdom, Eureka Math, PHD Science. This morning we were on a conference call with them to make sure we can get the best bang for the buck.

Media – Omar is the proud father of a baby boy! □ Bob Bedi- from a marketing perspective- Big Festival Latino this Saturday. Does anyone have friends who can go and represent us set up a table with brochures and clipboards to sign up. We have 138 people but none of them are Hispanic. So if we can someone to sit at a table and pass out information. Many city leaders will be there so if there is any possible way for us to have representation. The Mann Center trying to rent it on Saturday or Sunday to invite the Parents of the 148 people who have expressed interest and also have a place where the kids can come along, parents in the auditorium, kids in the classrooms. We also need to recruit new families. Also, this is a good time to update our webpage by showing our phone number and fax number, announcing the different curriculum choices. Bob had conversation with a Hispanic community leader who is thinking of writing an official proposal of how his group can be a part of the school and help us to be a community oasis for community activities. He also spoke with Mrs. Pedley about his group that provide tutoring and he may be able to help in that area. They are excited to work with us. Mr. Marcias to see how we can work with Mrs. Farrow and what we can do to help. Hispanic Council Board received a grant and will work something out and bring a proposal to the executive board. They want to be able to help in the community.

Dr. Williams stressed the need a calendar, timelines, and dates! Open Enrollment Oct 1- Feb.15. Our school lottery is supposed to be the first Tuesday night in March. We need to be able to post it on the screen and know what we need to have ready. **We need this next month!**

The first rendering of the building was sent to us. On the other side of the building they are going to put up fencing and a banner with MINA Charter School at the cost of \$13,094.50. The sign is up “Future Home of MINA Charter School” and we are working to make sure the building is secure now that we own the building.

In reference to chain of events, question of when will we get the permit of occupancy? We need a realistic timeframe. Our calendar is due in December. We may have to be creative so that we can still be a year- round school. We can do the ground - breaking anytime we want. They are looking at have a demolish coming in in late November and early December. They think they can have everything construction wise done of phrase one in six – seven months (25,000 sq. ft of that building). We need to earmark a date.

There is a question of trying to build an **office space for Mrs. Farrow**. Because it is an active construction site, there is some resistance for her being in there, There was suggestion/idea and discussion of using an RV until we can get her in the building. Dr. Williams will check on the prices of renting/leasing the RV.

Attorney Engagement letter is for us to use a Charter School Attorney. We will move on that in our next November meeting.

Board retreat on Friday night. Dr. Williams and Atty Peace will be presenting. “The MINA Way”. Dinner starts at 5:30. Saturday 7:30 -8:00 a.m. with breakfast. We will have dinner. We will be at the Holiday Inn. Come with an open mind. We have a full agenda! We will talk about

how we begin, parent involvement piece, Google, Bishop Williams will close us out with the charge. We are required to have a certain number of hours each year.

RTO October 30th on Finance. Dr. Williams need to know who will be able to attend. Please give name to Dr. Williams on Saturday.

Dr. Williams reiterated that we must do a better job on committees! Look over your committees and see which ones you can better serve.

Mrs. Farrow brought to the board the possibility of giving the **Parent liaison and Hispanic liaison a 50 cent raise** that will help with their travel. This will fit into our budget because they did not actually start on July first, the date we had budgeted. Motion was made to give them a 50 cent per hour salary increase by Candace Pedley and seconded by Omar Marcias. Vote was approved unanimously.

Meeting adjourned by Dr. Williams.