

Quality Education Academy (QEA)
(K-12)

Board Meeting Minutes

April 13, 2020

Meeting took place via Zoom Virtual Meeting due to Executive State Order to Close Public Schools through May 15, 2020

Members Present:

Dr. Jefferson Caruthers, Jr
CEO - Tonya Bellanger
James Gadson
James Covington
Walter Weathers
Adolphus Coplin
Nikki Williams (Hall)
Roy Oliphant

Absent Members:

John Foxworth

Welcome

The meeting was called to order at **6:01 pm**. It was determined that a quorum of Board Members was present thus, the meeting proceeded. The Chairman called for the reading of our Mission, Vision, and Core Values statements. These statements were read by CEO, Mrs. Bellanger. The Chairman stated he would like to address the Public Comment Section of our previous Board Meeting Minutes before going any further. He said according to Robert's Rules of order, this section of the minutes was written inappropriately. The March 9, 2020 Board Meeting Minutes' Public Comment Section was basically a dictation word for word describing everything that was said at the meeting, however, the minutes should have only provided the following information:

- The name/names of the attending visitor(s) who had a comment/question
- The comment/question that the visitor(s) presented
- The action from the Board, provided there was an action required or taken

He added only relevant comments should be documented in the minutes. The Chairman then informed Board Members in an effort to stay in alignment with Robert's Rules of Order, from this point forward at the beginning of all Board Meetings any Board Member who perceives that he/she will have a conflict of interest with any item/issue being discussed at that meeting must state their conflict of interest and dismiss themselves prior to the meeting discussion. The Chairman called for the reading of the previous Board Minutes.

Reading and approval of the March 09, 2020 Minutes

After allowing all Board Members the opportunity to read over the minutes from the previous March 09, 2020 Board Meeting the Chairman called for a motion to receive the minutes. Mr. Gadson made a motion to receive the minutes with proper correction if there be any and Mr. Weathers seconded the motion. The vote was put through using the roll call method. The motion carried.

Public Comment

There was no Public Comment.

From the Chairman

The Chairman said he would like to commend the CEO and staff for the proactive manner in which they have been working with the State and being mindful of the safety of both our scholars and staff. He looks forwards to a successful ending of this school year.

Old Business

Mrs. Bellanger informed Board Members that updates to our school website are still being made however the page for the Board of Directors and posted minutes is now available as requested in previous board meetings. There is a link on the QEA website that will allow access to our Board Meeting schedules as well as Board Meeting Minutes. Mrs. Bellanger mentioned she would like to add a group picture of Board Members to the website as soon as it is feasible.

New Business

Mrs. Bellanger notified Board Members of a Small Business loan, the Payment Protection Program (PPP), the Government is currently offering due to the COVID-19 Pandemic. This loan will assist with payroll and other business expenses. In order to receive this loan, one must apply online and supply related documents such as payroll/tax forms to support the amount being requested. The loan amount can be forgiven provided the company maintains the same number of employees for a certain length of time after the pandemic is over. Mrs. Bellanger said not all of the information regarding the loan is available at this point, however she will provide more information as it is available. The Chairman called for a motion to give Mrs. Bellanger approval to apply for the Small Business Loan. Mr. Gadson made a motion to give Mrs. Bellanger approval to apply for the Small Business Loan and Mr. Weathers seconded the motion. There was a roll call vote and the motion carried.

Chief Executive Officer's Report

The CEO addressed the Board in the following areas:

Academic

Mrs. Bellanger told Board Members in person weekly Professional Development has been cancelled at this time due to the COVID-19 pandemic and the statewide school closings. However, Team Leaders continue to have weekly training/development meetings with Teachers via teleconference. Mrs. Bellanger added North Carolina received a federal waiver for all EOC/EOG testing for the 2019-2020 school year. Currently, we are awaiting State level approval once the NC General Assembly reconvenes at the end of April.

Mrs. Bellanger presented to the Board documents produced by the NC Department of Public Instruction in regards to attendance and grading procedures for the remainder of the school closure. The specifics for remote learning were noted as well as the plan to graduate seniors. Quality Education Academy will follow the guidelines as approved by the State Board of Education in regards to attendance and grading.

Operational

This week April 13th - April 17th QEA is on Spring Break as scheduled in the school calendar. At this point, all School buildings remain closed per Executive State order. Cleaning services continue to ensure that the buildings stay properly sanitized. Entrance to the Buildings is only permitted upon the approval of the Director of Operations, Mr. Stevenson.

The School Nutrition Department continues to provide free grab-and-go breakfast and lunch curbside pickup and they also have a mobile site in the Piedmont Circle Community. They have been serving 200 to 300 meals daily.

Mrs. Bellanger informed Board Members of a new grant that she is in the process of exploring. The grant would be sponsored through Winston-Salem Foundation COVID-19 Response Fund and it would allow the school to feed parents in addition to scholars. Mrs. Bellanger will provide more information once it is available.

Financial

Mrs. Bellanger reviewed the Financial Report for the month of February 2020. There were no questions regarding the financial report. The Chairman called for a motion to receive the CEO's report. Mr. Oliphant made a motion to receive the CEO's report and Mr. Coplin seconded the motion. There was a roll call vote and the motion carried.

Mrs. Bellanger notified Board Members that some local schools are choosing to use a portion of the State funds (\$50 Million Stimulus) as a reimbursement stipend for the teachers' internet usage while they're home schooling their classes during the COVID-19 pandemic. Mrs. Bellanger went on to explain she feels this is a good idea because while no one has asked for the reimbursement, she thinks this is only fair because teachers are now being required to use their own resources. Mr. Gadson and Mr. Coplin agreed with Mrs. Bellanger stating this reimbursement will show teachers they are appreciated, boost employee morale, and may aide in employee retention. The Chairman asked how much the reimbursement would be. Mrs. Bellanger told him it would be \$150 per teacher. The Chairman called for a motion to use State funds given to the school to reimburse the teachers for their home internet usage during this COVID-19 pandemic. Mr. Weathers made a motion to provide the teachers with a reimbursement stipend for their home internet usage during this time. Mr. Gadson seconded the motion. There was a roll call vote and the motion was carried.

Governance Policies

Mrs. Bellanger said there are no Policies to update at this time.

Adjournment

The Chairman called for a motion to adjourn. Mr. Weathers made a motion to adjourn and Mr. Oliphant seconded the motion. There was a roll call vote and the motion carried. The meeting was adjourned at 7:05 PM.

Announcement

The next Quality Education Academy Board meeting is scheduled for **Monday, May 11, 2020 at 6:00 PM**. A notification to all Board Members will be sent prior to the scheduled meeting. A copy of the previous month's minutes will be emailed to all Board Members in addition to the meeting notification.

Upcoming Board Meetings

Monday, June 8, 2020

Minutes recorded by **S. Adams**