

## Wilmington School of the Arts Board of Directors Meeting Agenda

Meeting Date: July 18, 2024 [Previous Meeting: June 18, 2024]

Time: Closed Session 6:00 PM ET / Open Session 7:00 PM ET

Attendance	
Board Members	<input checked="" type="checkbox"/> Cathy Lewis <input checked="" type="checkbox"/> Gene Felice <input checked="" type="checkbox"/> Dustin Richardson (Chair) <input checked="" type="checkbox"/> Katie Fox (Treasurer) <input checked="" type="checkbox"/> Sarah Dawson (Secretary) <input checked="" type="checkbox"/> Lyana Hunter (Vice-Chair) <input checked="" type="checkbox"/> Tori Pace <input checked="" type="checkbox"/> Holly Royals
Other	<input checked="" type="checkbox"/> Kaitlin Baden (Principal) <input checked="" type="checkbox"/> Al O'Briant (Executive Director)

Zoom Link:	<a href="https://us06web.zoom.us/j/86779957580?pwd=">https://us06web.zoom.us/j/86779957580?pwd=</a>
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### I. Call to Order

- a. Dustin called meeting to order at 6:02pm

### II. Closed Session:

- a. 43-318.11. sections 4, 5 & 6
  - i. Katie made motion to enter closed session per above statutes, Gene seconded, motion carried unanimously, and closed session began at 6:06pm
  - ii. Lyana made motion to end closed session, Katie seconded, motion carried unanimously, and closed session ended at 7:11pm

### III. Reading of the Mission Statement

“Wilmington School of the Arts will inspire students to pursue excellence in academics and the arts by awakening and nurturing the creative spirit within each and every child”

### IV. Approval of Previous Meeting Minutes

- a. Approval of June Meeting Minutes
  - i. Gene made motion to approve minutes, Katie seconded, motion carried unanimously
- b. Approval of July Special Meeting Minutes
  - i. Katie made motion to approve minutes, Gene seconded, motion carried unanimously

### V. Public Comment

- a. No comments

### VI. Reports of Officers

- a. Treasurer Report – Treasurer, Katie Fox

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- b. Recurring bills over \$5000
  - Rockford Real Estate - \$16,000
- c. Executive Director Report – E.D., Al O'Briant
  - i. Al is working on all things related to 24/25 school year
  - ii. Preparing to open both sites
- d. CCN Update
  - i. Jeremiah's Italian ice fundraiser today and one will also be held in August
  - ii. Scheduling work days at both locations to prepare for the beginning of the school year
  - iii. There will be an in person meeting in August with a goal to have at least half of the CCN meetings held this year to be in person
  - iv. Calendar for this year will be available for open house

### VII. Committee Reports

- a. Finance / Grants (Katie & Tori)
  - i. Ramp Credit Card
- b. Governance (Lyana)
  - i. Lyana reached out to the attorney to update and review policies. Their recommendation is to begin with creating/updating the following policies:
    - 1. Finance policy
    - 2. Conflicts of Interest
    - 3. Title IX
    - 4. Student/Parent Grievance policy
    - 5. Bullying, harassment, and Discrimination policy
  - ii. Billable rate of \$200/hr – likely between \$1000 and \$1600 for all of the above to be completed
  - iii. Executive Director evaluation is still pending
- c. Design & Marketing (Gene)
  - i. Designs for vinyl cuts for buses are in progress
  - ii. Signage for New building is in progress
- d. New Building (Gene)
  - i. Officially moving forward with the second location at Peachtree
- e. Community Outreach (Cathy)
  - i. No updates
  - ii. This is Cathy's last meeting as a board member. Thank you for all you have done!

### VIII. Old Business

- a. **Second Site Announcement**
  - i. WSA will open a second site for the 24/25 school year hosting 4-7<sup>th</sup> grades at Wesley Memorial (Peachtree Campus)

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### IX. New Business

- a. 24/25 Budget approval (Bearman CPA) (approval needed)
  - i. Sarah made motion to approve, Lyana seconded, motion carried unanimously
- b. Ramp (Credit Card) vs. Current Card
  - i. Gene made motion to approve, Sarah seconded, motion carried unanimously
- c. Approval of 24/25 Pay Schedule (24 pay periods per month) (approval needed)
  - i. Lyana made motion to approve, Katie seconded, motion carried unanimously
- d. BOD authorization for WSA administration to apply and submit for Federal Funds (approval needed)
  - i. Katie made motion to approve, Lyana seconded, motion carried unanimously
- e. Sharp Copier Approval - adding second site and updating current site (approval needed)
  - i. Gene made motion to approve, Katie seconded, motion carried unanimously
- f. Trafera - student chromebooks 8000.00 (final ACCESS Funding) (Approval needed)
  - i. Lyana made motion to approve, Katie seconded, motion carried unanimously
- g. BOD approval to engage our attorneys in creating/updating policies relating to:
  - i. The finance policy
  - ii. conflicts of interest
  - iii. Title IX
  - iv. student/parent grievance policies
  - v. bullying, harassment and discrimination
    1. Katie made motion to approve, Sarah seconded, motion carried unanimously

### X. Adjournment

- a. Gene made motion to adjourn, Holly seconded, motion carried unanimously. Meeting adjourned at 7:55pm