

# **Southeastern Academy Charter School**

## **Board of Directors Meeting Minutes**

**Date:** Tuesday, March 31<sup>st</sup>, 2020

**Time:** 6:00 pm

**Location:** Southeastern Academy Charter School – Zoom

**Call to order:** Meeting called to order at 6:04 pm

Lori Blackley

**Roll Call:**

Lori Blackley

Board Members Present: Lori Blackley, Greg Caulder, Angelica Chavis-McIntyre, Shelley Foil, Tami George, Scott McLean, Paru Patel, Gwendolyn Roberts-Payne

Board Members Absent: Paul Bass

Others Present: Tanya Branch, Kristen Stone

**Mission Statement:**

Lori Blackley

*Southeastern Academy Charter School will maintain high expectations and promote excellence, especially in the fields of math and science for all students. The school, within its rural community, will foster a caring and creative learning environment. The school emphasizes the social, emotional, physical, and intellectual development of each child. This will be obtained through learning experiences that help children reach their greatest potential in order to function as independent learners in a diverse and ever-changing society*

**Vision Statement:**

Lori Blackley

*A Diverse Family of Learners that Seek to Challenge the Whole Child Through Innovation.*

**Approval of January 28<sup>th</sup>, 2020 Meeting Minutes –**

MOTION: Gwendolyn Roberts-Payne made a motion to approve the January minutes as written. Greg Caulder seconded the motion. All in favor. Motion carried.

**Resignation –**

Mrs. Kristen Stone submitted her resignation to the board via email on March 4<sup>th</sup>, 2020. On March 5<sup>th</sup>, she informed the SeA staff and posted an announcement of her resignation on the SeA Family Private Facebook page. On March 6<sup>th</sup>, the SeA Board sent a school-wide email informing SeA families of the resignation. On March 27<sup>th</sup>, Kristen Stone rescinded her resignation and informed the SeA staff on March 30<sup>th</sup>. The board learned that Mrs. Stone's resignation was rescinded at the board meeting on March 31<sup>st</sup>.

**Student Update –** Jacob Moore, a SeA 1<sup>st</sup> grader, passed away on March 28<sup>th</sup>, 2020. His funeral will be held on Friday for family due to the current coronavirus restrictions. The school is sending a spray of flowers with a firetruck to the funeral service. A Celebration of Life event will be scheduled once the restrictions have been lifted and it is deemed safe. At the start of the 2020-2021 school year, fire truck play equipment and a dedication ceremony will be scheduled in honor of Jacob.

**Committee Reports -**

*Finance* – Tami George, chair

Tami George reported that the Finance committee has scheduled, rescheduled and cancelled their March meeting due to the coronavirus restrictions. No report.

*Policy* – Greg Caulder, chair

The Teleworking policy will be addressed in the Principal's Report.

*Education* – Gwendolyn Roberts Payne, chair

Gwendolyn Roberts-Payne reported that the Education committee has not met. She thanked for Mrs. Stone and teachers for their efforts in quickly putting virtual learning in place for our students. She also suggested that the board should come up with a way to recognize and thank the teachers and staff when we are able.

**Report from the Principal** – Kristen Stone

1. Distance Learning/Accountability
  - a. End of Grade Testing has been cancelled by the State Board of Education
  - b. Teachers have been instructed to provide at least 3 live sessions each week and all assignments are to be posted on Google Classroom.
  - c. We have had growing pains. Online school takes months to plan effectively. Our teachers only had a few days to plan for it. We are continuing to adjust as needed.
  - d. If school resumes May 15<sup>th</sup>, then guidance on grading will come from the DPI/State Board of Education. Our teachers are continuing to grade, however, each grade counts the same percentage. If school does NOT resume, the grading cut off will be March 13<sup>th</sup> which is the end of the 3<sup>rd</sup> quarter.
  - e. Tues, March 17<sup>th</sup> counted as a teacher workday. School resumed for students on March 18<sup>th</sup>.
2. Lottery Updates – 286 applicants as of 3/30/20. The lottery will be held April 8<sup>th</sup> at 4:00 on Youtube Live.
3. Spring Break – Mrs. Stone recommended that SeA still have Spring Break with the exception of having class on Friday, April 10<sup>th</sup>. MOTION: Gwendolyn Roberts-Payne made a motion that we accept Mrs. Stone's recommendation to continue with Spring Break with the exception of holding class on Good Friday April 10<sup>th</sup>.
4. Board Meeting Date Change – The June meeting has been changed from June 23<sup>rd</sup> to June 16<sup>th</sup>.
5. Approval of Teleworking Policy – The Teleworking Policy was emailed to all board members for review prior to the meeting. MOTION: Gwendolyn Roberts-Payne made a motion that the Board accept the Teleworking Policy as written. Seconded by Greg Caulder. All in favor. Motion carried.
6. Approval of 2020-2021 Board Meeting Dates -The proposed 2020-2021 Board Meeting Schedule was emailed to all board members for review prior to the meeting. MOTION: Gwendolyn Roberts-Payne made a motion that the Board accept the proposed 2020-2021 Board Meeting Schedule. Seconded by Angelica Chavis-McIntyre. All in favor. Motion carried.

