



PRE-APPROVED MINUTES

Carolina Achieve BOD Meeting Minutes

May 12, 2025 | 5:00 PM EST

Virtual: <https://rebrand.ly/Virtual-Info-Session>

ATTENDANCE

Board Members Present: Charles Lopez, Anjannette Miller, Jeff Clark, Thomas Nechyba (joined at 5:05 pm), John Oxaal, Tiffany Alrefae

Absent: Makayla Booker

Guests: Trip Cogburn, Head of School, Krsity Phillips, Vertex

A quorum was present.

NOTICE

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

- 1) John Oxaal called the meeting to order at 5:03 P.M. with a quorum present.
- 2) John Oxaal read the Carolina Achieve Mission Statement.
- 3) Approve Agenda: Jeff Clark made a motion to approve the agenda; Charles Lopez seconded it. The motion passed unanimously.
- 4) Approve Minutes—Jeff Clark made a motion to approve the minutes; Anjanette Miller seconded the motion, which passed unanimously.
- 5) Vertex Education - John Oxaal introduced Kristy Phillips as a guest in the meeting. She represents the lunch program. Kristy Phillips confirmed that the RFP process has been ongoing. The bids closed today (5/12/25) without any submissions. Compass, Chartwells, and K&W were contacted. Compass of Raleigh stated that they cannot serve a school of our size. There has been no word from Chartwells. She is still waiting on K&W regarding whether they will submit a bid. Kristy has also contacted a new contact there to return a call, hoping they will bid. Kristy anticipates they will. There are other options, even if these all fall through because the official bid closed; we can now pursue other vendors individually. Spencer Brown (Alamance Burlington School District) is an option that we can contact. John Oxaal asked about the timeline. Kristy Phillips could not provide a specific date but will work to get a bid in place this week. Once that happens, we'll seek DPI approval and then signatures. The whole process should be done by June 30, 2025.
- 6) Construction Update – John Oxaal – John met with Hubrich in their office, meeting with their CFO and COO. He was informed that all permits are secured from Orange County, transportation NCDOT, and the City of Mebane. Everything we need to complete the construction site is ready to roll. The head of the project indicated that nothing stands in our way of opening on time. John Oxaal spoke with Carolina Modulars; the trailers are ready to go and will ship as soon as Hubrich is prepared for them. Erosion inspections and NCDOT delayed construction by six months explain our current situation.
- 7) Finance Update—John Oxaal—NC Access grants were unavailable to us this year. Hubrich has decided to give us a loan. John has looked at the loan documents carefully. The loan stipulations include a 9% interest and the loan term when we get our brick-and-mortar and add to the newest

loan. The interest rate is good for us as a school. Access to the loan is available immediately. Jeff Clark motions to approve the loan from Hubrich; Anjanette Miller seconds; unanimously moves to pass.

- a. Other finance updates: Carolina Achieve has received a generous donation of \$10,000 from a family, along with \$3,000 that will be allocated towards a playground. Additionally, a \$20,000 donation is in the final stages of discussion, which could be used for playgrounds or Chromebooks. Once the three donations are confirmed, we can build the playground.
- 8) Student Recruitment Update—Trip Congburn—Finally, John Oxaal created a breakeven budget based on a student enrollment of 150. We will also maintain the planned teacher-to-student ratio, meaning there will be one teacher and one ITA available in every classroom. Jeff Clark presented a motion to approve the breakeven budget, which was seconded by Thomas Nechyba. All were in favor, and the motion passed unanimously.
- 9) Policies for Board Review and Approval – John Oxaal
- a. Beginning Teacher Support Plan
 - b. Parents’ Bill of Rights
 - c. Mental Health Plan
 - d. Contingency Plan for Late Opening
 - e. Crisis Plan
 - f. EC Documents and Policies
 - i. A motion to approve policies A through E on the agenda remained. Thomas Necehyba made the motion; Anjanette Miller seconded it. All were in favor, and the motion passed unanimously.
 - ii. Jeff Clark moved to approve the EC documents and policies on the agenda, which was seconded by Charles Lopez. The motion passed unanimously.
- 10) Calendar of Upcoming Events: Trip Cogburn -**
- a. Trip Cogburn mentioned that virtual sessions are still scheduled and having traction. Trip Cogburn added that the Dogwood Festival was an excellent event for the community and recruiting.
 - b. The final RTO Verification meeting is on Friday, May 23rd, 2025; all are welcome to attend.
 - c. Background Checks Required—DPI requires a criminal background check every two years. John Oxaal sent out the form. It must also be part of the RTO submission due Friday, May 16th, 2025.
 - d. CSRFB Final Approval—Raleigh, NC—Finally, Trip Cogburn reminded everyone on the call that on Monday, June 9 - 11, there are in-person events that are vital to

the school's final acceptance. Anjanette Miller made note that she would be out of town as part of a fellowship program.

- 11) Closed Session—Based on Statute NC G.S. 143-318.11, a motion was made by John Oxaal, seconded by Jeff Clark, and unanimously approved to discuss personnel matters and salary discussions in a closed session. John Oxall, Charles Lopez, Thomas Nechyba, Jeff Clark, Tiffany Alrefae, and Anjanette Miller were present in the Closed Session. Trip Cogburn presented three individuals with offer letters to the Board. A motion to approve these offer letters was made by John Oxaal, seconded by Jeff Clark, and all were in favor. The motion was approved unanimously. Charles Lopez will meet with Trip Cogburn to discuss posting positions on LinkedIn.
- 12) Return to General Board Meeting Room—Jeff Clark, Tiffany Alrefae, Thomas Nechyba, Charles Lopez, John Oxaal, Anjanette Miller, and Trip Cogburn returned to the General Meeting.
- 13) Adjournment—Charles Lopez informed everyone about the next meeting scheduled for June 9, 2025, at 5:00 PM EST. John Oxaal motioned to conclude the meeting, seconded by Jeff Clark, which passed unanimously. The meeting ended at 6:05 p.m.

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