

**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**

**July 7, 2020**

**6:00 P.M.**

**Link for Meeting –**

<https://us02web.zoom.us/j/86761088210?pwd=UWpQaTdVaUtJNXpnamoybHkyd0lzd09>

**Board Members Present:**

Artheresa Best	Stephany Peterkin
Billy Bradley Jr.	Ginean Royal
Eloy Omar Macias	Salih Tuncer
Attorney Jeanette Peace – Vice President	Joyce Williams
Kandice Pedley	Dr. Shawn E. Williams – President

**Board Members Absent-** Myron Headen Jones, Bishop Robert Williams. Jr.

**Others Present:**  
Administrator – Mrs. Stella Farrow  
Board Attorney – Atty. Lisa Gordon Stella  
Media Integrations- Mr. Bob Bedi

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

**Reading of Mission Statement** – Mrs. Joyce Williams

**Approval of Minutes (June 2) –**

**Presentations: Board Attorney – Atty. Lisa Gordon Stella**

School Opening – Attorney Lisa Gordon Stella was invited to come tonight and answer questions that we may have as we get ready to enter school during this pandemic. And any other questions that we may have. The main thing to think about is the interim guidance from DPI that everyone is looking to as the standards that we have to meet in order for us to open and then the Plans A, B, C. As a Charter you have some flexibility if you can keep yourself open and safe, shut, or remote. You should be empowered to make them as you see fit for your situation.

1. Some parents are not comfortable sending their kids so we have to provide remote learning. For students who are in the Exceptional children category we need to make sure our plans include them and make sure we can provide services to them. Whatever

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services they need we have to provide. Some of the students needs may require them to come back to school and we need to figure out the best way to keep them safe.

2. Our Covid numbers are not looking as good as we were hoping and faculty is now beginning to express that they are not comfortable because of a family member or health issues. If a staff member does not fit into those categories of having a health issue themselves or have a family member with a health issue, will have to come to school in spite of their anxiety and trust that we are doing the best we can to take care of their health and safety.
3. The staff member that does not have a health issue themselves but have a family member with an issue. Someone at home Emergency Paid Sick Leave (EPSL) and the Expanded Medical Family Leave (EMFL). Everyone who has 500 employees or less must have EMFL. Someone who does not have child care because of Covid. EPSL is two weeks of paid sick leave. There are no other legal hooks for them to be paid and not working or not coming on the campus.
4. The most complicated situations are the people who are themselves in a high-risk category: immune- compromised, diabetes, obesity, wide range of health problems. You have to engage in the interactive process under the Americans with Disabilities Act. IT does not mean you have to telecommute. They need to get a note /certification from the doctor that says they have a health situation that puts them in a high-risk category. The doctor will suggest some things that we can do to help them feel better about their working conditions to make them feel safe or he may even suggest that the person telecommute. You do not have to telecommute but what you are required to do is have the conversation and put into what you are able to put into place to protect them. If the essential part of the job is on campus and they feel unable to do it, you may not be able to accommodate them. If you get into a situation like that please call me before you take any steps so we can make sure we have explored all options. The main things you can do for people who are high risk is wear masks, have students wear masks, teachers wear masks and stand far away.
5. Attorney has put together a packet of the Emergency Paid Sick Leave (EPSL) and the Expanded Medical Family Leave (EMFL). As well as the Guidelines for Reopening Schools.
6. You cannot ask teachers if they have an issue with on campus teaching. The best thing to do is to explain the plans and expectations of the school and see what their comfort level is in doing that but you have to be very careful that you are not asking them to disclose their protective health information.
7. There are different levels of risks and different types of jobs that might lend themselves to accommodations. You just have to be flexible. You cannot provide complete protection for anyone. If you follow the guidance of the North Carolina Department of Health and Human Services and the Center for Disease Control, and the Department of

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Public Instruction, you should be covered because that is considered the standard of care that you are required to do. The Legislature passed and the Governor signed last week, House Bill 118 which provides immunity from Liability that protects schools from from lawsuit by any family, student, or individual that comes onto your campus unless you were grossly negligent and intentionally caused somebody Covid. With employees, technically any injury that happens at the workplace is supposed to go under Workers Compensation. Some schools have employees sign waivers but the greatest protection you have is to follow the rules. Lisa has a survey that you can administer to staff to see what their comfort level is. She will make sure that Dr. Williams receive the information.

