

# The Exploris School/ Board of Directors

Meeting: 2014 December 16, 4:30PM-6PM at Exploris Middle School

**Mission:** Exploris is a learning community that engages students in a rigorous, relevant, relationship-based education. This is done through experiential, project-based learning that empowers students to build a connected, just and sustainable world.

## Attendees:

Sean Gargan (Chair)  
Alfred Mays  
Bob Kingery  
Laura Laut (Faculty Rep.)  
Khristi Tomlinson (PTO)  
Bob Whitehead  
Kathleen Evans (Treasurer)  
Kendall Hageman  
Anne Franklin  
Summer Clayton (Executive Director)

## Absent:

Cal Cunningham  
James Montague

## Proceedings

### Call to order

4:32pm meeting called to order by Sean Gargan

### Approval of Agenda

add "review of Board Applications" to agenda.  
approved.  
Bob Whitehead made a motion to approve  
Kathleen Evans 2<sup>nd</sup> the motion.  
All in favor and none opposed

### Presentation

#### \* Annual Financial Audit – Thomas, Judy, & Tucker

Kristen Hoyle & Hayle Keating presented the Audit for 2013-2014.

- Ms. Hoyle went over the letter. No material changes were added or changed from previous years. No significant difficulties were noted during the Audit. Acadia statements can be trusted with financial statements received.
- Independent Auditor's Report was reviewed. The opinion was clean.
- Pg. 7 – Comparative statement reviewed – overall Exploris showed a strong reserve of \$545,517.00.
- Pg. 8 – Statement of net position – total revenue went up approx. \$50k with increase going to instructional programming.
- Pg. 11-14 – more detail to the revenue and expenditures for budget
- Pg. 20 – footnotes and letters

	<ul style="list-style-type: none"> <li>• Pg. 27 - Schedule of capital assets with historical net assets of \$63,184.00</li> <li>• Pg. 28 – Long-term obligation is for lease of Hillsborough property</li> <li>• Pg. 29 – Long-term obligations for Liabilities is pay out of Annual Leave to employees, which was \$27,104.00.</li> <li>• Pg. 34-37 – Compliance to internal controls, which found 3 findings on pg. 40. 1) Conflict of Interest Policy not signed by all Board members. 2) Contract missing GS 115C-238.29H(a)(a1) on 4 new leases. 3) Charter school is to have a minimum of \$250K for fidelity bond coverage. All three findings were corrected immediately upon being notified by Auditor. Documentation of corrected findings is on pg. 42.</li> <li>• Kathleen asked for minimum for reserves. Ms. Hoyle mentioned that the recommendation would be 3 months of monthly expenses with 6 months of monthly expenses being ideal.</li> <li>• Bob Whitehead noted a Board policy of a threshold. Ms. Hoyle noted you use “recommended” in order to allow for flexibility with needs of school.</li> <li>• Anne Franklin mentioned that we look at changing Auditing firms. Board is asking how long we have had Auditors firm. Sean asked Candice to look into other Auditing firms for future audits and forward information to Sean. Kendall is looking at developing a policy to rotate Auditors.</li> </ul>
<p><b>From the Classroom</b></p>	<p>Laura – 8<sup>th</sup> grade went to Capitol to present the Universal Declaration of Human Rights. Parents, Legislators, and 4/5 students attended. 7<sup>th</sup> grade has set up a peer-peer tutoring for math.</p>
<p><b>Consent Agenda</b>  November Board Meeting action items  November Minutes  November Financials</p>	<p>* Motion to approve the consent agenda by Alfred Mays. Kendall made a 2<sup>nd</sup> motion. All members were in favor of approval.</p>
<p><b>New Business</b>  Board Committee Reports</p> <ul style="list-style-type: none"> <li>• Governance Committee</li> <li>• Academic Excellence</li> <li>• Communications, Advocacy, &amp; Marketing</li> <li>• School Development</li> <li>• Finance</li> </ul>	<p>Sean asked for committee chairs to submit reports 1 week prior to meeting. Minutes to be submitted to Summer the following day of meeting. Sean and Summer meet the following week after the Board meeting to develop proposed agenda for next meeting. Minutes and Proposed Agenda for next meeting will be sent</p>

