

August 8, 2021
Wilmington School of the Arts
Meeting of the Board of Directors
6:30

Wilmington School of the Arts; *Elevating Public Education Through the Study of Art and Culture.*

- I. **Call to order:** 6:35 pm
- II. **Reading of the Mission Statement** – Chair, Mary Beth Henderson
“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.”
- III. **Approval of July 15th Meeting Minutes as written and emailed** – Linda Kalnen moved that the minutes be approved. Cathy Lewis seconded and the motion was approved.
- IV. **Treasurer report** – Treasurer, Linda Kalnen
 - A. Book Balance July 31: \$58,394.22
 - B. New Year Budget: A budget meeting will be held again Tuesday with CPA, School Designer Edie, Principal Kaitlin, Federal Programmer Susan and Treasurer Linda K with School Designer Edie M. A complete review will occur. NC House and Senate have not yet passed the state budget and because WSA funds come through the state, WSA must review options.
 - C. School Bus: New bus has not yet arrived and is expected soon. WSA two buses were stored inside a locked gate at Brigade Boys and Girls Club.
 - D. Salaries: Some employee paperwork had to be filled out and files updated before payroll for all could be met. With the help of J Williams and the fact that many agreements had been storied digitally, the matter was resolved. Thank you Ms. Williams.
 - E. Retirement and Health Insurance plans. I signed the paperwork to begin Health and Retirement plans. Mr. M. Powell will be local representative to answer questions.
- V. **School Designer report** - Edie McDowell
 - A. Structure and Communication – Recommendation for Board/Admin team restructuring
 - B. Preparing for 2021-2022 – Recommendations for school-wide consistencies in expectations for high quality academics, classroom norms, behavioral support, social-emotional learning, and a culture of belonging and purpose for each member of the community.
 - C. Upcoming collaborative learning expeditions & projects – Faculty Crew boot camp & orientation and PD calendar; meeting with WSA Board for future Board governance training; clarification of admin roles, responsibilities, and policies; grade block crews
 - D. School Designer Goals
 1. Component One: Developing a shared vision for high quality instruction at WSA,

based on school mission and charter

2. Component Two: Creating a collaborative culture of high expectations for students and staff at WSA
 3. Component Three: Promoting and developing teacher effectiveness through evaluation and coaching at WSA
 4. Component Four: Creating systems, policies and procedures for collaborative decision-making, budgeting, and reporting to ensure accuracy, accountability, and compliance with Office of Charter School, NCDPI and other local, state, and federal agencies
 5. Component Five: Forming systems of communication and community support, volunteerism, and outreach, including service-learning projects and grant-writing
- F. Grade block crews, K-2 & 3-5 - Weekly GBCs meet in pods or together for on-going data assessment, goal-setting, problem-solving, planning, and student support. Professional Development is targeted to support examination and application of best instructional practices, tools, and strategies for teaching and learning in an in-person, and remote/hybrid environment. Faculty Crew can access and participate in surveys, lessons, assignments, and find resources in our Professional Development Google Classroom. PD: K-2 and 3-5 GBCs will investigate how to create and utilize Standards-based Learning Targets as formative assessments for data collection and feedback; MTSS Tiered Interventions & Data Tracking. On-going: Positive Behavior Management in the Remote/Hybrid Learning Environment; Synchronous & Asynchronous Teaching, Formative Assessment and Planning
- G. Community building: Communication, volunteerism and marketing – Ideas include volunteer survey, fundraising and grant-writing

V. Financial Report – Federal Programs and Compliance Director, Susan Hogan, no report

VI. Principal Report – Principal, Kaitlin Baden

- A. Moving out of 606 S. College Rd. - Keys were turned in to St Nikolas Church on Monday afternoon, August 2, 2021. The majority of our furniture is being housed at our storage facility off of Oleander, which we moved to with the assistance of T.I.J Movers LLC. We also procured a second climate-controlled storage unit in Monkey Junction for the remaining furniture and cleaning supplies that would not fit in the dance studio storage room; parents and staff rented a U haul and moved the remaining items to that unit the final week of July. Thursday, July 29th and Friday, July 30th, we rented a carpet deep cleaner to clean the carpets in both the school building and the two classrooms in the church that we used for our arts classes. We also hired the on-site painter to patch and repair damaged walls and doors in the building before the end of our lease. Sold 5 tables and 20 chairs to incoming school for a total of \$1,250 (check being mailed to CPA)/
- B. Coming Up - Audit Date was moved, originally was scheduled for August 9 but KB requested for it to be moved to September due to the move and everything still being in storage. Second testing training coming up August 17th (first one was July 27) –with our first day of school shifting, we will need to let them know to adjust our 3rd grade

BOY testing date. New bus is still in OK waiting for AC unit parts. Schedules and class assignments are dependent on building for the fall, so a final decision is needed before Ginger can begin inputting any of that and before we can begin sorting students. Also need to know the building decisions for bus routes (or else we need three different contingency plans for scheduling and for transportation routes). We need to schedule an open house ASAP. Masking questions/decisions also need to be discussed.