8. Extended Family Medical Leave is for up to 12 weeks but you only get it if you have a child care problem due to Covid. We would take a tax write off on our payroll taxes.
9. There is a Symptom Screening Checklist is it done everyday as students are dropped off? It is Atty. Stella Gordon's understanding that it is supposed to be done every day. They need a temperature check before entering the building. For elementary school, you can send it home every day and have the parents to return it completed every day. Do Parents have thermometers at home? The problem is that the little kids often times don't have symptoms. You may put these logistical questions to Atty Lisa and let her take them to Tom get them on the agenda for the next meeting of the Leaders Building Leaders.
10. Everyone is supposed to wear a mask. Will the school provide the mask and what about people who are not comfortable wearing a mask or have medical conditions that prevents them from wearing a mask? We will need to present to them the with Individuals Disabilities Act paperwork and their doctor provide a letter from the doctor. We need to have a supply of PPE available. Dr. Williams said the State has shipped us some. Mr. Bob Bedi stated that he was approached by a business leader who may be interested in donating masks to us.
11. When would a face shield be appropriate is a replacement for a mask? There are situations where some students or people may have to wear a face shield. This is not really a good idea unless someone has an accommodation.
12. If someone tries to enter the building without a mask, they are being insubordinate. If it is just on principle, no. If it is medical you need a doctor note. You can deny entrance to anyone without a mask!

### **Building Update**

Dr Shawn Williams. Jason Guffey

- Building is coming along ahead of schedule.

There is a sprinkler problem. Will start working on that next week. We have permanent power from Duke Energy connected to the building. When we get some good dry days, they will start working on the parking lot. Still have a little moisture problem but they are hoping that the air conditioners will solve that problem.

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- We had talked to Bishop Mallette about using his building as our sight. He had some problems or concerns and needs until the end of this week. He is having summer camp right now and he has 100 students and it has been so chaotic with space and logistics. He will need until the end of the week to make a decision. Until we can get a Certificate of Occupancy, no money can be drawn down. Open for questions comments and suggestions. According to DPI and Department of Charter Schools, even if we go virtually, we still need a temporary site. We were supposed to have it turned in when we submitted our RTO. We do not get a second timeline. The Fire Marshall has no problem passing it at CPM because they have a sprinkler system and fire alarms. The community college and Civic Center are closed but Dr. Williams will ask and check on this. However, no money will drop until we do it. Mrs. Kandice Pedley will reach out to St Luke, Dr. Williams will reach out to First Baptist, Luke, and Mr. Macias will reach out to St. Stevens? We are probably not going to need a building but we just need someone to come into a paper agreement that we can send to the office of Charter School. It is very unlikely that we will use the building because we are starting out remotely and our building is likely to be completed.

## **Committee Updates**

### **Administrator Brief/ Report:** Mrs. Stella Farrow

Sent out an Administrator Report. We are continuing to work with our families and communities. Thank you to the Board members who were present last night. We have another virtual parent meeting on July 28<sup>th</sup>

Personnel report-very pleased that all of our recommendations are ready to be presented to the board tonight. The only position that is not filled is Art. We have one more Teacher Assistant positions.

208 parents have turned in a complete package we are waiting on 44 parents to turn in their package.

26 of those are confirmed and 22 we are waiting to confirm. There is a constant change in numbers day to day in Lottease. Thank you to all of the Board members who have assisted. We only had 47 students on the wait list so we probably need to build our weight list back up. Atty Peace suggested that we look at over enrollment and we look at accepting those 8 kindergarteners on the wait list. There were no opposition from the Board members.

- And re-allocating funds Mrs. Kandice Pedley has a spreadsheet of student who have ordered shirts. She thinks she has about 85 different student names right now. That is less than half of the student that are confirmed so far. We need to check up on these parents.

### **Access Grant:** Stella Farrow / Dr. Shawn Williams-

We have a meeting next Friday with the Access Department to present our next year's budget and reallocate funds that were not spent this year. Atty Peace. Mrs. Farrow and Dr. Williams were in a meeting last week to determine whatever funding had not been spent and allocated them.

### **Governance:** Bishop Robert Williams- NO REPORT

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**Operations:** Attorney Jeanette Peace

- We took a hit this week with Nutrition. Preferred Meals will not be able to provide meals for us so we are looking for caterers. The problem with Preferred Meals is that their cost point is approx. 200 meals and with Covid 19 and us not knowing how we will start school and remote learning; it is not cost effective for them. It has to be a USDA health graded kitchen. We would have to help prepare the menus to meet the USDA and National Lunch Program qualifications to get certified by DPI.
- The buses in Moore County did not work out but Harnett County is getting 20 new buses so they are selling 20 buses. Atty Peace proposed that we get 5 buses instead of 6 this year because we only have 110 students to request buses and the \$8000 can be used to help equip our warming kitchen. Of course, depending on who we get to cater our meals.
- Our insurance is already in place or moving along with Thrivent. We are making recommendation 401-k piece of the 401k/403-B retirement piece be done through Van Properene the because 403-B has to have a third party and therefore there is a fee.
- Chromebooks, furniture, and televisions and Dr Williams has made arrangements to purchase all these things and hopefully be here by the first of August. Mrs. Pedley is providing storage for us until the time that we can move in. We were fortunate enough that our office administrative furniture and conference room furniture was donated. Dr Williams was able to obtain financing for the Chromebooks so we will not have to swallow that bill at one time.
- Attorney Peace made a motion that we go with Van Proporene Insurance for the 401-k that we are setting up for our employees. Seconded by Omar Macias and Billy Bradley. Motion carried unanimously.

