

**Aspire Trade High School BOD Meeting Minutes**

**Location:** Dale’s residence

**Date:** November 15, 2022

**Time:** 9:45 am – 10:30 am

# In Attendance

# Board Chair – Jim Secunda

# Vice Board Chair – Dale Halton

# Secretary – Derek Partee

# Board Member – Jennifer Nichols

Treasurer – Lauren Nicholson

# Agenda Items

1. **Review and Approve October 27, 2022 Minutes**

**Motion:** Jim Secunda: Motion to approve as written. Derek Partee: Seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Dale Halton, Lauren Nicholson and Jim Secunda.

# ATHS Policy Updates - Board Approval Needed

# Motion: Jennifer Nichols: Motion to add ATHS Policy Updates - Board Approval Needed to the agenda.

# Motion Approved: Voted Yes: Jennifer Nichols, Derek Partee, Dale Halton, Lauren Nicholson and Jim Secunda.

1. **Motion:** Derek Partee: Motion to approve ***School Calendar****. Updated to reflect 2023-2024 school year, includes 185 days of instruction (beginning on August 23rd and Ending on June 12)*. Dale Halton seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Lauren Nicholson, Dale Halton and Jim Secunda.

1. **Motion:** Jennifer Nichols: Motion to approve the ***Testing Calendar*** *- Updated to reflect 2023-2024 school year, added spring WIDA screening dates.* Jim Secunda seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Dale Halton, Lauren Nicholson and Jim Secunda.

1. **Motion:** Derek Partee: Motion to approve the ***Admission, Lottery, and Enrollment*** *-Updated to reflect changes required for weighted lottery, added information on eligibility, enrollment packet, enrollment priorities, information collected during lottery, and waitlist procedures.* Dale Halton seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Lauren Nicholson, Derek Partee, Dale Halton and Jim Secunda.

1. **Motion:** Jim Secunda: Motion to approve the ***10/20 Day Rule Policy****.* Dale Halton seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Lauren Nicholson, Dale Halton and Jim Secunda.

1. **Motion:** Dale Halton: Motion to approve the ***Employment Agreement Policy & Employment Agreement (Contract)*** *- Dates updated to reflect 2023-2024 school year, Updated 6. Termination to reflect that the board requests and agrees that 30-day notice is given prior to termination (wording adjust slightly based on feedback from NCDPI given that NC is an at-will employment state and either party may end the agreement at any time, without cause).* Derek Partee seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Lauren Nicholson, Dale Halton and Jim Secunda.

1. **Motion:** Jennifer Nichols: Motion to approve the ***School Health & Safety Standards*** *-*

*Added statement addressing diabetes and epinephrine considerations to ensure compliance with NC GS 115C-218.75a.* Jim Secunda seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Lauren Nicholson, Derek Partee, Dale Halton and Jim Secunda.

1. **Motion:** Jim Secunda: Motion to approve the ***Board Relationships with Organizations Formed for the School****.* Dale Halton seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Lauren Nicholson, Dale Halton and Jim Secunda.

1. **Motion:** Derek Partee: Motion to approve the ***Grievance Policy for Staff*** *- Added procedures for grievances that involve school leader (submit formal letter to board chair, board will investigate and provide response/report to staff within ten days), shortened timelines for process at level one.* Dale Halton seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Lauren Nicholson, Dale Halton and Jim Secunda.

1. **Motion:** Dale Halton: Motion to approve the ***Criminal Background Check for Volunteers*** *-Updated based on feedback from NCDPI Jan 2022-added statement indicating that any individual working directly with students will be required to submit a formal background check at the cost of the volunteer, added that no individuals on SBE revoked license list and/or sex offender registry will be allowed to volunteer in any capacity.* Derek Partee seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Lauren Nicholson, Dale Halton and Jim Secunda.

1. **Motion:** Jim Secunda: Motion to approve the ***Budget Approval Policy*** *-Language updated/added to reflect feedback from NDCPI.* Dale Halton seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Lauren Nicholson, Dale Halton and Jim Secunda.