<p>Review Board Applications</p> <p>Revised Salary Scale</p> <p>Budget Revision</p>	<p>by 1<sup>st</sup> Tuesday of the month.</p> <ul style="list-style-type: none"> <li>• Governance Committee – Kendall has put out invitations and is requesting a staff member and parent to attend the meeting. Meeting is schedule for January.</li> <li>• Academic Excellence Committee – Anne has sent out invitations. Shannon Hardy will be middle school rep. Anne is asking for an elementary parent and elementary staff for committee. Anne noted that she wants to get a schedule developed for the Executive Director evaluation.</li> <li>• Communications, Advocacy, and Marketing (CAM) Committee – Alfred has extended out invitations. Khristi and Alfred are to meet to inventory current communication. Anne noted a need to get current</li> <li>• School Development Committee – James Montague and Cal Cunningham were not present. Bob Kingery went over the last meeting information. Parent gave some guidance on current educational needs with input from Summer.</li> <li>• Finance Committee – Kathleen went over Annual Campaign status. Current amount is \$66K with a 100% participation of staff, Board, and parents. Kathleen asked for the Board to donate since there is only one (1) current donation from a Board member. Summer, Candice, and Kathleen met to review salary increases and proposed new budget that is on agenda for approval. Kendall noted another fundraiser up Penny Up program that would allow us to get additional funds. Kendall will send information to Summer, Mary Margaret, and Kathleen.</li> </ul> <p>Board Applications</p> <ul style="list-style-type: none"> <li>• Sean went over the two (2) Board applications for Mike Fields and Keely Byars-Nichols. Bob Whitehead will be vacating his Board position effective February 2015.</li> <li>• Anne noted that we ask the applicants to be a part of one of the Board committees if they are not selected as a Board member.</li> <li>• Keely is a professor at Mt. Olive College. She is a former parent of Exploris and</li> </ul>
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	<p>interested in being a part of the Exploris Board.</p> <ul style="list-style-type: none"><li>• Mike Fields is a current parent with a Kindergarten and 4<sup>th</sup> Grade students. He has a financial background with history of capital campaigns.</li><li>• Kathleen noted that Mike would be a good candidate to be a part of the capital campaign with his background. Sean also noted that Mike is an elementary parent and there is a need for elementary representation. Kendall noted a concern with the background in Hatteras Fund and questioned his ability to be a part of financial components. Alfred noted running it by Cal in regards to ethics and conflict of interest.</li><li>• Kathleen noted that Sean and her would be leaving the Board in June 2015. Summer noted that Mike has a background in finance and would be a good candidate to fill the position of Treasurer upon Kathleen's departure in June 2015.</li><li>• Sean noted that other candidate, Keely, would be a great representation in a committee. Anne noted she would like to extend an invitation to Keely to be a part of the Academic Excellence Committee.</li><li>• Sean noted Board can continue to look or move forward on a vote with current applicants.</li><li>• Kathleen asked about attendance of James Montague. Sean noted 80% or 2 missed Board meetings per Kendall.</li><li>• Alfred noted looking at other ways to have attendance at meetings such as conference calls, Skype, etc. Bob Kingery noted reaching out to Cyntex to use a meeting room with a conference telephone. Sean will look into additional opportunities.</li><li>• Anne motioned to ask Mike Fields be new Board Member. Bob Kingery 2<sup>nd</sup> the motion. All members were in favor with no opposed.</li><li>• Sean will communicate with both candidates the Board's decisions.</li></ul> <p>Revised Budget</p> <ul style="list-style-type: none"><li>• Candice, Director of Operations, went over the Proposed Budget with the Board. Candice pointed out the revenue difference between original and</li></ul>
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	<p>proposed. Candice pointed out the biggest impact is the revision of staff salary.</p> <ul style="list-style-type: none"> <li>• Candice explained the new NC state salaries. She provided hand-out of Wake County Teacher salary.</li> </ul>
<p>CLOSED SESSION Personnel – Salary Details</p>	<ul style="list-style-type: none"> <li>• Candice provided the salary raise details of the staff to the Board.</li> <li>• Bob Kingery made a motion to approve the Proposed Salary schedule with supplement. Alfred Mays 2<sup>nd</sup> a motion to approve the Proposed Salary schedule with supplement. Five Board members approved the motion. Bob Whitehead was a Nay for the motion.</li> <li>• Bob Kingery approved the Proposed Budget. Bob Whitehead 2<sup>nd</sup> the motion to approve the Proposed Budget. All Board members approved the Proposed Budget.</li> </ul>
<p><b>Adjournment</b></p>	<p>Meeting was adjourned at 6:55pm. Sean made a motion to adjourn. Alfred 2<sup>nd</sup> the motion to adjourn. All Board members approved the motion.</p>