

Lake Lure Classical Academy
Regular Board Meeting Minutes
September 20, 2018
1058 Island Creek Road, Lake Lure, NC

Board Members Present: Linda Turner, Cary Hatton, Jack Barton, Warren Alston, Michael Frierman, Doug Kelly

Not Present: Margery Sherrill, Mark Hamaan

Quorum: yes

Also Present: Tom Keever

Linda Turner welcomed the Acadia representatives and the many staff members present at the meeting.

1. Meeting called to order at 5:30pm with the Pledge of Allegiance.
2. A motion was made by Jack Barton to amend the agenda to allow the Facilities report to be presented before of the Finance report. A second was made. **Motion carried.**
3. A motion was made, and a second, to approve the minutes from the August 16 meeting. **Motion carried.**
4. Public Comment: no public comment.
5. **Executive Director Report:** Tom Keever

In additional to his report:

- The Guidance Department will make a presentation at the next meeting.
- A motion was made, and a second, to approve the following changes to the 2018/19 school calendar: move the Veterans Day holiday to November 12, 2018 and add a workday on January 18, 2019. **Motion carried.**
- During installation of the solar panel, our electricity was cut from some of our outdoor lighting. The installation company will cover the repair costs.
- Our first Student Government Council has been established and the process was very successful. The Student Gov't, among other things, is a valuable forum for student issues to be brought to the administrative team.
- The Sixth grade YMCA team building retreat will be rescheduled for October 3. The 7&8th grade made a trip with the Carolina Land Conservancy to Bear Wallow Mtn.
- We've hired Leslie Hollingsworth, our first Title 1 grant Tutor.
- Curriculum event for parents will allow parents to access the info online.
- It's hard to believe but, our first six weeks are almost finished and report cards will be sent home soon.
- The construction project has not caused any problems or distractions. Thank you to Russ Pitts.

Facility Report: Warren Alston

The Report is included in the Board Packet.

Warren gave an overview of the report for the benefit of the guests at the meeting.

- D Kelly suggested that we follow up with the TOLL and the attorney (William Morgan) to make sure everything is on schedule. Warren will send his report, in letter form, to LLCEF as a record of the meeting; LLCEF will send the letter to the TOLL as documentation of the agreement. Warren will stay in contact with Shannon Baldwin as the deadline gets closer.
- M Frierman suggested that we expect a letter of acknowledgement from the town.

Finance Committee

Presentation from Acadia Accounting.

Sara McCracken introduced herself. Sara has worked with Acadia 14 years and is a partner there. (She distributed printed information.) She gave an overview of the broad spectrum of services currently available from Acadia. She also highlighted a few of the new packages that will be available in the future. These will include credit card processing, a parent portal, and online bill processing. She also emphasized that Acadia is able to create any number of custom reports for a school Board of Directors.

There were several questions from members of the Board that were addressed by the Acadia reps. For the purpose of keeping the regular Board Meeting within a reasonable time frame it was agreed that many of the questions from Linda and other Board members could be addressed specifically through email or a meeting in the near future.

The following topics were addressed:

- A monthly balance sheet is now included in the service package and should arrive with our budget report.
- There are many options for investments. It will depend on what we need and how we want to structure our investments.
- It is recommended that we maintain a fund balance of at least three months (minimum) expenses.
- Suggestions from the Board are welcome and help Acadia have a better understanding of our particular needs.

Finance Committee Report: Jack Barton

The report is included in the Board Packet.

- Linda distributed a copy of the current budget and a proposed amendment to that budget, on a line by line basis, which represents a projection that we need to discuss and understand.
- After taking a deep dive into the budget it became evident that a number of line items were not realistic; for example, some expenses were forecasted low, (staff positions, pay scale increases, new technology) Also, revenue adjustments had to be made.
- It was determined that some of the fund balance should be brought into the budget to create a surplus for the year.
- Jack reviewed other details of the budget that had to be reassessed.

Doug expressed his concern that we are proposing to operate with a low fund balance and Warren said that we are "borrowing" from our savings from the previous year. Charter schools have legal limitations that prohibit them from borrowing to meet expenses. He strongly expressed that we must operate in a fiscally responsible manner.

- Acadia: our expenses to build the Gym are different than expenses to buy books. We have the option to either borrow from a lender, or borrow from our own account.
- Linda - We did vote last month to move money from the fund balance to cover our expenses and we must be responsible with the monies.

D. Kelly - if we are to vote to change the budget (at the next meeting) then he asks to have a side note that specifies there would be no more budget changes throughout the rest of the year. Any unexpected expenses that are not specific to being able to get the Gym opened would have to be tabled until next year.

- M Frierman - we must be willing and able to meet unexpected needs. At our next meeting would the Finance committee bring suggestions for the areas that we DO have control over, those expenses that can effect this budget and might be reduced or postponed.

Old Business: Postponed to the next meeting.

