

Lake Lure Classical Academy
Regular Board Meeting Minutes
March 8, 2018
1058 Island Creek Road, Lake Lure, NC

Board Members:

Present in person: Mark Hamann, Linda Turner, Michael Frierman, Margery Sherrill, April Young, Clint Calhoun, Cary Hatton, Doug Kelly, Warren Alston and Jack Barton

Absent: None

Quorum present? Yes

Others present in person: Tom Keever

Proceedings:

1. Meeting called to order at 5:30 PM
2. A motion was made and seconded to approve the agenda. **Motion carried unanimously.**
3. A motion was made and seconded to approve the February 8, 2018 minutes. **Motion carried unanimously.**
4. No Public Comment
5. Executive Director Report
Mr. Keever's written report is included in these minutes. In addition, he addressed the following items:
 - He is receiving 3-5 phone call inquiries about the school each week and is giving up to 3 tours of the school each week. Often the inquiries are a result of good "word of mouth" recommendations.
 - Mrs. Searcy represented the School Improvement Team and reported that the Team is proactively preparing to answer the 7 factors that our accreditation review will cover; namely, Clear Direction, Healthy Culture, High Expectations, Impact of Instruction, Resource Management, Efficiency of Engagement and Implementation Capacity. The team is looking for representatives from elementary, middle and high school to participate in the review. Mrs. Searcy also reported that 100% of the staff has completed the NC Teacher Working Condition Survey.

- Mr. Keever met with Dr. Mattie Decker, an historian who is writing about the Sisters of Transfiguration property and a liaison to the Bethany School in Cincinnati. They discussed LLCA hosting students from Cincinnati for a summer program that would run during our LLCA camps.
- Each K-3 teacher will be receiving a \$200 award from the State to be used for reading materials.
- There are plans to host a summer reading camp for students who score below-level on their third grade reading assessment (grades K-3 would be included.) Also, we might offer a "camp" for students who do not pass the EOG, with an opportunity to take the test again.
- Fourth grade teacher, Ms. Juran, spoke to the Board about EngageNY, a "new math" method of teaching and learning math that focuses on the exploration at an early age of understanding numbers, rather than math facts and the more traditional way of how to do it. Ms. Juran had recently presented this discussion to parents.

6. Finance Report

Jack Barton presented the final January budget report. The motion included in that report was modified as follows: "to authorize Jack Barton, LLCA Treasurer, to work with the Treasurer of LLCEF, Charlie Ellis, to craft appropriate procedures for the financial and operational relationship between the two organizations. These procedures will continually look to distribute the appropriate amount of excess funds to LLCEF while allowing the school to operate with adequate liquidity reserves and will be presented to both the LLCA and the LLCEF Boards for final approval". **Motion was seconded and passed unanimously.**

Mr. Barton also brought a proposed LLCA Budget Adjustment, not included in the Board packet but distributed at the meeting. A copy of it is attached to these minutes. Several Board members requested that the budget adjustment be amended to specifically reflect the use of the monies. A motion was made to "Approve the Budget Adjustments with line item 10 being moved to line 8 and stipulating that \$450,000 be dedicated for rent payment through June 2018 and \$200,000 be dedicated for use on gymnasium construction." **Motion was seconded and passed unanimously.**

The Board discussed the school budget presentation and indicated the need for more timely information as well as additional information, e.g. cash on hand, amendments/changes to the budget highlighted so the Board members can readily identify any and all changes. The Board suggested that Acadia send a representative to the Board meetings to be available to answer any budget questions if they cannot have final monthly reports ready before the meeting.

7. Committee Reports

The Personnel Committee recommended hiring one additional custodian for the remainder of the year (March 19 - June 30) at a cost of \$8,000. **The recommendation was approved unanimously.**

8 New Business

The Board will be attending a Board Leadership seminar on March 10th. The purpose of the seminar is to improve our skills as Board members. The course is hosted by Tom Miller, the President of Leaders Building Leaders and underwritten by Team-CFA.

9. Next meetings

In order to provide an additional week to allow Acadis to provide more timely reports, Linda will canvas Board members to determine whether the date of monthly Board meetings can be moved to the third Thursday evening of the month. The meeting will be changed if all members can accommodate the new date.

