

Mission Statement - The mission of MINA (More Is Now Achievable) Charter School of Lee County (MCS) is to empower students to be lifelong learners, innovative thinkers, and good citizens able to compete globally in our diverse, technologically- advancing world.



MINA CHARTER SCHOOL OF LEE COUNTY – MCS

AGENDA

May 5, 2020

6:00 P.M.

Link for Meeting -

<https://us02web.zoom.us/j/83017102899?pwd=RysvZm11c1ZoVzVacy9WZUdSZmZsQT09>

Phone number - +1 646 558 8656 Meeting ID: 830 1710 2899

Password: 667045

Board Members Present:

Artheresa Best	Ginean Royal -
Billy Bradley Jr.-	Salih Tuncer
Myron Headen Jones – Secretary	Joyce Williams
Eloy Omar Macias	Bishop Robert L Williams Jr.
Attorney Jeanette Peace – Vice	Dr. Shawn E. Williams – President
Kandice Pedley	

Also Present: Mrs. Stella Farrow, MINA Lead Administrator,
Mr. Bob Bedi, Media Integrations
Mr. Jason Guffey, Project Manager

Member Absent: Mrs. Stephany Peterkin

Call to Order – Dr. Shawn E. Williams at 6:00 pm

Reading of Mission Statement – Attorney Jeanette Peace

Roll Call: Dr. Shawn Williams

Approval of Minutes (April) – Dr. Shawn Williams confirmed that everyone had a chance to review the minutes and there were no corrections. He announced that the minutes will stand as written.

Presentation

Building Update - Jason Guffey- Mr. Guffey greeted us and then gave a construction update.

- Driveway is cut in and the parking lot is waiting to proof roll the soil before putting down the gravel and asphalt.
- Plumbing is in
- Framing is done in most classrooms

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- Work/repairments are being done on the roof
- Electricians are running conduits
- Plumbing will shift gears and start the supply lines inside the walls
- Company working to get the internet installed by June
- First inspection will be in 3 weeks, so we can sheetrock on one side of the wall and continue as the inspections are done.
- Masons should be cutting in windows, doorways, an addressing the front area
- Color panels have been selected and sent in
- City Proposal for parking: Site plan was sent to Dr. Shawn Williams. They are working on the drafting and if we like the plan we can move forward. They are willing to develop, move the asphalt, and plant grass and trees and do their park. When we are ready for the additional parking for MINA, we can take back those parking lots.
- Dr. Shawn Williams recommended that Jason speak with Marshall and see if the two boards can meet virtually so that we can make sure we are protected in case of board member changes since we are elected officials.

Committee Updates

Administrator Brief/ Report: Mrs. Stella Farrow-

- A narrative was written for the Access Stimulus Grant as a result of Covid-19 grant and we were approved in the amount of \$5,000 to be used for Recruitment. Mr. Bedi is working with Mrs. Farrow to decide the best use for that money.
- Access Grant- a 2- page narrative has been submitted. They wanted it done in a different format. The revised format has to be turned in by Thursday. Mrs. Farrow is sure that she can have that done in the new format and submitted on time. Dr. Shawn Williams: preparing for a virtual meeting. Things are going well. We will have a financial update at the Executive Meeting.
- Guidance Counselor Interview- Interviews were held on Friday by the interview committee and Mrs. Farrow stated that the process went well. She is in the process of checking references before moving forward.
- Teacher interviews will get done soon. We have 43 applicants for 14 positions. Many are licensed and others are eligible for licensure.
- We are in the process of looking at the 5th grade Pacing Guide and moving forward.
- There was discussion about the status of our 1st grade. We have many students on the wait lists for all grades except first grade. We may have to over enroll in order to not be

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short. There is a drop box now with a secure lid and applicants can get applications and turn them back in. There was a suggestion that we might need to consider less days for parents to respond with their acceptance.

- We need our numbers on day one to meet our ADM count which is what our money is based on. Dr. Williams ask that Mrs. Farrow set up a meeting with the County so that we can see how they want to do the draw down.

Access Grant- Dr. Shawn Williams: We have virtual meeting this month. Draw down money is very interesting. We will have a finance total for the Executive Board. There are still a few clichés but things are moving forward and going well.

Governance: Bishop Robert Williams- the New Board Members Binder is in Google doc. For your review. We also have another exercise that was sent to all of the Governance committee members as well as to Dr. Shawn Williams and lead Administrator Mrs. Farrow. operational, academic, and financial reports. National Normed assessment? What is the terminology that we want to use? Dr. Williams asked that Bishop Williams hold the RTO and Strengthening Exercises and we will pick that up in Old Business.

Operations: Attorney Jeanette Peace- Operations meeting is scheduled for May 11th.

- RFP has been submitted to DPI for their approval. We cannot send it to venders until DPI approves. We have also completed the Local Wellness Policy which is required by but have not heard from DPI on that either.
- Transportation- From the conversation with Reid Cagle, the buses that are for sell from Lee County were not recommended but we were told by a person at DPI that we can still get the 25% off discount each bus from other places
- Jennifer Caffee can get the furniture and she can also get bids us for textbooks as well as the Chrome Books. There was concern that we may not have budgeted enough money for the furnishings for 12 classrooms.
- Dr. Shawn Williams stated that the one thing that is for sure we must be very frugal the first year as a charter school and we will have to firm up a budget by June 1.