**Finance:** Billy Bradley Jr / Kandice Pedley-

- Not much to report right now but there are some new Venders that have come across my desk and we will be looking at those and get back with the board.
- Atty Peace stated that we have received quotes from T Mobile, US Cellular, and Verizon for the phones and we would like to make a recommendation and a motion as needed that we get our employee telephones from Verizon. The cost will be \$35 a month and that will be unlimited texting and unlimited talk and there is no charge for the device, which will be an iPhone. Billy Bradley seconded. Motion carried unanimously.

**Curriculum:** Dr. Shawn Williams-

We have issued the purchase order for PHD Science, Eureka Math, Great Minds In- sync which is part of their virtual model for Great Minds. On line and teacher led instruction. One of our staff members is allotted to set up the dual language piece and make sure we are doing that the way it should be done.

All pacing guides are done or being finished up right now with the exception of Science. The hold up from Science is from Great Minds and not on our part.

**Media:** Omar Macias – NO UPDATES

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Can you bring some clarity to us in reference to the Amplified IT.? The Google Street has made it free for k-12. There is certain setting that need to be adjusted. Mr. Macias explained how this works and protects our accounts and structure of our grouping so that our younger kids don't have the same access as high school students and there can be no way to add third party apps because they collect data. Amplified is setting it up so that we are in compliance with education guidelines. Please see Mr. Omar Macias for further information.

**Update / Report:** Bob Bedi – Media Integrations

We put another Newsletter go out last week. We have over 500 We had a new version of our construction video and we have a link where people can go to see a sample classroom. I would like to get another Newsletter out about the middle of July and then another around the opening of school. We have our two billboards up. We are averaging about 150,000 impressions a month on the paperboard. We have sent out a whole bunch of email pitches to large corporations and smaller businesses but have not received a lot of responses probably because of Covid and people are working from home and not as attentive. We are also doing daily postings about Covid on our FB page. The school calendar will be posted on the website and on our FB page. Mrs. Farrow will send it over to Bob. Bob suggested we come back to FB advertising as we try to recruit more students. It is very cost effective and we get an immediate response. Board will get back to him about the FB campaign.

**Old Business**

RTO Replies- we need to get those emerging ratings over to quality ratings . Transportation Plan and Lunch Program goes to Operations by July 22. Mrs. Farrow and get Mrs. Prince Mrs. Prince to look at the EC.

Atty Peace and Mrs. Pedley will meet to work on things for Operations

**New Business**

School Opening Plan Update- We need a phrase Opening plan for A, B, C. The best thing to do is get a subcommittee on this school opening. Mrs. Farrow has some of her teachers who are also helping to develop this plan. Dr. Williams asked for volunteers on a school opening plan. Mrs. Kandice Pedley, Mr. Bob Bedi, Mrs. Joyce Williams, Mr. Billy Bradley, Mr. Omar Macias, Mrs. Ginean Royal.

Dr Williams will get dates to the committee by the closing of business tomorrow

Please look over the School Opening information that was sent to you because that will generate how we open.

**Closed Session- Mr. Omar Macias moved that we go into closed session. Motion was seconded by Mrs. Joyce Williams. Motion carried unanimously.**

Mrs. Kandice Pedley moved to go Open Session. It was seconded by Mr. Omar Macias. Motion was carried unanimously.

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We are now back in Open Session

The Board heard personnel report

Mr. Omar Macias moved that we accept the Personnel Report. Mrs. Kandice Pedley seconded. Motion was carried unanimously.

There are three more positions for teacher assistants. Dr. Williams will get the 20 applications to Mrs. Farrow and she is instructed to move forward as she see fit.

Legislation that is going through right now pushing that all schools have a full- time nurse. How this will be paid for is unclear but all part-time nurses that were interviewed were told of the possibility of being offered a full -time position.

**Comments about the Virtual Parent Night:** Parents were interactive and engaged, good job to the Board and Mrs. Stella Farrow and teachers for answering the questions, the number of participates was amazing! Mrs. Stella Farrow thanked the Board for their support.

Dr. Shawn Williams asked Mrs. Stephany Peterkin what avenue is there for this board to get a line of credit? We were unable to hear her so Dr. Williams and Atty Peace will get in contact with her tomorrow.

It was moved by Mrs. Joyce Williams that we adjourn. Motion was seconded by Mrs. Kandice Pedley and carried unanimously. Meeting was adjourned at 8:12 p.m.