10. The meeting was adjourned at 7:30 PM.

The above minutes were approved by the Board of Directors on April 19, 2018.

Lake Lure Classical Academy-CFA
Executive Director's Report

To: LLCA-CFA Board of Directors
From: Thomas Keever
Date: March 8, 2018

Enrollment

| Grade Level | February Enrollment | Withdrawals since Last Report | Enrollment since Last Report | Current Enrollment |
|------------------------|---------------------|-------------------------------|------------------------------|--------------------|
| Kindergarten | 22 | | 1 | 23 |
| 1 st Grade | 38 | | 2 | 40 |
| 2 nd Grade | 42 | | | 42 |
| 3 rd Grade | 41 | 1 | | 40 |
| 4 th Grade | 42 | | | 42 |
| 5 th Grade | 45 | | 1 | 46 |
| 6 th Grade | 40 | | 1 | 41 |
| 7 th Grade | 27 | | 3 | 30 |
| 8 th Grade | 42 | | 1 | 43 |
| 9 th Grade | 43 | | | 43 |
| 10 th Grade | 24 | 2 | 1 | 23 |
| 11 th Grade | 33 | | | 33 |
| 12 th Grade | 16 | | | 16 |
| Total | 455 | 3 | 10 | 462 |

New students for next year: K-1-5, 2nd-3, 3rd-1, 5th-3, 6th-2, 7th-2, 8th-2, 9th-3, 12th-1, 1 unsure of grade level/needs testing.

Secondary Update and Initiatives

- Our Juniors took the ACT on Tuesday, February 27.
- All Seniors became CPR & AED Certified on Tuesday, March 6.
- New Isothermal applicants took the placement test on Tuesday, March 6. We currently have sixteen new college prep students from the Freshman class signed up to take it.
- Forty of our 10th & 11th graders toured Warren Wilson College on Wednesday, March 7.
- 2018-19 High School scheduling will take place between March 19 - 23.

School Improvement Team Chair Update and Initiatives:

- The SIT collected data from our teachers and concluded that six assignments per grading term would be the minimum number of acceptable assessments.
- We are set to conduct the NC Teacher Working Conditions Surveys. The results of these surveys will give us valuable data for AdvancED Accreditation and improving school climate. The surveys will be completed by the end of March.

Executive Director's Summary

LLCA-CFA Teacher Feature

- I am pleased to introduce Ms. Mary Jo Juran currently teaching fourth grade. This is Ms. Juran's first year at LLCA. She is a Wake Forest graduate and brings a refreshing and very positive outlook to our school. She has a very strong outdoor education and science background. Ms. Juran will give an overview of Eureka/Engage New York Math Curriculum as it applies to Fourth Grade.
- NC GreenPower Update- NC Greenpower has executed the Agreement with Sugar Hollow, the solar installer that will be working on LLCA's project. Susan Holland will be our primary contact from Sugar Hollow Solar. Susan Holland will take the lead from this point on, coordinating the permitting, interconnection agreements, insurance, etc. but we will be copied on correspondence to stay abreast of progress.
- The following teachers will participate in a full day workshop, Monday April 16 with NC Greenpower at the Energy United office complex in Statesville, NC. Attending from LLCA are: Mr. High third grade, Ms. Juran fourth grade, Mrs. Fowler fifth grade, Mrs. Warner middle school and Ms. Gundle high school.
- Update on use of TARR (Sisters of Transfiguration property)

- We received a donation from Rotary Club of Rutherfordton for \$680.00. The club is disbanding and the money per the club request is that the donation be earmarked for books. We will add to our library collection.
- A very successful and fun filled Dr. Seuss week. Fantastic community and parental support.