Finance: Mr. Billy Bradley Jr / Mrs. Kandice Pedley

- Proposed budget for 218 students each committee please look at each budget and give your input. They sent out the old budget and the proposed budget for us to review. They removed the Custodian. 12 Instructional salaries moved to 9, Teachers Assistants moved down to 1.
- Finance figured it with fewer classrooms with fewer teachers so what kind of tweaking needs to be done? The cost amount per month or a 12 -month cost?

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- Dr. Shawn Williams stated that the Operations Committee will make sure we have furniture and equipment for the 252 students.
- The Access Grant can be added into the budget to show additional income we just have to show how it is used. (Buses, Insurance) might provide a little more cushion. We will have to do a revision on the Access Grant for technology. It will cover Chromebooks, TVs, and technology for the first year as well as an office computer. Dr Williams that he will send Finance Chairs the Access Grant as it is now and we can revise it. We need a list of all the things that the Access Grant does cover so that we can revise. The idea of the Finance Committee was to go ahead and put everything (including Mrs. Farrows dream list) all in the budget and let's work from there to see what needs to be corrected. The bottom line is that we need to go back and look over some things. We will also need to discuss money for EC (Exceptional Children). Ruth is in the process of compiling a list of EC students as she set up the cum folders. Mr. Bradley stated that they are also looking at additional grants that we may qualify for.

Curriculum: Dr. Shawn Williams- Curriculum Committee had two meetings this month. We worked on Employee Handbook and it will be presented to the Board at the next meeting. We will be using Great Minds curriculum. We are working on a pacing guide to align Great Minds with North Carolina State Standards.

Media: Mr. Omar Macias- No Update- Not really able to do much because of Covid-19

Update / Report: Mr. Bob Bedi – Media Integrations

- We are working on the \$5,000 media money
- June 15 the digital board on Horner Blvd is ours
- We will have 2 others in late May
- Campaign for teacher's recruitment will run in the Sanford Herald
- Newsletter will go out in a couple of weeks. The first one was well received and we got good feedback.
- Dr. Shawn Williams encouraged Mr. Bedi to reach out to the hospital in reference to a nurse as soon as things open up from Covid-19 and see if there is anything that they can do to assist us in the area of nursing.

OLD BUSINESS

Ready to Open

- Process Report Checklist which is also in the google docs. Dr. Williams will go down the list to make sure they are all covered and we know who is working on which one.
- Dr. Williams will advertise and reach out and look for a bookkeeper.
- Exceptional Children position is our 1st teacher hire and we will be opened up tomorrow and run for one week to collect additional pool of applicants for this position.

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Contingency for building – Central Baptist Temple

- They want to make sure we will have insurance to cover us while we are in their building. They want to make sure that we will keep the building clean. They want to know what we will offer them for the use of the building. They want us to make them an offer.
- We need to check on the cost per square foot to see what we should offer? Keep in mind it must include all utilities.
- After discussion on the price that we should offer the church for its use in the event that our building is not ready for occupancy on opening day, it was moved by Atty Jeanette Peace that we give Dr Shawn Williams the authority to negotiate and investigate prices with Central Temple Baptist Church. It was seconded by Mrs. Kandice Pedley and carried unanimously.
- Dr. Williams will also check with the **Fire Marshall** to make sure we can use the church as a school.

New Business: Dr. Shawn Williams

- **Charter Agreement:** Dr. Williams will sign and turn in the Charter Agreement
- **Committee Appointment for Parent/Student Handbook**
- **Vote on opting out State Retirement and Health Plan** – it was moved by Atty Jeanette Peace and seconded by Bishop Robert Williams that we opt out of the State Retirement Health Plan. Motion was carried unanimously.
- **State Retirement System-** Mrs. Kandice Pedley made the motion that MINA Charter School will opt out of the State Retirement Place. Motion was seconded by Mrs. Joyce Williams. Motion was approved unanimously.

Upcoming Events

Governance Exercise:

- **Section #1** – Bishop developed a Board Binder: Can we find a piece that is not as much for the DPI to have to go through? # A does not take a lot to do. Bishop Williams will look back at this one and we will re-vamp this to do a Board Performance Expectations for Individual Board Members, Their Roles and Responsibilities, and a Board Self-Evaluation Tool.
- **Oct** – Volunteers and Community Partnerships - Mrs. Best is working on this already
- **#3 Strategic Goals and Responsibilities:** We were to get this information from Mrs. Farrow
- Governance and Mrs. Farrow are working on a Report Schedule and a formal Policy to added to the Board Calendar- Bishop Williams and Mrs. Farrow are working on this.
- Outcome Based Board Meeting Calendar - Dr. Shawn Williams plan to have these ready to turn in by May 22nd to the State.

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Dr. Shawn Williams -What is the feeling of the Board as for the City of Sanford and the land. Do we give it to them or do we sell it to them? It was suggested and explained by Atty Jeanette Peace that we should give them an Easement. Dr. Shawn Williams will relay this to Jason and tell him our feeling. She also suggested that their town attorney draw up the Easement papers. Bishop Williams asked for an explanation of the liability. It is going to be a joint liability because we will still have our hands on it and have ownership of it. We will come back and vote after the papers are typed up with the correct wording and let Atty Stella Gordan read over it.

Bishop Robert Williams moved that the meeting closes @8:06 pm. Motioned was seconded by Mrs. Kandice Pedley and carried unanimously.