

Wilmington School of the Arts
Meeting of the Board of Directors
1911 Perry Avenue
Wilmington, NC 27401
October 28th, 2018
6:00 p.m.

Meeting called to order at 6:00 p.m.

In attendance: Barry Rice (BR) John Westberg (JW) Elizabeth Naegele (EN) Emily Orr (EO) Tom Martyn (TM) Joshua Bailey (JB).

Absent: Lily Nelson (LN) Danielle Gagnon (DG).

EO asks for clarification about DG's status. BR states that DG has agreed to stay on the board through January. EO suggests that we accept her resignation now. Brief discussion. TM makes a motion to accept DG's resignation. JW seconds. Motion passes with all voting in favor. BR will contact DG during the upcoming week to communicate this board action to her.

BR asks if all have read meeting minutes from October 14. TM makes a motion to approve the minutes. JW seconds. EO asks about August minutes. DG has provided them. TM asks if we are caught up with other minutes. Answer is yes. TM makes a motion to approve the minutes from the August 12 and October 21 meetings, as well. JW seconds. Motion passes unanimously.

BR reminds board that JB and LN have many connections in the community. JW explains about Foundation Forward, Inc. They work with charter schools in obtaining grants. They brought 1776 here to Thalian Hall.

JB is setting up a meeting with Chandler Davis, artistic director of the Thalian association to find ways the Thalian Association Children's Theatre can partner with our school mission and pass information to parents.

Financial Update (TM)- We have \$241 in the account.

RTO materials - new set of documents that were completed are up for approval today. EN has coordinated this project and leads discussion.

- Testing Coordinator - JB asks why we are not assigning this to the AP. Discussion about DPI's request for a separate job description for the RTO. TM makes a motion to accept the policy as is. EN seconds. Motion passes unanimously.
- Testing Calendar - JW makes a makes a motion to accept the policy. TM seconds. Motion passes unanimously.
- Employment Contract - JB makes a makes a motion to accept the policy. TM seconds. Motion passes unanimously.
- Instructional Programming - JW makes a makes a motion to accept the policy. TM seconds. Motion passes unanimously.

- Structure/Length of School Day - EO makes a makes a motion to accept the policy. JW seconds. Motion passes unanimously.
- Admissions Policy - Discussion about best way to communicate with parents about how to accept seats. Policy outlines that parents will mail in the acceptance letter. Change of 30-day window to return letter to 10 days. TM makes a makes a motion to accept the policy with these changes. JW seconds. Motion passes unanimously.
- Lottery Policies - tabled until actual application form can be seen by the full board.

EO asks for clarification on criminal background checks for employees as compared to volunteers. What is the definition of a volunteer? JB suggests adding language to reflect that "unsupervised volunteers" will be subject to a criminal background check. Language will be modified before the document is present to the board for approval.

Upcoming events at DPI. Discussion about training on October 31st. BR, EO, JW, and TM will be attending. TM will pick up BR and JW in Wilmington and they will carpool together to Raleigh.

Clarification interview Nov 5. BR wants to be sure we are ready to answer questions about Wit and Wisdom as per the audio of the October CSAB meeting.

Marketing. Foxes Boxes is November 1st. JW asks for clarification about who will be attending the event. Print materials including the interest form will be distributed. Corrections and updates have been made to the marketing materials.

Survey link is still displaying incorrectly in some places. It will be corrected ASAP.

Director of Operations. BR and JW recommend that upon approval, EO be appointed to the position with a starting salary of \$1500 a month, funding TBA. JW moves to hire EO, TM seconds. Motion passes unanimously. EO expresses that she does not think she will be able to commit to the time required to continue on the board once the position starts.

TM makes a motion to adjourn the meeting. JW seconds. Motion passes.

Meeting adjourned at 7:24 p.m.

Next meeting is scheduled for Sunday, October 28th at 6:00 p.m.