



August 16, 2018 4:00 PM  
 Regular Meeting of the Board of Directors  
 7800 Airport Center Drive, Greensboro, NC

Meeting Minutes

Member Attendance

Date	Karla Hall	Jay Hawkins	Tony Wilkins	Erina Byers	Cyndie Swindlehurst	Paul Stanfield
7/25/18	P	P	P	P (Phone)	P	A
8/16/18	P	P	P	P	P	P

- I. Call to Order Jay Hawkins Time: 4:05 PM
- II. Motion to Approve the Agenda Karla/Tony/all
- III. Pledge of Allegiance
- IV. Mission Statement:
  - o *Cornerstone Charter Academy, a tuition-free public charter school, will give every student the opportunity to reach his or her potential by providing a rigorous academic program, character education and meaningful parental participation.*
- V. Motions to approve the minutes from previous meetings, as revised
  - o June 14 Tony/Karla/all
  - o July 25 Karla/Erina/all
- VI. Presentation of Character Education program to the Board
  - o Presentation by Jen Willard, chairwoman of PTO Character Education committee
  - o Motion to approve the character education program as presented.  
Cyndie/Karla/all
- VII. Presentation from PTO Apparel committee regarding new plaid uniform options
  - o Presentation of new plaid options by Ashlee Stout (old CCA plaid has been discontinued by vendor)

- Motion to approve dark gray/red plaid from Lands End. Karla/Erina/all

#### VII. Actionable Items

- Motion from Governance committee to revise Nepotism Policy. All in favor.
- Motion from Governance committee to revise Grievance Policy. All in favor.
- Motion from Governance committee to revise Conflict of Interest Policy. All in favor.
- Motion from Governance committee to renew Snoa Garrigan to an additional one-year term. All in favor.
- Motion from PTO to add Gold Star Catering as a new vendor. All in favor.
- Motion from Finance committee to allocate \$100,000 to the Salary budget for 2018/2019. All in favor.
- Motion to add a study skills class to the high school course guide. Karla/Erina/all
- Motion to add a \$15,000 line-item to the 2018/2019 budget for hiring off-duty law-enforcement officers for school security. Karla/Paul/all
- Motion to appoint Tripp Walker to an additional 2-year term on the Finance committee. Cyndie/Karla/all
- Motion to approve the math textbook, *For All Practical Purposes: Mathematical Literacy in Today's World*, 10th edition, Macmillan Learning (2016). Karla/Cyndie/all
- Motion that the administration and Finance committee put together a salary and pay structure by the end of fall semester. Karla/Jay/all
- Motion to approve the revision of the Non-Disclosure Policy. Karla/Paul/all
- Motion to approve the Public Records policy. Karla/Jay/all

#### VIII. Reports to the Board

- President's welcome to a new school year
- Director's Report submitted for the record
- PTO Report submitted for the record
- Team CFA Update
- Finance Committee submitted for the record
- Governance Committee submitted for the record

#### IX. Public comment

- None

#### X. Executive Session is called for to discuss confidential student and personnel matters. See NCGS 143-318.11. Erina/Paul/all Time: about 5:05

(a) (5): To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease;

(a) (6): To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or

**employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.**

- X. Return to Open Session Time 5:40 PM
- XI. Motion to approve the hire of Michelle Thompson, pending background check.  
Cyndie/Paul/all
- XII. Presentation by Joe re: equipment shed, parking spots
1. The Budd Group will install a shed on the property at no cost to the school. Shed will house landscaping equipment and CCA equipment. No objections from the property association.
  2. Parking spots marked "Board" (by the door next to the Director's office) will now be available for staff parking. One will be kept free each day.
  3. No votes necessary on these items, but all agree.
- XIII. Motion to Adjourn Jay/Cyndie/all Time: 5:48 PM

Minutes submitted to the Board: August 23, 2018

Minutes approved by the Board: September 20, 2018

Cyndie Swindlehurst

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Cyndie Swindlehurst, Board Secretary

# **Conflict of Interest Policy**

Approved August 16, 2018

## **Guiding Principles**

The conduct of the Board of Directors, Board committee members, administrators, employees and other representatives of Cornerstone Charter Academy: A Challenge Foundation Academy affects the public perceptions of and trust in the governance and administration of the school. Citizens expect representatives of our school to act in the best interest of the school and not to use their office or position for personal benefit. North Carolina laws governing the conduct of public officials, including charter school representatives, focus on the financial interests in voting and contracting business as well as on other ways in which the people making decisions might personally benefit from the actions they take. In accordance with the laws of the state of North Carolina, the State Board of Education, and the Office of Charter Schools, the Board enacts this Conflict of Interest Policy to protect the integrity of the school.

