



Carolina Achieve BOD Meeting Minutes  
February 10, 2025 | 5:00 PM EST  
Virtual

#### ATTENDANCE

Board Members present: Tiffany Alrefae, Jeff Clark, Anjanette Miller, Thomas Nechyba, John Oxaal, Charles Lopez, Makayla Booker

Absent: None Absent

Guests: Trip Cogburn, Head of School

There was a quorum present.

#### NOTICE

Notice was provided. A waiver of notice is not included.

1. John Oxaal called the meeting to order at 5:07 PM. Tiffany Alrefae was absent at the start of the meeting and joined the virtual meeting at 5:15 PM.
2. Charles Lopez read the Carolina Achieve Mission Statement.
3. Approve Agenda – Thomas Nechyba moved to approve the agenda as presented. The motion was seconded by Anjanette Miller and was unanimously approved. After discussion, Anjanette M move to amend the agenda to include discussion on the 200 & 300 student budgets. Jeff Clark seconded the motion and was unanimously approved.
4. Approve minutes from Jan meeting – Thomas N moved to approve the meeting minutes from January 2025. The motion was seconded by Maykala Booker and was unanimously approved.
5. Construction update – John O. sent the construction schedule to the team via email prior the meeting for review. Currently, Hubrich Construction is waiting on approval from Orange County of the erosion control plan. They are hoping to get constructive feedback soon from the Orange County inspector. Anjannette M. asked if there were any other concerns regarding the construction. John O. ensured that we would follow the construction plan. John added that colors were selected for the modular classrooms.
6. Finance Update – John O. provided an updated adding that the Board needs approval to proceed on the budgets. He added that there are a few variables that can impact the budgets, i.e. national school lunch program, number of students attending from Alamance County vs. Orange County. Due to needing more time for discussion, Anjanette made a motion to move the budget approval to another date and time. John Oxaal seconded the motion and was unanimously approved.
7. Student Recruitment update – Trip Cogburn provided an update on student recruitment, noting an increase in applications following the groundbreaking ceremony. He reported up to 15 new applications, bringing the total to 90 as of today's meeting. He expressed confidence that the enrollment requirements will be met.

**8. Items for Board Discussion –**

- a. Health and Safety Policy
- b. Carolina Achieve Finance Policy
- c. Governing Board School Calendar
- d. Financial Policies Rev 2.1
- e. Student Testing Policies - Schedule
- f. Governing Board By-Laws
- g. Governing Board Evaluation Policies
- h. Employee Handbook
- i. Grievance Policy - Employees
- j. Grievance Policy - Students/Parents
- k. BOD Member Residence Policy
- l. BOD Meeting Calendar Policy
- m. BOD Budget Approval Policy
- n. BOD Third Party Contracts Policy
- o. BOD Audit Policy
- p. Purchasing Policy
- q. BOD Relationship w/ 3rd. Party Orgs
- r. Criminal Background Checks for Staff
- s. Volunteer Policy
- t. Admissions & Lottery Policy
- u. Document Retention Policy
- v. Student Records & Confidentiality
- w. Conflict of Interest Policy
- x. Nepotism Policy
- y. Lunch Service Policy
- z. Board Evaluation Tools
- aa. Board Evaluation Tools – Head of School
- bb. Report Card Policy
- cc. Employee Handbook
- dd. Student Retention Policy
- ee. Student Promotion Policy
- ff. Family & School Communications Policy
- gg. Campus Visitors Policy
- hh. Staff Evaluation Policy
- ii. Student & Family Handbook
- jj. Student Accountability Plan - Comms
- kk. Instructional Programming- Struct of School Calendar
- ll. Instructional Programming - School Day Structure
- mm. Instructional Programming - Grading Scales Policy
- nn. Student Accountability - Test Security
- oo. Request for Student Records Template
- pp. Key Staff - Hiring Plan

- qq. Key Staff - Professional Development Calendar
- rr. Key Staff Beginning Teacher Support Plan
- ss. Key Staff - Hiring and Licensure
- tt. EC - NC Policies
- uu. EC- Safeguards HB - Parents Rights

**Thomas N. made a motion to approve all policies. The motion was seconded by Anjannette Miller and was unanimously approved.**

9. Calendar of events – Trip C stated that there are three virtual sessions scheduled. He is also working with the Mebane Business Association and their support of a Habitat for Humanity event on 2/21/25. He believes this will add value to our partnership with the MBA. Finally, he added that he is preparing for Mebane’s Dogwood Festival, which has brought out the community and the school can be on display.
10. Charles L. noted that the next meeting is scheduled for March 10<sup>th</sup>, 2025 at 5:00 PM.
11. Adjournment – A motion to adjourn the meeting was provided by Charles Lopez and seconded by John Oxaal and was unanimously approved at 05:43PM.
12. Other Business:
  - a. During its Closed Session, **the Board established an Audit Committee** to oversee the recruitment of a third-party independent auditor. Jeff Clark will serve as Chair, with Anjannette Miller and Tiffany Alrefae as members. The committee will meet with three highly recommended auditors, select one, and present a recommendation to the Board at the next board meeting.
  - b. During its Closed Session, **the Board adopted its lottery policy**, which will conclude the Open Enrollment period on February 14, 2025 and accept all new applications, up to capacity. Thomas N. made a motion to proceed. **The motion was seconded by Jeff Clark and was unanimously approved.**
13. ***Special Budget Meeting – The Budget meeting was held on 02/18/2025 at 5:15pm.***  
**Members Present:** John Oxaal, Charles Lopez, Tiffany Alrefae, Thomas Nechyba, and Jeff Clark, and Anjanette Miller. A quorum was present.  
**Members Not Present** – Makayla Booker  
**Others Present** – Trip Cogburn, Head of School  
John Oxall presented two budget scenarios based on enrollment projections of 210 and 300 students. The Board raised questions regarding the transportation line item, student home addresses, and related data to inform the decision-making process.  
Thomas N. inquired about the school’s mission and its commitment to ensuring access for a diverse student population. The Board engaged in further discussion about potential budget adjustments that would not impact transportation. Additional concerns were raised about the implications of removing transportation, including its effect on the school's messaging, website revisions, and overall culture before operations begin.  
Following extensive discussion, **Thomas N. moved to approve the 210-student budget as amended. The motion was seconded by Anjanette Miller and unanimously approved.** The meeting was adjourned at 6:00 PM.

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