TENNESSEE NATURE ACADEMY

ScoScBoard of Directors Meeting Agenda
Thursday, May 11, 2023
in-person and via teleconference

Welcome & Roll Call
Approve Minutes and Agenda. *Scott moved, Roger approved.*
Strategic Plan Update & Discussion

- Renewing Board of Directors. *Scott moved, __, approved.*
    - Amanuel Benti (Second Term), VOTE: Yes (unanimous)
    - Roger Waynick (Second Term), VOTE: Yes (unanimous)
- New Timeline and Milestones (Jay)
    - Hiring. *Completely hired out (2 admins, 2 support members, 10 FT instructors). Might add special ed teacher (potentially with exp working with autistic students) and front desk receptionist. Special ed ratio 8:1. Scott suggests 15:1 is reasonable.*
    - Facilities. *Drawings put in for permits in early March. All Metro depts except Water have signed off. Expect permits in place by May15th. Certificate of occupancy goal is August 1.*
    - Fundraising. *We received $150k for school lunch program. Also receiving donations from the community. Amazon wish list ($22K) includes needed supplies. All donated supplies will leave more funds for other needs.*
    - Enrollment *71 have completed registration. Additional 43 are still working through the process. Over 160 applications total. 6th grade is hardest to fill, likely to be underenrolled. $2k more than expected per student, will be ok even if not fully enrolled. Open houses every Tuesday and Thursday 4-6, 1-10 families come through every open house. Strategies include reaching new families, mailers, connections with local elementary school and word of mouth, actively engaged in parks and community centers this summer. New ad on FB and Instagram attracts new families. Biggest gap in enrollment is with Arabic speakers. Local leader will take Jay door to door this summer. Within that demographic, adopting a new school might take time. Scott suggests, setting up a table at the high school graduation for Antioch High and Cane Ridge (Municipal Auditorium). Jenna: Are there committed families willing to help promote? Scott: Maybe a committed family could host a dinner and invite friends. Coptic Christian community. Low enrollment right now, maybe 1 or 2 students. Scott can assist and connect to members of that community.*

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- Aug 8: First day of school! *Ribbon cutting on Aug 1 (to be confirmed)*
- Pre-opening Checklist (Jay) *Charter school commission uses to make sure we are ready to open. Board member needs to attend a meeting.*
  - Board Rep Needed: June 6 10:00AM (virtual meeting) *Board Member attending: Scott*

Financial Report (Scott)

- Financial Update *Net deficit May $41k. Net income YTD $131k, Cash balance $58k. Ahead overall for the year. $25k coming from CitiFund. August - state funding comes, first payment. First teacher payroll in late July will be able to be met. $120k line of credit might need to be extended.*
- Awarded: Local Foods Grant ($150,000) *Needs to used in coming school year. Will help ensure school lunch program is not a loss. This is done through reimbursement grant, so extended line of credit is helpful.*
  - Open additional Account with Pinnacle Financial Partners to assist with National School Lunch Program (NSLP). *Suggested by some charter leaders. Scott suggests checking with back office to make sure they agree with our management system.*
    - VOTE: *Scott moves, Roger seconded, unanimously approved.*
- Finalist: Charter School Growth Fund (amounts vary) *Should hear soon. Jay will look for specific amount and share ($1k per student at the end of year 3)*
- Finalist: New Schools Venture Fund (approximately $300,000-$400,000) *Interview next week.*

Contracts (Jay)

- Incubator Facility Renovations (phase one)
  - Completed covered by Charter School Facilities Grant
  - $50,000 in rent abatements
  - State & TNA RFP Process Followed *We went with the best bid received that will get us in on time. Metro said we needed to add a grease trap, we are trying to negotiate, process has been held up.*
  - VOTE: *Scott moves, Amanuel seconded.*
- e-Rate:
  - Federal RFP Process Followed
  - VOTE: *Scott moves, Jenna seconded.*
- Lease

- ○ Citipointe providing final round of feedback *Table for now, Jay will text when it is ready. (Generous terms include $15 per square foot, we can renew for 3 years longer than indicated if we need that, and free use of their facility up until July 1)*
- ○ VOTE: *Motion to table.*

Open Discussion, Future Agenda Items, Action Items, Good News

Future Agenda items:

- *Roger suggests creating sub-committees (Facilities, Finance) and convening separately from board meetings. Scott suggests an Enrollment/Community engagement sub-committee. Facilities and Enrollment are areas of greatest need.*
- *Board addition, Jay knows a parent who is a general contractor who might want to join and be on the Facilities committee.*
- *Scott suggests additional board member from the community who is connected and can help with enrollment.*
- *Roger moves to create Facilities and Enrollment Committees.*

Action Items

- *Scott to connect with leaders in the Kurdish and Egyptian communities.*
- *Create Facilities and Enrollment Committees. Scott and Jenna: Enrollment. Alice: Facilities.*
- *June meeting. Bring potential two new board members and vote*
- *Send potential members to Jay who can delegate who needs to meet with them before June meeting. Board members nominate members at next meeting if they meet with approval.*
- *Get monthly meetings on the calendar. Fourth Thursdays, 7pm CT.*