## **Policy**

A person shall not be disqualified from serving as a member of the School's Board of Directors because of the existence of a conflict of interest, so long as the person's actions comply with this conflict of interest policy as provided in NCGS 115C-218.15(b)(3) and applicable law.

No voting member of the Board of Directors shall be an employee of a for-profit company that provides substantial services to the charter school for a fee.

Notwithstanding any other provision of this policy, no member of the Board of Directors shall be engaged as an employee or independent contractor of the School.

Notwithstanding any other provision of this policy, no immediate family member of a member of the Board of Directors, as defined by NCGS 115C-12.2 and including an employee's domestic partner and that partner's immediate family members, shall be engaged as an employee or independent contractor of the School.

## **General Provisions**

Members of the Board of Directors shall avoid improper conduct arising from conflicts of interest and shall abide by all legal requirements governing conflicts of interests, including NCGS § 55A-8-31. If any member of the Board has or may have a conflict of interest in a matter pending before the Board, such member shall fully disclose to the Board the nature of the conflict or potential conflict. No transaction may be approved if it would constitute self-dealing.

## **Statutory Requirements**

Board practice regarding conflicts of interest shall be governed ultimately by NCGS 55A-8-31, as amended or replaced at any time subsequent to the adoption of this policy. Specific statutory requirements include the following:

- (a) A conflict of interest transaction is a transaction with the School in which a member of the School's Board of Directors has a direct or indirect interest. A conflict of interest transaction is not voidable by the School solely because of the Board member's interest in the transaction if any one of the following is true:
  - 1. The material facts of the transaction and the Board member's interest were disclosed or known to the Board of Directors or a committee of the Board and the Board or committee authorized, approved, or ratified the transaction;
  - 2. The material facts of the transaction and the Board member's interest were disclosed or known to the members entitled to vote and they authorized, approved, or ratified the transaction; or
  - 3. The transaction was fair to the School.
- (b) A member of the Board of Directors of the School has an indirect interest in a transaction if:
  - 1. Another entity in which he has a material financial interest or in which he is a general partner is a party to the transaction; or
  - 2. Another entity of which he is a board member, officer, or trustee is a party to the transaction and the transaction is or should be considered by the Board of Directors of the School.
- (c) For purposes of subdivision (a)(1) of this section, a conflict of interest transaction is authorized, approved, or ratified if it receives the affirmative vote of the majority of the

Board of Directors (or of the committee) who have no direct or indirect interest in the transaction, but a transaction shall not be authorized, approved, or ratified under this section by a single member of the Board. If a majority of the Board members who have no direct or indirect interest in the transaction vote to authorize, approve, or ratify the transaction, a quorum is present for the purpose of taking action under this section. The presence of, or a vote cast by, a Board member with a direct or indirect interest in the transaction does not affect the validity of any action taken under subdivision (a)(1) of this section if the transaction is otherwise authorized, approved, or ratified as provided in that subdivision.

- (d) For purposes of subdivision (a)(2) of this section, a conflict of interest transaction is authorized, approved, or ratified by the members if it received a majority of the votes entitled to be counted under this subsection. Votes cast by or voted under the control of a Board member who has a direct or indirect interest in the transaction, and votes cast by or voted under the control of an entity described in subdivision (b)(1) of this section, shall not be counted in a vote of members to determine whether to authorize, approve, or ratify a conflict of interest transaction under subdivision (a)(2) of this section. The vote of these members, however, is counted in determining whether the transaction is approved under other sections of Chapter 55A. A majority of the votes, whether or not present, that are entitled to be cast in a vote on the transaction under this subsection constitutes a quorum for the purpose of taking action under this section.
- (e) The Articles of Incorporation, Bylaws, or a resolution of the Board may impose additional requirements on conflicts of interest transactions.