Motion made, and a second, to adjourn.

Respectfully submitted,
Margery Sherrill, Secretary

Lake Lure Classical Academy-CFA
Executive Director's Report

Respectfully Submitted by Tom Keever

Date: September 20, 2018

Enrollment

Grade Level	Students present August 15	Enrollment September 12 20 ADM
Kindergarten	29	50
1 st Grade	25	25
2 nd Grade	41	42
3 rd Grade	42	43
4 th Grade	45	46
5 th Grade	44	47
6 th Grade	48	52
7 th Grade	41	49
8 th Grade	35	38
9 th Grade	43	42
10 th Grade	44	47
11 th Grade	24	24
12 th Grade	33	33
Total	494	510

Our ADM is 506 on Day 20-September 12

Executive Director's Report

- I am pleased to introduce Ms Kristin Collette and Ms Morgan Poof our fantastic Guidance Department. I have asked them to present an overview of some of the services they perform for students, staff and families.

Action Item Requests

- I request the following change to the 2018-2019 School Calendar: Move the November 9 Veterans Day Holiday from Friday, November 9 to Monday, November 12 to coincide with the “observed,” Holiday.
- Add a workday on January, 18 2019 which will allow for a Powerschool transition from Semester 1 to Semester 2.
- The Solar Panel install occurred the week of September 10. We will schedule the Ribbon Cutting ASAP in October.

Secondary Dean-Mr. White

- LLCA is now recognized by the NCAA Eligibility Center as an scholarship eligible school. This was a surprisingly long process but now our students can receive athletic scholarships to any NCAA school.
- We are currently using the live stream television/camera technology to broadcast our French II instructor from Houston, Texas. It has been a great resource for the students and the school.
- The High School students interested in participating in Student Council gave their speeches and were voted upon on Wednesday, September 12. We had a lot of great candidates that ran for Student Council at LLCA. After watching their speeches, I could not be prouder of each and every student that participated. The eleven students that were selected as officers and grade level representatives were deserving and will do a great job! It was a huge success and Mr. Lampson did an awesome job taking the lead on the Student Council and organizing the event.
 - President: Judah Zdziarski
 - Vice President: John Hernandez
 - Secretary: Sarah Hornback
 - Representatives
 - 9th: Mason Fitch & Joey Sena
 - 10th: Michaela Tse & Isaiah Grayson
 - 11th: Ayuma Kremzar & Caprice Fullam
 - 12th: Liv Giurintano & Mercy Witherspoon
- The Middle School went on a field trip to the YMCA Blue Ridge Assembly and participated in team building and a ropes course on Friday, September 13.

Elementary Dean- Ms Edgerton

- K-5 has worked tirelessly to identify tier levels for all students for MTSS. Sixth grade teachers began RTI on the first day and already have one student who has moved to a higher level. Everyone on K-5 staff is participating including art, music and PE teachers. Sixth grade is ready to begin using volunteers.
- Elementary Club information went out on Wednesday September 19. All Elementary teachers are directing one or more clubs. We continue to have a variety of things for student interest. Added this year is Tap Dancing and Kickball along with our usual Chess, History, Basketball, Soccer and many others.
- Curriculum events for parents are being planned and will be held during the month of October.

Curriculum-Ms Cohen

On August 28th 43 third grade students took the Beginning-of-Grade 3 (BOG3) test. This annual test is a part of the NC Read to Achieve state legislation that seeks to “ensure that every student read at or above grade level by the end of third grade and continue to progress in reading proficiency so that he or she can read, comprehend, integrate, and apply complex texts needed for secondary education and career success.”

ELA/Achievement Levels	Frequency/ Number of students	Met College/Career Ready	Met Grade Level Proficiency
1	13	No	No
2	13	No	No
3	3	No	Yes
4	11	Yes	Yes
5	3	Yes	Yes

In response to the data above, third grade teachers have already begun to conference with parents. During parent conferences, parents are notified that their son/daughter will be provided targeted instruction in reading interventions by a Title I tutor. Each of the students that scored a level 1 or 2 will also receive instruction in the Read to Achieve Student Portfolio. All third grade students

regardless of their BOG3 score will receive specific reading instruction using the Leveled Literacy program.

I identified 4 new kindergarten students whose home language was other than English. State law requires all students identified as English Learners (EL) to be screened in speaking and listening in English using the Kindergarten WIDA-Access Placement Test (W-APT). Of the 4 students, 3 students received passing scores of Extremely High, and 1 student received a passing score of High. These scores indicate that we currently do not have any Kindergarten students needing additional instruction in speaking English.