Adjourn. *Jenna moved, Roger seconded.*

<u>Meeting</u>

Member	Present

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Alice Haston (vice-chair)	x
Amanuel Benti	x
Bassam Habib (new Director)	
Darrell Hawks (secretary)	
Jay Renfro	x
Jenna Henderson	x
Roger Waynick, Jr. (chair)	x
Scott Campbell (treasurer)	x

The following Board meeting agenda was provided to the meeting attendees:

Board of Directors Meeting Agenda
Tuesday, March 14, 2023
in-person and via teleconference

Welcome & Roll Call

RW called to order at 7:05

Approve Minutes and Agenda

JH moved to approve, RW seconded, all were in favor

Strategic Plan Update & Discussion

- Additional Board of Directors
    - Basam Habib, VOTE:
    - RW expressed good impression of Basam

- Referred to JR by someone engaged with Arabic-speaking communities in south Nashville; he has worked with public library; he has experience with wellness
- SC moved to approve; AB seconded; unanimously approved

- New Timeline and Milestones (Jay)
  - March 1: Enrollment has begun!
  - 115 students have applied of 162 enrollment target; notices of admission have been sent; some applications started but incomplete for 128 total; registration and open houses underway
  - March 13-15: Spring Break Camp!
  - 28 kids attending camp this week allowing for space and systems testing
  - March 15: Drawings submitted for permit
  - Space won't require much renovation; structural engineer has signed off on the space; many expected upgrades won't be needed to save up funds for use on other expenses
  - worked with architect and contract for an additional scope of work with a goal of July 1st for CO
  - July 1: Certificate of Occupancy
  - Feedback from experts indicate this is reasonable
  - July 17: First Day of in-service
  - Established strong founding team and scheduled ample in-service time together for establishing strong culture; continue to receive applications from candidates allowing us to be selective for alignment and experience; we may hire more based on need given the funding availability
  - Aug 2: First day of school!
  - we are on schedule
- Pre-opening Checklist (Jay)
  - Board Representative at future meetings
  - Thanks to JH for attending finance and budget meeting with charter school commission
  - Monthly check ins with CC to prepare for successful startup; they request Board Director attendance going forward; Jay will invite us to attend future meetings with CC

Financial Report (Scott)

- Financial Update
  - __ net income $299K; YED revenue $216K; $___ balance

- Reimbursement received from State as well as City fund
- Pinnacle loan paid in full; line of credit is currently at zero balance

- Awarded: Charter School Facilities Grant ($700,000)
  - Significant grant received to cover facility renovation needs
  - JR to confirm if grant must be used by end of school year ‘24 or ‘25
  - SC recommendation to consider those facility costs that can be transferred to the permanent site
- Finalist: Charter School Growth Fund (amounts vary)
  - LC and SC participated in application process
  - SC discussed revenue implications with enrollment being biggest factor
  - TNA is currently in a good position financially
  - JR shared that TNA was invited to apply for another ~$400K grant

Contracts (Jay)

- TN State Benefits Package
  - SC moved to discuss the TN State Benefits Package
  - JR offered information comparing alternatives including MNPS benefits; State package has some exciting perks not included in MNPS package (e.g. free continuing education options); RW expressed satisfaction with his experience using the benefits package; SC asked about costs and shared that charter networks can broker their own package with providers; JR indicated that TNA can determine the portion of the cost to cover for employees
  - VOTE:
  - JH moved that we select the TN State Benefits Package; SC seconded; unanimously approved
- Incubator Facility
  - Completed covered by Charter School Facilities Grant
  - RW moved to open for discussion; SC seconded
  - Board reviewed/discussed contract from architects: Gilbert, McLaughlin, Casella
  - JR discussed use of approximately $300K of the grant funds could be reallocated to other expenses; proposal was competitive and vetted and will be covered by secured grants and not impact our operating funds/budget; JR is confident that this is a good bid from a good firm;
  - VOTE:
  - SC moved to approve the contract; RW seconded; all were in favor

- Future contracts:
    - JR provided updates on the following upcoming contracts, some of which are out for bid now. The permanent site will require guidance and input from Board; Press Release forthcoming about land gift/acquisition
    - RFP for food services (one board member needed to review bids)
    - RFP for e-rate/technology bids (Ready March 17, 2023)
    - We likely won't need to purchase much technology hardware for incubator site
    - SC recommended a committee to attend to facility matters and decisions and bring updates to the Board
    - JR recommended a parent could join the Board and serve the facility committee
    - RW will add to future agenda the topic of committees
- RFP for permanent site engineer/architect

Open Discussion, Future Agenda Items, Action Items, Good News
Adjourn

- Future agenda items to include committees; perhaps committees for facilities, Board recruitment, finance
- Meeting frequency to increase as well as ad hoc meetings; including a next meeting within a month; feedback from CC included more frequent meetings
- SC suggested a routine day/time; RW will send a poll for scheduling
- DH shared that MRP to open in April; grand open in May!
- JH moved to adjourn; SC seconded; all in favor 7:58

Meeting

Member	Present
Alice Haston (vice-chair)	x
Amanuel Benti	x
Bassam Habib (new Director)	Absent
Darrell Hawks (secretary)	x

Jay Renfro	x
Jenna Henderson	x
Laurel Creech	Absent w Notice
Roger Waynick, Jr. (chair)	x
Scott Campbell (treasurer)	x

5/11 TNA Board Meeting Notes

Motion to approve minutes and agenda. Scott moved. Roger approved.