## **Definitions for the Purposes of this Policy**

### **1. Interested Person**

Any member, principal officer, or member of a committee of the Board of Directors who has a direct or indirect financial interest, as defined below, is an interested person.

### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the School has a transaction or arrangement,
- b. A compensation arrangement with the School or with any entity or individual with which the School has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the School is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board of Directors decides that a conflict of interest exists.

## **Procedures**

### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors or members of a committee with governing board –delegated powers considering the proposed transaction or arrangement.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the Board of Directors or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at a Board of Directors or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The president of the Board of Directors or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board of Directors or committee shall determine whether the School can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the School's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### **4. Violations of the Conflicts of Interest Policy**

- a. If the Board of Directors or one of its committees has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **Records of Proceedings**

The minutes of the Board of Directors and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Compensation**

- a. Board members shall receive no compensation for serving on the Board and may not receive compensation from the School for any services provided to the School.
- b. A voting member of the Board of Directors who receives compensation, directly or indirectly, from the School for services is precluded from voting on matters pertaining to that member's compensation.
- c. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the School for services is precluded from voting on matters pertaining to that member's compensation.
- d. No voting member of the Board of Directors or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the School, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- e. Board members may be reimbursed for travel, accommodations, and meals when traveling on behalf of the School.

## **Annual Statements**

Each director, principal officer and member of a committee with Board of Directors delegated powers shall annually sign a statement, which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the School is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

## **Periodic Reviews**

To ensure the School operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the School's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### **Use of Outside Experts:**

When conducting the periodic reviews as provided for in this policy, the School may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring periodic reviews are conducted.

## **Conflict of Interest Statement**

The undersigned person acknowledges receipt of a copy of the Cornerstone Charter Academy: A Challenge Foundation Academy Conflict of Interest Policy.

By my signature affixed below I acknowledge my agreement with the letter, spirit and intent of this board policy and I agree to report to the President of the Board of Directors any possible conflicts (in addition to those stated below) that may develop before completion of my next annual statement.

\_\_\_\_\_ I am not aware of any conflict of interest

\_\_\_\_\_ I have a conflict of interest in the following areas:

Signed \_\_\_\_\_

Name (print) \_\_\_\_\_

Date \_\_\_\_\_

# Grievance Policy for Parents and Students

Approved August 16, 2018

## **Purpose**

To provide the procedures parents and students will follow when they have a problem at the School that constitutes a grievance.

## **Guiding Principles**

Cornerstone Charter Academy: A Challenge Foundation Academy (the School) acknowledges that the application of policy and procedure to school practice is inherently difficult and can manifest itself in circumstances where there are disagreements among members of the school community. It is the hope of the Board of Directors that community members will do their best to find resolutions to these disagreements at the level at which they occur. However, the Board acknowledges that is not always possible, and, as such, all efforts to achieve a positive resolution may be unsuccessful. At its core, this policy is designed to be a positive, solution-focused practice that promotes an agreeable resolution for all parties involved.

## **Relationship to Mission**

Parental involvement is a pillar of the School. The School wants to ensure that parents have an avenue to explore should they feel their voice is not being heard appropriately or correctly. Additionally, character education drives us to ensure we see and hear all possible solutions to an issue. This policy promotes meaningful parent involvement and character education.

## **Policy**

This policy is in place to respond to parent/student grievances. It is expected that any parent/student with a problem should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is the student's teacher.

If the student/parent is not satisfied with the teacher's response, they should then set a meeting with the grade-level Principal. At that meeting, the teacher, student, grade-level principal and parent must be present and the issue at hand will be fully discussed.

If the parent or student wishes to pursue the matter further, they may then meet with the Director. Similarly, if a parent/student disagrees or has a problem with a policy or procedure at the School, the parent/student should set a meeting with the Director.