Term: Winter 2017-2018
District: Lake Lure Classical Academy
School: LAKE LURE CLASSICAL ACADEMY

Norms Reference Data: 2015
Weeks of Instruction: 20 (Winter 2018)
Grouping: None
Small Group Display: No

Reading

Growth: Reading K-2 CCSS 2010 / Common Core English Language Arts: 2010

| Summary | |
|--|-------|
| Total Students With Valid Growth Test Scores | 22 |
| Mean RIT | 153.2 |
| Standard Deviation | 8.5 |
| District Grade Level Mean RIT | * |
| Students At or Above District Grade Level Mean RIT | * |
| Norm Grade Level Mean RIT | 151.3 |
| Students At or Above Norm Grade Level Mean RIT | 11 |

| Overall Performance (Growth: Reading K-2 CCSS 2010 / Common Core English Language Arts: 2010) | Lo %ile < 21 | | Lo/Avg %ile 21-40 | | Avg %ile 41-60 | | Hi/Avg %ile 61-80 | | Hi %ile > 80 | | Mean RIT (+/- Smp Err) | Std Dev |
|--|-----------------|----|----------------------|-----|-------------------|-----|----------------------|-----|-----------------|----|---------------------------|---------|
| | count | % | count | % | count | % | count | % | count | % | | |
| | 1 | 5% | 5 | 23% | 7 | 32% | 7 | 32% | 2 | 9% | 151-153-155 | 8.5 |

| Goal Area | Lo %ile < 21 | | Lo/Avg %ile 21-40 | | Avg %ile 41-60 | | Hi/Avg %ile 61-80 | | Hi %ile > 80 | |
|------------------------------|-----------------|----|----------------------|-----|-------------------|-----|----------------------|-----|-----------------|-----|
| | count | % | count | % | count | % | count | % | count | % |
| Literature and Informational | 2 | 9% | 4 | 18% | 7 | 32% | 2 | 9% | 7 | 32% |
| Vocabulary Use and Functions | 2 | 9% | 3 | 14% | 9 | 41% | 5 | 23% | 3 | 14% |
| Language and Writing | 1 | 5% | 7 | 32% | 8 | 36% | 3 | 14% | 3 | 14% |
| Foundational Skills | 2 | 9% | 4 | 18% | 8 | 36% | 6 | 27% | 2 | 9% |

Explanatory Notes

Tests shown in gray are excluded from summary statistics. Either the test occurred outside the testing window for a term, had an invalid score, or was a repeat test for a student within a term. Due to statistical unreliability, summary data for groups of less than 10 are not shown.
* This data is not available for reporting. Please refer to help and documentation for more information.
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Term: Winter 2017-2018
District: Lake Lure Classical Academy
School: LAKE LURE CLASSICAL ACADEMY
Norms Reference Data: 2015
Weeks of Instruction: 20 (Winter 2018)
Grouping: None
Small Group Display: No