VII. Committee Reports

- A. Ethics/Grievance – Cathy Lewis, no report
- B. Fundraising – PayPal secured, secured dates for fall book fair in Oct., spirit wear sale in Sept.
- C. Governance – Kevin Green, no report
- D. Marketing/Community Outreach – Board position open, scheduled filming for new commercial has been rescheduled. Work being done pro bono

VIII. Old Business

- A. Facility, Lease report – Linda Kalnen, NCDPI requests a new Certificate of Occupancy by Friday, August 13. To receive State and Federal funds, WSA must have a CO from someplace. All persons involved have stepped up to the plate to do their best to achieve that goal of a CO by next week.
 - 1. Option 1 is Park Avenue School - The board held an emergency meeting to approve proceeding with Park Ave as its first choice. Landlord Mr. Yopp along with his and WSAs attorneys are working together with the city to process all required permits. WSA attorney said he expects to speak to Zoning again early this week. One issue is a 50' set back law will require a variance to use the building. Mr Yopp submitted that paperwork for Park Ave late July. Mr. Yopp also said he hired an engineer to prepare a new traffic pattern on the Park Ave side for city approval. It is not known how long that will take to achieve. He also waits for bathroom partitions and additional new ceiling tiles.
 - 2. Option 2 is Sunset Park Missionary Baptist Church Educational building - WSA appears not to be on the City Council agenda to approve the Special Use Permit on August 17 at this time. Mr. Powell was informed via email Friday August 5 that a delay until the September city council meeting for the SUP jeopardizes WSA use of SPMBC Educational building because a CO is needed now to fund the school. WSA simply cannot wait any longer.
 - 3. Option 3 is Hannah Block Community Arts Center as a temporary location - To use the HB Comm Arts Center, WSA needs a Temporary Educational Certificate of Occupancy (TECO). To obtain one, Edward McCalab, a building safety inspector, told Principal Baden and I during a personal meeting that a Life Safety Plan was required. WSA promptly located and miraculously hired an architect to prepare and submit an application in less than a week that it meets the requirements for a TECO. WSA is forever indebted to that office. WSA now waits for the application to be approved. This location requires a Traffic Pattern

for drop off and pick up. The community arts center agreed to aid WSA if needed for 2 to 6 weeks. K Baden submitted to C Harris who forwarded to C Dunbar.

4. SUMMARY: Two things must happen for WSA to receive funds. 1) NC Senate and House must pass the budget. 2) WSA must acquire a CO.
- B. For the purpose of serving food, Health Services requests: Copy of signed lease agreement or bill of sale; site plan showing specific location of the property and playground; floor plan drawn to scale (minimum 1/4" = 1') of establishment with all equipment rooms, food preparation areas, ice machines, hand washing sinks, washer and dryers, showers, cubbies/lockers, locked storage areas, mixing sink for chemicals, employee bathrooms, chemical storage area, cleaning cart storage areas, and location for cleaning the carts, storage areas for toiletries, paper products, furniture, sick child area, and etc.; diagram showing the age and number of children for each classroom
- C. The education section of the House's budget proposal includes numerous policy changes as well that include: Teachers and schools will be required to post their lessons plans and instructional materials prominently online; teachers must post their lesson plans from the previous academic year; sexual health, mental and emotional health, growth and development and anti-bullying and anti-harassment lessons must be modernized; if changes to lessons on sexual health and mental and emotional health are changed the school board must hold a public meeting; parents can challenge the lessons being taught to their children before a not-yet-formed local commission; if someone doesn't agree with the local commission's decision about lessons plans it can be appealed to a not-yet-formed state commission; applicants trying to establish a new charter school can fix mistakes in their application and reapply twice with the corrections; schools can make day-to-day decisions about remote learning during the 2021-2022 school year because of the pandemic; schools can also use remote learning for up to 15 days or 90 hours to continue teaching during snow days, power outages and other emergencies; beginning in 2022, school districts can offer remote learning to up to 15% of their enrollment.

IX. New Business

- A. School Calendar – possibly push start date from August 24th to 30th. New school calendar being created for review. Approval will occur through Board email.
- B. Closed session regarding job descriptions
- D. Questions and discussion about new facility: The need for a CO was emphasized as the current holdup. School Designer, EM and Principal KB will keep parents apprised of the situation as it develops.
- E. Mask requirements – LK made a motion that we follow the guidelines of the state with option of medical exemptions for students not to wear masks as necessary. MB seconds, motion carries. Survey will be conducted to discover how many students will ask for an exemption to the mask requirement.

X. Closed session began at 7:51

- A. Job Description: School Designer, EM will email a job description to Board members that will be perused by all and we will meet again next week.

- B. Board Calendar: it was emailed to everyone today. Everyone will look at it and add to it or ask questions before it is solidified.
- C. LK made a motion to adjourn, CL seconded, motion carried and meeting was adjourned at 8:08

Next Meeting: Sunday, September 12th, 6:30 pm