If the parent/student feels that their issue is still a concern after meeting with the Director and if the issue meets the definition of a grievance set forth below, the parent/student may initiate the grievance procedures as described below. Many problems that a parent/student has with the classroom, teacher or School will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or grade-level principal.

1. **Definition of a grievance:** a grievance is defined as a formal written complaint by a parent/student stating that a specific action has violated a School policy, board policy, or law/regulation. A complaint under Title IX is not a grievance and this policy does not apply to such complaints.
2. **Time Limits:** A grievance will only be heard if the complaint has been filed within seven school days of the meeting with the Director. The seven-day deadline may be extended at the discretion of the Director.
3. **The grievance process is as follows:**

**Step 1:** If the parties are not satisfied with the decision of the Director, and if the grievance meets the definition set forth above, the parent/student must submit a letter in writing stating the School policy, board policy or law/regulation that was violated, including details of the actions and the place, date and time of the violation. The parent/student should make all efforts to include any details about the event that may be helpful in the decision-making process. The written letter should be submitted to the Director of the School and to the President of the Board of Directors. If the Director of the School is implicated in the grievance, the grievance should only be submitted to the President or Vice President of the Board of Directors.

**Step 2:** The Board will review the facts and notify the parties in writing (email is acceptable) if further action is necessary. If the Board believes the matter should be heard, the parties will be called to meet with the Board. After the hearing, the decision of the Board will be communicated to the Director and to the parent/student who filed the grievance within five school days. The Board's decision concerning the grievance is final.

# Grievance Policy for Employees

Approved August 16, 2018

This policy is in place to respond to a grievance by an employee or volunteer (hereinafter “employee”). It is expected that any employee with an issue should try to resolve the issue by using open communication with their supervisor.

If an employee feels that their issue is still a concern after speaking to their supervisor, the employee should meet with the Director.

If an employee feels that their issue is still a concern after meeting with the Director and that the issue has risen to the level of a grievance, then the employee may initiate the grievance procedures as described below. The goal of filing a formal grievance is to use the process to come to an equitable solution.

1. **Definition of a grievance:** a grievance is defined as a formal written complaint by an employee stating that a specific action has violated a School policy, board policy, or law/regulation. Complaints that do not raise an alleged violation of School policy, board policy or law/regulation do not raise grievance issues and are not subject to these procedures. In addition, a grievance does not include the non-renewal or termination of employment. And, a grievance does not include a complaint of sexual harassment, discrimination or retaliation, which shall be handled pursuant to the Discrimination, Harassment and Sexual Harassment policy in the Employee Handbook and consistent with state or federal laws.
2. **Time Limits:** A grievance will only be heard if the complaint has been filed within fifteen days of the act that is being reported. The fifteen-day deadline may be extended at the discretion of the Director.
3. **The grievance process is as follows:**

Step 1: To file a grievance, an employee must submit a letter in writing (email accepted) stating the School policy, board policy or law that was violated including details of the actions and the place, date and time of the violation. The employee should make all efforts to include any details about the event that may be helpful in the decision-making process. The written letter should be submitted to the Director. If the Director is implicated in the grievance, the grievance should be submitted to the President or Vice President of the Board of Directors or to any other Board member to whom the employee feels comfortable disclosing the information.

Step 2: In response to the formal grievance, the Director shall have up to five school days from the time they receive the formal grievance to respond to the grievance in writing. If the employee is satisfied with the decision after they receive the response from the Director, the issue is considered resolved. The employee shall submit their satisfaction to the Director in written form.

Step 3: If the employee is not satisfied with the written response from the Director, the employee may file an appeal by submitting a letter in writing (email is acceptable) stating the School policy, board policy or law that was violated including details of the actions and the place, date and time of the violation. The employee should make all efforts to include any details about the event that may be helpful in the decision-making process. The written appeal should be submitted to the President or Vice President of the Board of Directors. This must be done within five school days of the written response from the Director.