Reading

Growth: Reading K-2 CCSS 2010 / Common Core English Language Arts: 2010

| Name (Student ID) | Test Date | RIT (+/- Std Err) | Percentile (+/- Std Err) | Lexile® Range | Test Duration | Goal Performance | | | |
|--------------------------------|-----------|-------------------|--------------------------|---------------|---------------|------------------|---------|---------|---------|
| | | | | | | A | B | C | D |
| Hempe, Vincent (1766983154) | 01/26/18 | 136-139-142 | 11-17-24 | BR | 18 m | 134-146 | 135-148 | 132-144 | 131-143 |
| Smallwood, Nolen (7595118891) | 01/26/18 | 138-141-144 | 14-21-29 | BR | 25 m | 129-143 | 128-140 | 136-150 | 145-159 |
| Vakoc, Maddox (2633542433) | 01/26/18 | 142-145-148 | 22-31-41 | BR | 22 m | 131-144 | 135-147 | 144-157 | 146-160 |
| Medlin, Maci (5228536429) | 01/26/18 | 143-146-149 | 25-34-43 | BR | 22 m | 135-149 | 134-148 | 137-151 | 149-161 |
| McDaniel, Sadie (7376892613) | 01/26/18 | 144-147-150 | 28-37-46 | BR | 21 m | 141-155 | 141-155 | 150-164 | 129-143 |
| Ruckman, Fiona (4468458291) | 01/26/18 | 145-148-151 | 30-40-50 | BR | 25 m | 151-165 | 139-153 | 136-150 | 138-152 |
| Sneed, Dominic (8692278645) | 01/26/18 | 146-149-152 | 33-43-53 | BR | 16 m | 137-149 | 147-161 | 144-158 | 139-153 |
| Wikie, Joshua (5845573262) | 01/26/18 | 146-149-152 | 33-43-53 | BR | 24 m | 144-158 | 152-166 | 138-152 | 135-147 |
| Conroy, Kaleigh (4683194627) | 01/26/18 | 147-150-153 | 36-46-56 | BR | 21 m | 154-168 | 140-154 | 137-145 | 142-156 |
| Mallard, Brantley (3395869954) | 01/26/18 | 147-150-153 | 36-46-56 | BR | 49 m | 144-158 | 145-159 | 143-156 | 143-155 |
| Shirah, Charley (4295998877) | 01/26/18 | 148-151-154 | 39-49-59 | BR | 20 m | 147-159 | 148-161 | 142-156 | 142-156 |
| Kelley, Willow (8396994234) | 01/26/18 | 149-152-155 | 42-52-62 | BR | 19 m | 150-163 | 135-149 | 145-159 | 150-164 |
| Young, Nathan (5515438892) | 01/26/18 | 149-152-155 | 42-52-62 | BR | 16 m | 156-170 | 134-148 | 143-157 | 145-159 |
| Greene, Elisabeth (7677659365) | 01/26/18 | 153-156-159 | 54-64-73 | BR | 28 m | 146-160 | 143-157 | 160-174 | 144-158 |
| Webb, Columbus (2659778795) | 01/26/18 | 153-156-159 | 54-64-73 | BR | 23 m | 136-150 | 146-160 | 157-170 | 155-167 |
| Hornbeck, Kyleigh (2431665429) | 01/29/18 | 154-157-160 | 57-67-76 | BR | 38 m | 144-158 | 161-175 | 147-161 | 148-162 |
| Conner, Raylan (6133459433) | 01/26/18 | 156-159-162 | 63-73-81 | BR | 29 m | 145-159 | 153-167 | 161-175 | 149-163 |
| Fulgham, Isabelle (6647886672) | 01/29/18 | 157-160-163 | 66-75-83 | BR | 22 m | 150-164 | 150-164 | 158-172 | 156-170 |
| McBrayer, Allison (7315153179) | 01/26/18 | 158-161-164 | 69-78-85 | BR | 24 m | 143-157 | 143-157 | 162-176 | 168-182 |
| Shields, Cody (4629534598) | 01/29/18 | 158-161-164 | 69-78-85 | BR | 30 m | 162-176 | 143-157 | 159-173 | 150-164 |
| Kelley, Skylar (5829872196) | 01/26/18 | 161-164-167 | 77-84-90 | BR | 28 m | 149-163 | 160-174 | 160-174 | 161-175 |
| Getsinger, Reese (5781258914) | 01/29/18 | 174-177-180 | 96-98-99 | 87-237L | 53 m | 191-213 | 164-178 | 164-178 | 159-173 |

Explanatory Notes

Tests shown in gray are excluded from summary statistics. Either the test occurred outside the testing window for a term, had an invalid score, or was a repeat test for a student within a term. Due to statistical unreliability, summary data for groups of less than 10 are not shown.
* This data is not available for reporting. Please refer to help and documentation for more information.
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LAKE LURE CLASSICAL ACADEMY
BUDGET REPORT (CONDENSED)
 From 1/1/2018 to 1/31/2018

