

**CORPORATION FOR EDUCATIONAL PARTNERSHIPS  
BOARD OF DIRECTORS MEETING MINUTES  
January 26, 2021, 7:00 p.m.**

**I. Call to Order**

Robin Henderson, presiding: Meeting called to order at 7:03 pm

Members present: Robin Henderson, Kay Smith, Lori Stokes, Tim Allen, Gary Leonard virtually through Zoom.

Staff: Dr. John Schulz, Sarah Karsen

Ms. Henderson welcomed the participants and opened the meeting. A Quorum was established.

The agenda was approved. MOTION: Tim Allen, Seconded: Kay Smith Vote: Approved by unanimous consent.

The minutes for the November 17, 2020, and December 8, 2020, meetings were approved.

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

**II. Public Comment**

Public Comment time was made available for sign up prior to the Board meeting. There were no participants to make public comments.

**III. Guest- Sarah Karsen, Director of Finance**

Ms. Karsen introduced herself and Dr. Schultz explained a bit about the Director of Finance role and the work Ms. Karsen has performed in her first week on the job.

**IV. Head of School Report**

Dr. Schultz presented the Head of School Report. Report is included in Board minute attachments for full detail. Primary points of discussion were:

- Department heads are currently working on budget and plans. Explained MTSS, which is total school improvement initiative. There are teachers, staff and administrators as part of this initiative.
- A parent survey with general questions will be sent out soon.
- Lottery numbers were discussed and handout included. As of 1/25/2021, there is a total potential enrollment for 2021/2022 school year of 786.
- Current Clubs were discussed and a list of Clubs was provided.
- It was recommended that SWA engage a grant writer for a 3-month contract. During this time, approximately 9 grants could be applied for. There is currently \$24,000 in the budget for grants; this contract would use \$7500 of that. Hiring Kate Ridenouer as the grant writer for 3 months was approved. MOTION: Tim Allen, Seconded: Lori Stokes  
Vote: Approved by unanimous consent.

- An Employee Retention Credit project was discussed. Aprio, a third-party provider, brought to the school the possibility of Federal funds due to not closing the school, not reducing staffing and not taking a PPP loan. Conditional approval was given to hire Aprio for \$2500 and then \$250 per hour based on the satisfactory response to outstanding questions about SWA's eligibility in the program. MOTION: Tim Allen, Seconded: Lori Stokes Vote: Approved by unanimous consent.
- Summer camps and credit recovery classes were discussed. This would be a way to allow teacher to have work over the summer break and provide families with needed daily activities for students.
- The recommendation as made to select a teacher representative to sit on the Board as a non-voting member. This representative would not attend closed sessions, but would be able to provide teacher feedback to all issues being discussed during Board meetings. This recommendation was accepted by the Board.
- It's time for the first 90-day Head of School evaluation. A plan was made to perform this evaluation within the next 2 weeks.

## **V. Finance Report**

Tim Allen, Sarah Karsen and Dr Schultz went over the financial reports provided. Reports are included in the attachments to the minutes.

## **VI. Actions Taken**

- Two policies that are already in place were discussed to re-approve as stand-alone policies. It was recommended by our HR third-party provider that the Policy Prohibiting Drugs and Alcohol as well as the Policy Prohibiting Discrimination, Harassment and Retaliation be pulled out, discussed individually and made stand-alone policies. MOTION: Tim Allen, Seconded: Gary Leonard Vote: Approved by unanimous consent.
- Board training was discussed and determined that a formal training session would take place by the end of the second quarter 2021.

## **VII. Board entered closed session**

At 7:45 pm the Board entered closed session to discuss personnel matters. MOTION: Tim Allen, Seconded: Lori Stokes Vote: Approved by unanimous consent.

## **VIII. Announcements**

The Board left closed session and entered into the open session at 9:00 pm.

A motion was made to approve the 2021/2022 school year calendar. MOTION: Tim Allen, Seconded: Lori Stokes Vote: Approved by unanimous consent.

A motion was made to approve 3 new hires- a school nurse, a high school social studies teacher and an EC Director. MOTION: Lori Stokes, Seconded: Gary Leonard Vote: Approved by unanimous consent.

**IX. Next Board Meeting**

Ms. Henderson stated the next Board meeting will be held on Tuesday, February 23, 2021.

**X. Adjournment**

Motion made to adjourn. MOTION: Gary Leonard Seconded: Tim Allen Vote: Approved by unanimous consent.

Robin Henderson adjourned the meeting at 9:02 pm.

---

**Robin Henderson, President**

---

**DATE**