Step 4: Where the grievance is filed directly with the Board as set forth above or after receiving the appeal letter, the appeal shall be considered by the Board at its next regularly scheduled monthly meeting, provided such meeting is more than seven school days after the filing, or the President of the Board of Directors may call a special meeting of the Board to consider the appeal in accordance with the School's bylaws. The Board will consider and discuss the grievance at the meeting in accordance with Open Meetings laws. Prior to the meeting, at the Board's sole discretion, the Board may conduct an investigation or gather additional information regarding the grievance, including interviews, if needed. The individual filing the grievance or appeal will attend the meeting. At that meeting, the Board of Directors will make a decision on how to handle the grievance. Any decision of the Board will be communicated to the individual who filed the grievance within five school days. The Board's decision concerning the grievance is final.

# Nepotism Policy

Approved August 16, 2018

## Guiding Principles

The conduct of the Board of Directors, Board Committee members, administrators, employees and other representatives of Cornerstone Charter Academy: A Challenge Foundation Academy (the "School") affects the public perceptions of and trust in governance and administration of the school. Citizens expect representatives of our school to act in the best interest of the school and not to use their office or position for personal benefit. North Carolina laws governing the conduct of public officials, including charter school representatives, focus on the financial interests in voting and contracting business as well as on other ways in which those making decisions might personally benefit from the actions they take. In accordance with the laws of the state of North Carolina, the State Board of Education, and the Office of Charter Schools, the Board enacts this Nepotism Policy to protect the integrity of the school.

## Policy

For the purposes of this section, the term "immediate family member" is as set forth in NCGS § 115C-12.2 and means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and a legal spouse, parent, child, brother, sister, grandparent, or grandchild of an employee's domestic partner.

The School may allow existing personal relationships to be maintained or may employ individuals with personal relationships to current employees under the following circumstances:

1. No voting members of the Board or Directors shall be an employee of a for-profit organization that provides substantial services to the School for a fee.
2. No employee of the School shall be a member of the Board of Directors. See TCS-U-006.
3. No employee of the School shall be an immediate family member as defined by GS 115C-12.2 to any member of the Board of Directors.
4. No employee of the School shall directly report to or be supervised by an immediate family member.
5. Before any immediate family member of any School employee with supervisory authority shall be employed or engaged as an employee, independent contractor, or otherwise by the Board in any capacity, such proposed employment or engagement shall be:

- a. Disclosed to the Board and
  - b. Approved by the Board in a duly-called open-session meeting.
6. The burden of disclosure of such a conflict of interest shall be on the School employee with supervisory authority. If the requirements of this policy are complied with, the School may employ the immediate family member of a School employee with supervisory authority.
  7. No teacher or staff member that is immediate family of the School Director shall be hired without the Board evaluating their credentials, establishing a structure to prevent conflicts of interest, and notifying the Department, with evidence, that this process has occurred.

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption in the workplace, creates an actual conflict of interest, or is prohibited by any legal or regulatory mandate.

This policy must be considered when hiring, promoting or transferring any employee.

The School reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy.

If the requirements of this policy are complied with, the School may employ the immediate family member of a School employee with supervisory authority, including the Director, consistent with this policy and applicable law.

It is the responsibility of every employee to identify to the School Director any potential or existing personal relationship that falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

## **Non-Disclosure Policy**

Approved August 16, 2018

The protection of confidential information is required by state and federal law and is vital to the interests and the success of the School. Such confidential information may include, but is not limited to, the following examples:

- Contract negotiations
- Emergency response plans
- Parent information
- Personnel records
- Student records

Employees or volunteers who improperly use or disclose confidential information that is protected by law will be subject to disciplinary action, up to and including termination of employment or revocation of volunteer privileges, and legal action, even if they do not actually benefit from the disclosed information.

## **Public Records Law**

Approved August 16, 2018

Pursuant to North Carolina charter school law, the School is required to comply with state public records law. Unless otherwise exempted by state or federal law, all School documents and materials, in written, electronic or any other form, are subject to public records requests. If such materials are requested by any party, Employees should invite the party to fill out a Public Records Request and submit it to the School Director and the President of the Board of Directors. While a Public Records Request form is not required, all public record requests should be in writing and identify or describe the records sought with sufficient specificity to enable the School to ascertain the records being requested.