| | CURRENT BUDGET | MTD ACTIVITY | YTD ACTIVITY | BUDGET BALANCE | PERCENT REMAINING | NOTES |
|--------------------------------|-----------------------|---------------------|-----------------------|-----------------------|----------------------|-------|
| REVENUE | | | | | | |
| STATE REVENUE | | | | | | |
| Rev - Summer Reading Program | \$14,561.01 | \$0.00 | \$14,561.01 | \$0.00 | 0.00% | |
| Rev - Charter Schools | \$2,888,539.00 | \$230,844.46 | \$1,511,122.49 | \$1,377,516.51 | 47.68% | |
| Rev - Test Result Bonus - 046 | \$7,246.00 | \$7,244.84 | \$7,244.84 | \$1.16 | 0.02% | |
| Rev - Test Result Bonus - 048 | \$8,396.50 | \$4,628.96 | \$5,705.46 | \$2,691.04 | 32.05% | |
| TOTAL STATE REVENUE | \$2,918,642.51 | \$242,718.26 | \$1,538,633.80 | \$1,380,208.71 | 47.29% | |
| LOCAL REVENUE | | | | | | |
| Rev - Sales Tax | \$8,000.00 | \$0.00 | \$0.00 | \$8,000.00 | 100.00% | |
| Rev - Field Trip | \$7,500.00 | \$0.00 | \$3,240.60 | \$4,259.40 | 56.79% | |
| Rev - Contributions and Donati | \$27,281.97 | \$147.20 | \$27,429.17 | \$(147.20) | -0.54% | |
| Rev - Raise The Roof - 008 | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | 0.00% | |
| Rev - Scholarship Donations | \$8,500.00 | \$0.00 | \$5,950.00 | \$2,550.00 | 30.00% | |
| Rev - Contributions-Trans | \$4,000.00 | \$100.00 | \$1,395.00 | \$2,605.00 | 65.13% | |
| Rev - Interest Income | \$300.00 | \$87.79 | \$261.42 | \$38.58 | 12.86% | |
| Rev - Various | \$4,000.00 | \$0.00 | \$3,217.23 | \$782.77 | 19.57% | |
| Rev - Athletics | \$8,823.42 | \$15.00 | \$5,095.71 | \$3,727.71 | 42.25% | |
| Rev - Clubs | \$28,856.88 | \$185.00 | \$23,704.20 | \$5,152.68 | 17.86% | |
| Rev - USDA LOAN | \$885,848.34 | \$0.00 | \$885,848.34 | \$0.00 | 0.00% | |
| Rev - DOE Grant - 341 | \$47,446.00 | \$0,481.66 | \$29,547.28 | \$17,898.72 | 37.72% | |
| Rev - Buncombe County | \$15,400.00 | \$2,780.80 | \$7,525.92 | \$7,874.08 | 51.13% | |
| F & F - Buncombe County | \$175.00 | \$0.00 | \$72.84 | \$102.16 | 58.38% | |
| Rev - Cleveland County | \$644.30 | \$0.00 | \$0.00 | \$644.30 | 100.00% | |
| Rev - Henderson County | \$201,342.00 | \$23,155.33 | \$116,839.95 | \$82,502.05 | 40.98% | |
| Rev - McDowell County | \$2,751.60 | \$284.70 | \$854.10 | \$1,897.50 | 68.96% | |
| Rev - Polk County | \$186,343.66 | \$13,290.55 | \$80,374.79 | \$105,968.77 | 56.87% | |
| F & F - Polk County | \$3,000.00 | \$504.05 | \$2,914.03 | \$85.97 | 2.87% | |
| Rev - Rutherford County | \$372,704.88 | \$31,790.00 | \$191,903.00 | \$180,801.88 | 48.51% | |
| F & F - Rutherford County | \$2,500.00 | \$337.00 | \$2,357.00 | \$143.00 | 5.72% | |
| Rev - CFA Summer Conference | \$2,897.69 | \$0.00 | \$2,897.69 | \$0.00 | 0.00% | |
| Rev - Bright Ideas Grant | \$817.20 | \$0.00 | \$204.30 | \$612.90 | 75.00% | |
| Rev - Principal's Discr 620 | \$46,783.15 | \$1,125.00 | \$47,335.34 | \$(552.19) | -1.18% | |
| Rev - Uniform Closet 019 | \$304.25 | \$0.00 | \$304.25 | \$0.00 | 0.00% | |
| TOTAL LOCAL REVENUE | \$1,667,220.24 | \$82,284.68 | \$1,442,272.16 | \$424,948.08 | 22.76% | |
| FEDERAL REVENUE | | | | | | |
| Rev - IDEA Preschool | \$4,311.00 | \$0.00 | \$0.00 | \$4,311.00 | 100.00% | |
| Rev - Title I Basic - 050 | \$58,829.52 | \$0.00 | \$5,450.52 | \$53,379.00 | 90.74% | |
| Rev - IDEA VI-B Handicap-060 | \$75,879.50 | \$0.00 | \$14,431.69 | \$61,447.81 | 80.98% | |
| Rev - REAP - 091 | \$8,574.00 | \$0.00 | \$0.00 | \$8,574.00 | 100.00% | |

