

**CORPORATION FOR EDUCATIONAL PARTNERSHIPS  
VIRTUAL BOARD OF DIRECTORS MEETING MINUTES  
August 18, 2020, 7:00 p.m.**

**I. Call to Order**

Robin Henderson, presiding: Meeting called to order at 7:06 pm

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

Staff: Dr. Tom Miller

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

The minutes for the August 11, 2020 Board meeting were approved. MOTION: Kay Smith, Seconded: Tim Allen Vote: Approved by unanimous consent.

**II. Open for Public Comment**

No one signed up for public comment for this meeting.

**III. Presentation of Head of School Report**

Mr. Dennis Noble, new administrator, introduced himself.

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

- First day of school update- we will be live on a YouTube channel to assist with communication, questions, etc. starting at 7:30 am. Day starts at 8:00 am for high school and 11:00 am for Middle School.
- HOS search timeline was updated and discussed. Target is to start the process the beginning of September; hoping to have the position filled sometime in November.
- Head of School job description was finalized and a motion was made to approve the job description. MOTION: Tim Allen, Seconded: Kay Smith Vote: Approved by unanimous consent. 7:21 pm
- Twelve staff members were trained (today) in CPR.
- School will reach out proactively for attendance at least for the first 5 days to ensure everyone can log in/take attendance.
- Budget has been updated again; there will probably be one more revision. Budget from last year has been fully reconciled with a good surplus.

- A third-party HR company, as well as a third-party finance company have been identified to assist until full staffing and procedures are in place. Motion to approve the contracts to engage these two companies for as-needed work. MOTION: Tim Allen, Seconded: Gary Leonard Vote: Approved by unanimous consent. 7:26 pm
- Motion to approve the three new hires. MOTION: Kay Smith, Seconded: Tim Allen Vote: Approved by unanimous consent. 7:29 pm
- Security and Safety- locks have arrived for the rekeying of all buildings; still waiting on the cylinders. Install to start Friday, August 21. Actively working on key code access now.
- Cybersecurity assessment to be completed next week. Will possibly recommend purchasing a cyber insurance policy for the school, especially due to all the remote learning taking place.
- Employee and Student Handbooks have been updated to include new Title IX and FMLA policies. Other updates to the Handbooks are anticipated over the next few weeks (specifically dress code.) Motion was made to approve the new Title IX and FMLA policies in the Handbook. MOTION: Kay Smith, Seconded: Tim Allen Vote: Approved by unanimous consent. 7:34 pm
- Need to get better clarity around salary ranges and extra duty pay. Effort being made to update all salary info with new 2020-2021 data and all will be communicated to staff in a timely manner.
- There will be a recommendation that the Finance Committee take a deeper review into external contracts.
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- Audit on campus went well; just completing follow up with a few items.

#### **IV. Next Board Meeting**

Ms. Henderson stated the next Board meeting will be held virtually on Tuesday, August 25, 2020.

#### **V. Adjournment**

Motion made to adjourn. MOTION: Gary Leonard Seconded: Lori Stokes Vote: Approved by unanimous consent.

Robin Henderson adjourned the meeting at 7:45 pm.

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**Robin Henderson, President**

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**DATE**