**Report from the Financial Secretary** – Tanya Branch, Financial Secretary

1. Financial Report – A deposit was received from PSRC today. PSRC has paid through the end of February. Still waiting on Bladen and Cumberland County. Tanya also reported

that she has received an email from DPI that the school will be receiving Covid-19 Supplemental Funds in the amount of \$9245. The funds will revert after June 30<sup>th</sup>.

2. Repairs Update – The leak in the gym has not leaked since last reported. Therefore, we have not moved forward with having it repaired. The exit/entrance area of the parking lot has been paved.

**Other Business –**

**Adjournment** – MOTION: At 6:33 pm, Gwendolyn Roberts-Payne made a motion to adjourn the meeting. Seconded by Greg Caulder. All in favor. Motion carried.

The SeA Board meeting was adjourned at 6:35 pm by Chairman, Lori Blackley.

Next meeting will be held on April 31<sup>st</sup>, 2020 at 6:00pm via Zoom.

# SOUTHEASTERN ACADEMY CHARTER



## Financials as of February 28, 2020

<b>Expenses</b>	<b>Budget</b>	<b>Actual - YTD</b>	<b>Remaining</b>
Total 1. Administrative Services	32,750.00	22,090.61	32.55%
Total 2. Benefits	388,930.36	239,909.03	38.32%
Total 3. Books & Supplies	60,500.85	48,721.36	19.47%
Total 4. Contracted Student Services	61,223.25	40,746.83	33.45%
Total 5. Copier/Reproduction Cost	13,000.00	9,018.36	30.63%
Total 6. Facilities	43,000.00	15,846.89	63.15%
Total 7 Insurances	24,200.00	19,090.17	22.00%
Total 8. Non-Cap Equipment	9,346.12	6,346.12	33.00%
Total 9. Rents & Debt Service	46,311.30	0	100.00%
Total 10. Salaries & Bonuses	968,571.00	616,379.83	36.36%
Total 11. Staff Development	20,000.00	17,171.45	14.14%
Total 12. Technology	26,681.33	7,746.58	70.97%
Total 13. Transportation & Travel	12,000.00	4,953.81	58.72%
Total 14. Utilities	36,500.00	27,486.34	24.69%

<b>Revenue</b>	<b>Budget</b>	<b>Actual</b>	<b>Remaining YTD</b>
Total State Revenue	\$1,548,911.00	\$605,379.97	39.08%
Total Local Revenue	\$ 133,245.60	\$77,501.56	58.00%
Total Federal Revenue	\$ 36,482.00	\$14,340.45	39.31%

## FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

### Purpose

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 2, 2020, until December 31, 2020. Our existing FMLA leave policy, if any, still applies to all other reasons for leave outside of this policy.

### Expanded FMLA Leave

#### Employee Eligibility

All employees who have been employed with Southeastern Academy for at least 30 days.

#### Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation

- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

### **Duration of Leave**

Employees will have up to 12 weeks of leave to use from April 2, 2020, through December 31, 2020, for the purposes stated above.

### **Pay During Leave**

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee’s regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

### **Employee Status and Benefits During Leave**

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such

benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

### **Procedure for Requesting Leave**

All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to the HR manager as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with any Department of Labor (DOL) required notices.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

### **Employee Status After Leave**

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. If the position the employee held before leave started no longer exists due to economic conditions or operational changes that are made because of the public health emergency, and no equivalent position is available, the employee will not be returned to employment. However, for the period of one year after qualifying leave under this policy ends, Southeastern Academy will make reasonable efforts to contact the employee if an equivalent position becomes available.

Please contact the HR department with any questions.

### **No Further Leave Rights**

Nothing in this policy shall confer any additional rights to employee regarding leave beyond those contained in the FFCRA. Specifically, if the [insert organization name] is not otherwise required to provide traditional FMLA, it shall not be required to provide traditional FMLA.

### **Emergency Paid Sick Leave**

#### **Eligibility**

All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

(A) under 18 years of age; or

(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

[Note: A definition for “individual” should be provided as soon as more guidance is available.]

#### **Amount of Paid Sick Leave**

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:



- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

### **Rate of Pay**

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

### **Interaction with Other Paid Leave**

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

### **Procedure for Requesting Emergency Paid Sick Leave**

Employees must notify their manager or the HR manager of the need and specific reason for leave under this policy. A form will be provided to all employees on the company intranet and/or in a manner accessible to all. Verbal notification will be accepted until practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

### **Carryover**

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

**Southeastern Academy Charter School**  
**12251 NC Hwy 41 N – Lumberton, NC 28358**  
**[www.southeasternacademy.org](http://www.southeasternacademy.org)**

**Effective Date: April 29, 2020**  
**Approved Date: April 28, 2020**  
**Last Revised Date:**

**Job Protections**

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Please contact Head of Southeastern Academy with any questions.

**Compliance with State and Federal Laws.**

This policy is intended to comply with state and federal laws and regulations and should be interpreted consistent with those laws and regulations.