Date: 03/02/2018
 Time: 2:38 pm

LAKE LURE CLASSICAL ACADEMY
BUDGET REPORT (CONDENSED)
 From 1/1/2018 to 1/31/2018

| | CURRENT BUDGET | MTD ACTIVITY | YTD ACTIVITY | BUDGET BALANCE | PERCENT REMAINING | NOTES |
|--------------------------------|-----------------------|---------------------|-----------------------|-----------------------|----------------------|-------|
| Revenue - Student Support | \$10,000.00 | \$0.00 | \$0.00 | \$10,000.00 | 100.00% | |
| Rev - IDEA VI-B Spec Needs-118 | \$900.00 | \$0.00 | \$0.00 | \$900.00 | 100.00% | |
| TOTAL FEDERAL REVENUE | \$158,494.02 | \$0.00 | \$19,882.21 | \$138,611.81 | 87.46% | |
| FUND 5 REVENUE | | | | | | |
| Rev - Before & After Care | \$6,870.00 | \$45.00 | \$4,710.00 | \$2,160.00 | 31.44% | |
| TOTAL FUND 5 REVENUE | \$6,870.00 | \$45.00 | \$4,710.00 | \$2,160.00 | 31.44% | |
| TOTAL REVENUE | \$4,951,426.77 | \$325,047.34 | \$3,005,498.17 | \$1,945,928.80 | 39.30% | |
| EXPENSES | | | | | | |
| 1. Salaries & Bonuses | \$1,890,410.71 | \$180,309.61 | \$1,120,842.60 | \$769,568.11 | 40.71% | |
| 2. Benefits | \$426,556.71 | \$38,207.89 | \$239,078.72 | \$187,477.99 | 43.95% | |
| 3. Books & Supplies | \$122,480.53 | \$5,136.77 | \$79,490.11 | \$42,990.42 | 35.10% | |
| 4. Technology | \$16,225.00 | \$7,869.27 | \$14,673.96 | \$3,551.04 | 19.48% | |
| 5. Non-Cap Equipment & Leases | \$31,000.00 | \$2,043.07 | \$20,867.86 | \$10,132.14 | 32.66% | |
| 6. Contracted Student Services | \$50,500.00 | \$2,553.00 | \$24,742.76 | \$25,757.24 | 51.00% | |
| 7. Staff Development | \$12,400.00 | \$(250.00) | \$6,318.01 | \$6,081.99 | 49.05% | |
| 8. Administrative Services | \$124,580.00 | \$12,766.39 | \$59,095.76 | \$65,484.24 | 52.56% | |
| 9. Insurance | \$45,015.00 | \$0.00 | \$27,090.20 | \$17,924.80 | 39.82% | |
| 10. Rents & Debt Service | \$975,787.60 | \$(50.00) | \$325,537.60 | \$650,250.00 | 66.64% | |
| 11. Facilities | \$119,475.25 | \$5,320.87 | \$49,443.37 | \$70,031.88 | 58.62% | |
| 12. Utilities | \$67,000.00 | \$12,479.13 | \$39,273.53 | \$27,726.47 | 41.38% | |
| 13. Nutrition & Food | \$1,200.00 | \$0.00 | \$0.00 | \$1,200.00 | 100.00% | |
| 14. Transportation & Travel | \$147,173.39 | \$13,216.52 | \$83,263.39 | \$63,910.00 | 43.42% | |
| 15. Principal Discretion Funds | \$22,502.30 | \$295.29 | \$16,479.93 | \$6,022.37 | 26.76% | |
| 16. Athletics | \$39,354.58 | \$1,197.20 | \$17,681.10 | \$21,673.48 | 55.07% | |
| 17. Bond Related | \$15,933.30 | \$0.00 | \$15,933.30 | \$0.00 | 0.00% | |
| 18. Capital Purchases | \$7,500.00 | \$0.00 | \$5,437.50 | \$2,062.50 | 27.50% | |
| 19. CFA - Summer Conference | \$2,897.69 | \$0.00 | \$989.17 | \$1,908.52 | 65.86% | |
| 20. Bright Ideas Grant - 563 | \$817.20 | \$0.00 | \$0.00 | \$817.20 | 100.00% | |
| 21. After School Program | \$9,719.65 | \$444.55 | \$4,191.19 | \$5,528.46 | 56.88% | |
| TOTAL EXPENSES | \$4,130,528.91 | \$281,538.58 | \$2,150,430.06 | \$1,980,098.85 | 47.94% | |
| NET SURPLUS/(DEFICIT) | \$820,897.86 | \$43,508.76 | \$855,068.11 | | | |