Nursing Report August 15 - Crystal Redmon, RN

Thank you for the opportunity to be the Lake Lure Classical Academy School Nurse. This will be a great year. We have already started the season out on a good foot. One big task to start the school year out is reviewing our 510 Emergency Release Forms for medical history, medications and completeness, contacting families and finalizing important details pertaining to the students medical information. We are now entering our immunizations into our Powerschool program which will be a first for our school. Aside from the many, many minor bumps, scraps and bandaids placed, 204 children have been seen in the Nurse's Office for care and treatment. 5 Children come daily for routine medications and 28 have come for as needed medications. We, unfortunately, had to tend to one emergency and EMS responded. Two hand washing classes were taught and medications were packaged up for two field trips.

A new "When is Your Child Too Sick to Come to School" procedure has been created and is now in the proof/approval stage. I will also be heading up the after school "Health Club" starting in October. During the next PTO meeting I will be a guest speaker highlighting, "*Parents for Healthy Schools*" how parents can create healthier children that in turn promotes better academic achievement. Again, Thank You. I am honored to be apart of this team promoting a healthier and brighter future for our children.

Crystal Redmon, R.N. School Nurse Lake Lure Classical Academy - CFA

The LLCA Finance Committee met on September 11, 2018.
Attending: Barton, Kelly, Keever, McNeely, Ellis (phone)

We reviewed the 2018 Final Budget, where Bank Balance matches Book Balance for at least one moment in time. We do anticipate that this year's budget will be "less cluttered" now that bond payment adjustments are done.

Discussion of LLCEF payments received from LLCA: the \$650K is still less than the total bond reserves that were returned to the school, and all of those funds are needed to complete the gymnasium build. Agreement on the path forward is to let these funds settle out as the build is complete, and assess our status in Q1 or Q2 of next year.

Investment of unrestricted funds is a topic we can start to address, and Acadia may have some "best practices" information about how many reserves to hold in cash, and investment options for the rest.

Reviewed current budget with ADM of 506. There are some areas of concern that the committee will address with a new budget template/proposal for Board consideration.

Tom and Mitch reported on their meeting with Acadia Northstar. Acadia has supplied a Balance Sheet, committed to attending our meetings at our request, and will make a presentation this month about services they provide/services they could supply.

We reviewed a new sheet of Additional non budgeted items and adjustments. They will be addressed in the budget proposal mentioned above.

Respectfully submitted,

Jack Barton

September 17, 2018

Meeting at Town of Lake Lure

RE: Easements for NEW LLCA-CFA Gymnatorium in Construction Progress

Time: 9AM-11AM

Present for the Town of Lake Lure:

Mayor Kevin Cooley

Shannon Baldwin

Brad Burton

David Arrowwood

Present for LLCEF/LLCA-CFA

Charlie Ellis

Russ Pitts

Warren Alston

TOLL and LLCA-CFA/LLCEF have concerns over outdated easements which must be updated prior to COO being issued. It was recommended that TOLL have each of the easements worded properly by their attorney so as to meet their legal needs. The target date for completion of this is by Thanksgiving Day 2018 (11/22/2018). LLCEF with evenly split the legal costs with TOLL of getting this process completed. Upon the process being completed, LLCA-CFA will have their attorney review all the legalities of the easements to ensure LLCA-CFA and LLCEF interests are protected. Once every entity is in agreement, the old easements will be dissolved and the new easements will be recorded all in the same day, all costs being shared 50/50 with TOLL and the LLCEF. MR. Shannon Baldwin ensured and as long as the easements were completed or every good faith effort to do such was being made, that the TOLL would issue the COO for the gymnatorium when the certificate was needed.

The topics on the easements were recorded during the meeting as follows:

1. Sewer

Town:

Future Access

Adequate Capacity

Pump Size

Line Size

As Builts

LLCEF:

Easement

Immediate access for maintenance

-1-

2. Water

Town:

Easement/Immediate access maint

Excludes fire suppr/vault etc

LLCEF:

Water

Fire Suppression

Own to meter exc vault
parts of campus
As built/right to expand to adjoining property

Right to expand to other
after meter

3. **Gate**

Town:
24/7 access
Location of gate approved by town
gate/combo lock
Integrate storm water
Right to revoke

LLCEF:
Controls access to campus
Buys/installs/maintains/

4. **Fiber**

Town:
Access to pull boxes and conduit
MCNC
If LLCEF runs backup connections, the TOLL wants access
with ability to tap
Easement existing in road in Callahan document

LLCEF:
Have pull boxes ATT &

5. **Road**

Town:
LLCEF to maintain road from Island Creek to Property Line
Maintenance

LLCEF:
Easement
Access &

It was agreed by all parties in attendance that a development agreement with parameters would be adopted for future uses.

The TOLL would be using Attorney William Morgan to prepare the legal documents for review by the November 22nd date agreed upon during the meeting.

The meeting was adjourned after approximately 2 hours at 11am on 9/4/2018.

Respectfully submitted,

W. Warren Alston
Board Member, Team CFA Representative
Lake Lure Classical Academy, A Challenge Foundation Academy
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