

**CORPORATION FOR EDUCATIONAL PARTNERSHIPS  
VIRTUAL BOARD OF DIRECTORS MEETING MINUTES  
August 11, 2020, 7:00 p.m.**

**I. Call to Order**

Robin Henderson, presiding: Meeting called to order at 7:00 pm  
Members present: Gary Leonard, Robin Henderson, Kay Smith, Tim Allen  
Member absent: Lori Stokes  
Staff: Dr. Tom Miller

Ms. Henderson welcomed the participants and opened the meeting. A Quorum was established. The Agenda was approved. MOTION: Tim Allen, Seconded: Gary Leonard Vote: Approved by unanimous consent.

Ms. Henderson noted that we were to approve the Board minutes from the July 28, 2020, meeting, but they had not yet been provided to the Board for review. Those minutes will be approved at the next Board meeting. The minutes for the August 4, 2020 Board meeting were approved. MOTION: Tim Allen, Seconded: Gary Leonard Vote: Approved by unanimous consent.

Ms. Henderson announced the Board resignation of Marlyn Bridgman. Ms. Bridgman resigned her position of both Secretary of the Board as well as Board member.

Ms. Henderson nominated Kay Smith to be Secretary of the Board. MOTION: Gary Leonard, Seconded: Tim Allen Vote: Approved by unanimous consent.

**II. Presentation of Head of School Report**

Dr Miller presented the Head of School report. Primary points of the discussion:

- Newly created organization structure was presented. After some discussion and noting that a Middle School department chair needed to be added, the organizational structure was approved. MOTION: Gary Leonard, Seconded: Tim Allen Vote: Approved by unanimous consent.
- Dr. Miller sent the draft of the Head of School job description out to the Board and other SWA staff to review and make adjustments.

- Enrollment is up (+5 students) since the report last week.
- Today, August 11, 2020, was the first day of school for the teachers and staff.
- Presented 2 new hires for approval; both teachers.
- There were 6 resignations reported.
- Discussion of current vacancies. A Plan B will be to look into using NC Virtual Academy, if needed, to have accredited teachers teach classes during the first semester if the core curriculum teacher vacancies cannot be filled.
- Went over signature authority being recommended. An explanation and examples of recurring versus non-recurring expenses was provided and some questions were answered. The Board would be provided all contracts over certain amounts and for recurring expenses, so the recommended signature authority requiring a Board member is mainly for non-recurring expenses. Board approval is proactively obtained for contracts, the budget and the line items within the budget.
- Motion to approve the signature authority recommended. MOTION: Kay Smith, Seconded: Gary Leonard Vote: Approved by unanimous consent. 7:21 pm
- Motion to approve the two new hires. MOTION: Gary Leonard, Seconded: Tim Allen Vote: Approved by unanimous consent. 7:22 pm
- Dr. Miller shared that the buildings are all being re-keyed and that new access codes and cards should be in place soon. Going forward, the Business Manager will be responsible for all key assignments. Motion made to approve the charge of the rekeying of all buildings. MOTION: Tim Allen, Seconded: Kay Smith Vote: Approved by unanimous consent. 7:24 pm
- Dr. Miller spoke of a possible third-party company being engaged to provide Human Resources support for a period of time. Will bring any possible contract or proposal to Board before engaging.
- The Annual Financial Audit is scheduled to take place starting tomorrow, August 12, 2020, at 10:00 am. Primary focus will be on EC student files and HR files.
- Chrome Book drop off is scheduled for August 13 and 14.

### III. **Board Closed Session**

Motion made to go into closed session to discuss personnel matters at 7:32 pm. MOTION: Kay Smith, Seconded: Gary Leonard Vote: Approved by unanimous consent.

Members present: Gary Leonard, Robin Henderson, Kay Smith, Tim Allen

Member absent: Lori Stokes  
Staff: Dr. Tom Miller

Motion made to return to Open Session at 8:20. MOTION: Gary Leonard, Seconded: Kay Smith Vote: Approved by unanimous consent.

Closed session ended and a return to the open session meeting took place.

**IV. Action Items**

Motion made to approve the following signers on the SWA bank accounts:

Robin Henderson  
Tim Allen  
Kay Smith  
Jennifer Collins

MOTION: Tim Allen, Seconded: Gary Leonard Vote: Approved by unanimous consent.

**V. Next Board Meeting**

Ms. Henderson stated the next Board meeting will be held virtually on Tuesday, August 18, 2020.

**VI. ADJOURNMENT:**

Motion made to adjourn. MOTION: Kay Smith Seconded: Tim Allen Vote: Approved by unanimous consent.

Robin Henderson adjourned the meeting at 8:22 pm.

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**Robin Henderson, President**

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**DATE**