**SUMMARY OF FINANCIAL RELATIONSHIP
BETWEEN THE SCHOOL (LLCA) AND THE
COMMUNITY EDUCATION FOUNDATION (LLCEF)**

BACKGROUND

- **LLCA has transferred land and buildings to LLCEF.**
- **LLCEF has borrowed \$8.9MM from USDA and paid off old bond. New USDA loan calls for annual payment of \$400,813 in November of each year. In addition, USDA requires funding sufficient reserves to cover one year's debt service as well as maintenance and capital expenditure reserves, bringing the annual cost to \$639,305.**
- **LLCEF is completing an interim loan of \$2.9MM with First Citizens Bank to construct the gymnasium. During construction, LLCEF will pay interest only on the interim loan. Upon completion, the remaining \$2.9MM loan from USDA will be used to pay off the interim loan.**
- **LLCA and LLCEF are entering into a lease arrangement that defines the financial and operating obligations of each organization. Among other things, LLCA will pay rent to LLCEF each month in the amount of \$53,275, which will put LLCEF in a position to satisfy the annual payment to USDA.**

NEXT STEP

Final loan and rent amounts have all been set up in the above agreements. LLCA generates income through operating the school, which allows LLCEF to pay the loan and put aside the required reserves, thereby satisfying its short-term needs as borrower. LLCA and LLCEF must now craft an arrangement that will continually look to distribute the appropriate amount of excess funds to LLCEF while allowing the school to operate with adequate liquidity reserves. REQUEST FOR MOTION: Authorize the LLCA Treasurer, Jack Barton, and the LLCEF Treasurer, Charlie Ellis, to craft and finalize the required procedure, the specific dollar amounts of which will ebb and flow depending on the revenues and expenses of the school.

LLCA Personnel Committee Report for March Board Meeting

The Personnel Committee recommends the Board permit the hiring of a new custodial position as the previously proposed company did not fulfill the school's needs. See attached information citing new position request by Mr. Keever.

Over the last month select members of the Personnel Committee have researched and discussed the best practices for evaluating the Executive Director (ED). The Committee wants to ensure that the Board follows best practices and produces Policies and Procedures for the evaluation process that can be utilized for years to come.

Within the next month, the Committee will meet to finalize the evaluation format with the intent of completing the ED's evaluation during the month of April.

Members of the Personnel Committee would like the Board to investigate the development of a Communications Position within the school based on recommendations provided by Mr. Keever.

March 1, 2018

**To: April Young, Chair LLCA Personnel Committee
Jack Barton, Chair LLCA Finance Committee
Linda Turner, Chair LLCA BOD
From: Tom Keever, LLCA Executive Director**

Reference: Urgent Need for an additional Custodian
Our arrangement with CleanNet Cleaning did not meet our expectations. The company was unable to secure and retain staff. The staff CleanNet did employ was unable to clean the building to our standards. They quit after three evenings. In the meantime we have maintained the status quo. Ms Russell, whom we were replacing with CleanNet, agreed to stay on and work. My concern is that with our current staffing we are unable to adequately maintain a safe, clean building to an acceptable standard.

With over 45 faculty and staff and dozens of parents in our building daily , and over 50,000 square feet of building, two full time custodians are not able to perform the job.

I propose hiring one additional custodian. This custodian and Ms Russell would work an eight hour shift , 3:30 PM until 11:30 PM. Mrs. McNeely would be the daytime custodian, 7:30 AM-3:30 PM and attend to the daily student and teacher needs: spills, student and staff toilets, lunch cleanup and trash, etc.

The cost for the remainder of the year through June is \$8000.00 (includes health insurance and retirement benefits) beginning March 19 through June 30. Thank you for your consideration.

Cc:M. McNeely

Tom Keever

Executive Director

Lake Lure Classical Academy-CFA

828-625-9292