1. **Motion:** Dale Halton: Motion to approve the ***Third-party Contracts Policy*** *- Language updated/added to reflect feedback from NDCPI.* Derek Partee seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Lauren Nicholson, Dale Halton and Jim Secunda.

1. **Motion:** Jennifer Nichols: Motion to approve the ***Audit Policy*** *- Language updated/added to reflect feedback from NDCPI (A-D).* Derek Partee, Jennifer Nichols, and Lauren Nicholson are the founding board members of Aspire Trade High School. We will appoint two additional new members. Jim Secunda seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Lauren Nicholson, Dale Halton and Jim Secunda.

1. **Motion:** Dale Halton: Motion to approve the ***Purchasing Policy*** *-Language updated/added to reflect feedback from NDCPI (Cash Disbursement Procedures).* Derek Partee seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Dale Halton, Lauren Nicholson and Jim Secunda.

1. **Motion:** Derek Partee: ***Student Records*** *- New policy-not completed last year for RTO*. Dale Halton seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Lauren Nicholson, Dale Halton and Jim Secunda.

1. **Motion:** Jennifer Nichols: Motion to approve the ***Student Code of Conduct*** *- New policy-not completed last year for RTO.* Jim Secunda seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Dale Halton, Lauren Nicholson and Jim Secunda.

1. **Motion:** Derek Partee: Motion to approve the ***Family and School Communication*** *- New policy-not completed last year for RTO.* Dale Halton seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Lauren Nicholson, Derek Partee, Dale Halton and Jim Secunda.

# Principal Search

# We have received 28 resumes and we have a candidate we will be interviewing on Friday. Jennifer passed around the candidate’s resume for the board to review. We will let you know how it goes.

# Construction Update

# The second story will be completed in the next two weeks. The walls are going up very quickly and we are on schedule. Jennifer Price from Samet reached out to ProCore (construction software) to see if they would be interested in partnering with us to provide software or software training to our students. We will be inviting the board to the Topping Off Party –this is when we place the final steel beam on the building. Jennifer and Marianna have been meeting with Meteor Education – they are the furniture design team for the building. We have reduced the budget from $800,000 to $500,000 by selecting only the furniture we need right now. We need to live in the building first to see exactly what we need. We need all the furniture to move around as needed and items such as White Boards and tables all have wheels to we can move them.

# Potential Lab Update Oerlikon and Google/Mandiant

## We are waiting to hear back from Oerlikon. We toured their factory and they do CNC Machining and 3-D printing using metal powders to print parts that are then finished with machining. We are still working on Haas. We have started conversations with Tom (former owner of Mandiant) who sold his company to Google. We are hoping to partner with them for the computer technology lab. We have sent in our grant application to Atrium and the Women’s Impact Fund. Our partnership program with the companies and our labs in our school is unique and it is very exciting to our supporters.

# Marketing

1. Website Hits (since last BOD meeting and total) - 33.6 average visits per day, 26 new visits per day, 1769 to 2244 new visits
2. Student Interest/Enrollment-Totals to Date – we went from 211 to 223.
3. Media print and digital campaign update

All newspaper ads are running for 8 weeks in Lake Norman Publications, The Gaston Gazette, and The Concord Independent Tribune. The Lake Norman ones also have stickers on the front page.

1. Facebook campaign update

We have continued with our higher budget, expanded Facebook ad campaign. Our “Likes” have increased from 270 to 275. Our reach has increased from 40,063 vies of our ads to 66,555 views.

1. **Financing Update**

# We have signed with Ecofin for 16.7 million at 7.6% interest. We have the option to finance an additional 3 million of sub debt with another party. This will finance the total project. The sub debt interest is estimated to b 9-10%.

# Next Meeting

# Our next meeting is scheduled for Tuesday, December 20th at 9:45 am.

# Motion: Motion to adjourn meeting. Dale Halton: Motion to adjourn.

Lauren Nicholson seconds the motion.

**Motion Approved:** Voted Yes: Jennifer Nichols, Derek Partee, Lauren Nicholson, Dale Halton and Jim Secunda.

# Meeting adjourned at 10:30 am