



CHARLOTTE
Secondary School

MINUTES
DECEMBER 5, 2023
REGULAR MEETING
google meet

- I. Call to Order - 6:43pm**
 - a. Roll call. Bass, Bellamy, blackmon, Roger's rudick : jones-Harvey, miller, joseph
 - b. Confirmation of quorum - yes
- II. Approval of the Agenda - motion - bass. Second - Rogers. Aye -4 nay 0**
- III. Approval of the Minutes from 11/7/23 motion Bass second Bellamy aye - 4**
- IV. Motion to add Charis Blackmon to the board as a general director- bass. Second - Rudick. Aye - 4. Nay - 0. Welcome Ms Blackmon!**
- V. Reports**

a. Head of School Report

12/5/23

Enrollment: (164)

*Lost 3 students for mental health reasons

*We enrolled 2 new middle schools

*We have at least 6 high school students wanting to enroll beginning of 2 nd semester (Jan. 19)

HR:

*Mrs. McMurchie joined the team as the middle/high school Art Teacher

*Mr. Figueiroa is the long-term Elective Teacher sub. He is a former teacher with CSS

* Mrs. Joseph has joined CSS as a sub. She will help with coverage when teachers are absent

*We would like to finalize Ms. McGriff as the Testing Coordinator. The position was posted internally and externally for 3 weeks

*We continue to search for a certified ELA high school teacher

Teaching Certification Update:

*Ms. G. Thomas is on track to complete her required CEU's by 2 nd semester

*Ms. Wilson is working on her Residency Licensure

*Mrs. McMurchie is working to reinstate her expired licensure, the plan is for her to have it completed by 2 nd semester

*By 2 nd semester, we should be compliant with our 50% of teachers certified

Academics:

*Progress reports for Q2 went home 12/4

*Credit Recovery for high school students who have missed 10 or more days will be offered through Edgenuity. The students will have from Dec. 15- Jan. 15 to recover their hours. Notices to parents will go home next week for those students who qualify.

*The Admin Team would like to make adjustments to the discipline policy. New policies will be communicated to families and students via CSS Newsletter, copies of the changes will be sent home with all students and teachers will post new changes on Google Classroom. Updated handbook will be posted on the Website.

1. Admin reserves the right to restrict phone privileges/usage/ possession of phone when students are involved in behaviors that affect school culture.

2. Failure to report a dangerous situation such as a fight or a weapon on campus can receive up to 5 days Out of School Suspension (OSS)

3. Any student who stays around, videos or post a school alteration on campus can receive up to 5 days of Out of School Suspension (OSS)

Charter Renewal:

*The Self-Study was submitted on Nov. 28 th . I will keep everyone informed when the sight visit



CHARLOTTE
Secondary School

is scheduled.

*Ms. Iris will pay the \$500.00 dollar fee before we go out on winter break.

b. Budget Report

after much discussion, and two votes,
motion to approve bonus for staff for 5% for this semester with a second vote on Mar 5 to
decide on end of year bonus percentage.

with only one dissenting vote, it would have passed but felt the need to be sure we are on
the same page regarding large budget decisions.

motion - Bass second - Bellamy

Aye 4 nay - 0 (Blackmon had left the meeting at this point)

c. Committee Reports/Review Goals - assign members - shelved for next meeting

i. Governance Committee

ii. Personnel Committee

iii. Marketing Committee

iv. Finance Committee

d. PTO report

Pto begins penny drive for the new year. Shirts are still under discussion

VI. Old Business

**a. levine - letter to be drafted by Monday dec 11 by Bellamy, miller and perhaps
Blackmon since the Levine office cannot set a meeting**

**b. bus - no change. Board asks that a deadline be set for progress. Hos will have
estimates in hand for January meeting**

VII. New Business

a. Read policies & approve . Handbook with be reevaluated and all new policies in place
by 2023-24 school year

Nepotism approve -Bellamy second- Bass
aye - 4 nay-0

Parent Grievance approve -Rogers second-Bass
aye - 4 nay-0

Employee Grievance approve - Rogers second-Bass
aye - 4 nay- 0

board criminal history check policy - **not ready**

Board Conflict of Interest Policy approve - Rogers second- Bass
aye - 4 nay - 0

Board Admissions and Enrollment policy - **not ready**

b. DPI code 16 ncc 06g.0506 - response sent in

c. 60K Single Audit Report - response sent in



CHARLOTTE
Secondary School

- d. **set meetings for budget assessment & final review of meeting Jan 11, 2023 set for Bass, Rogers and Jones Harvey.**

- VIII. Comments or Announcements - will meet in a short session before the end of year to finalize policies**
- IX. Adjournment of Meeting - 8:42 motion - Bass second - Rudick**

- X. Upcoming Regular Meeting Dates**
 - 1/9/2024 in person
 - 2/6/2024 google meet
 - 3/5/2024 in person
 - 4/9/2024 google meet
 - 5/7/24 in person