



PRE-APPROVED MINUTES

Carolina Achieve BOD Meeting Minutes

June 9, 2025 | 5:00 PM EST

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

ATTENDANCE

Board Members Present: Charles Lopez, Jeff Clark, Thomas Nechyba, John Oxaal; Mikayla Booker-Johnson joined at 5:30 pm

Absent: Anjanette Miller, Tiffany Alraefae

Guests: Trip Cogburn, Head of School, Brandon Mitchell, Operations Consultant

A quorum was present.

NOTICE

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

- 1) John Oxaal called the meeting to order at 5:06 pm with a quorum present.
- 2) Charles Lopez read the Carolina Achieve Mission Statement.
- 3) Approve Agenda - Thomas Nechyba made a motion to approve the agenda. Jeff Clarke seconded it. The motion passed unanimously.
- 4) Approve Meeting Minutes - Thomas Nechyba made a motion to approve the minutes. Jeff Clark seconded it. The motion passed unanimously.
- 5) June 9 CSRB Meeting Recap & Next Steps - John Oxaal began stating that 13 schools entered the RTO process. Only 3 made it through the process. Jeff Clark asked if any trends stood out. John Oxaal added that some may have been impacted by the lack of start-up funds. Jeff Oxaal said that two other schools had also been approved. One was part of an education management company. The other one was a replica school located southwest of Greensboro. Jeff Clark asked about the start-up funds for the next fiscal year. John Oxaal clarified that we would no longer be considered a start-up school. Trip Cogburn added that this was a team and hands-on effort impacted by the Board of Directors. John Oxaal noted that anyone who donates money can now hugely benefit from this. Trip Cogburn concluded that he received a note from Dr. Norins, Charter School Operations, commending Carolina Achieve on a job well done and stating that we should consider ourselves fully operational.
- 6) NSLP Update - Trip Cogburn noted that we are making progress by having two vendors from Krsity Phillips of Vertex. Both vendors currently supply lunches to schools - one in Orange County and one in Alamance County. He added that K&W Cafeteria did not respond and was not dependable in responding. Finally, he stated that they were pending receiving review contracts.
- 7) Construction Update – John Oxaal provided an update on the construction. He noted that the modules were assembled. The construction team was working on Sundays. John Oxaal added that, according to Hubrich Construction, they are on schedule, have the permits they need, and are confident that we can get a CO by the end of July. Charles Lopez asked if we need the final CO to move in furniture. John Oxaal added that there is a type of CO that may allow us to put furniture in place. John Oxaal will check if

Mebane allows us to move in furniture before a final CO. Charles Lopez asked if there is someone we need to consult about this. John Oxaal stated that right now there's nothing we can do because the modules are not ready. Hubrich Construction would like to be the one to contact the City of Mebane inspectors and have them address it.

- 8) Finance Update – John Oxaal provided a finance update. He began by stating that we received a gift of approximately \$3,000 and another \$10,000 from someone else. They came in the last month, as previously mentioned in the May meeting. He added that we have approximately \$200,000 in the bank, with \$100,000 being a loan from Hubrich Construction and \$100,000 being a gift from an anonymous donor. \$150,000 was in the budget for supplies before we received the state funds. John Oxaal added that this would provide a \$50,000 buffer that can be used for various purposes. Jeff Clark asked about how we think about using the \$13,000. John Oxaal noted that this was a gift directed to the playground.
- 9) Board Approval Required - Trip Cogburn and John Oxaal went through each of the following items for board review:
 - a. Kramden Instruction has 18 computers for staff at \$100/each. These are refurbished computers. Jeff Clark approved the motion to purchase. Thomas Nechyba seconded it. The motion passed unanimously.
 - b. Kramden Instruction also offers 60 Chromebooks for students at \$260 each. Jeff Clark made the motion to approve the purchase. Thomas Nechyba seconded it. The motion passed unanimously.
 - c. There are seven classroom TVs needed at \$500/each - John Oxaal suggested that we hold off on these.
 - d. Testing Proposal - Trip Cogburn mentioned that the most recent proposal was a reduction of \$1,200.00, which includes the required testing and proctoring, 3x year (Fall/Winter/Spring). Trip Cogburn added that the May invoice would be the largest bill that we will have over time. Jeff Clark made a motion to approve. John Oxaal seconded it. The motion passed unanimously.
 - e. Janitorial Contract - John Oxaal and Trip Cogburn mentioned that Brandon Mitchell put out an RFP, and we received two responses. John Oxaal noted that Triad Care was within the budget. John Oxaal made a motion to approve. Jeff Clark seconded it. The motion passed unanimously.
 - f. Playground Proposal—Brandon Mitchell provided the Board with a couple of options and noted that we have a solid quote from one vendor, which includes the tariffs. Jeff Clark asked about the base and bottom of the playground. Brandon Mitchell replied that this is a mulch base. Brandon Mitchell also mentioned that this is for a non-ADA playground, as an ADA-approved playground would increase the prices to the \$60,000 range. Trip Cogburn mentioned that this was important for the school and that the playground topic was the main discussion at the parents' meeting. Thomas Nechyba made a motion to approve; Jeff Clark seconded it. The motion passed unanimously.
 - g. Fire Alarm Contract - Brandon Mitchell spoke about both buildings being monitored for their respective square footage. Today's vote concerns the monitoring portion versus servicing the system, which is required to be serviced twice a year. Charles Lopez made a motion to approve. John Oxaal seconded the motion. The motion passed unanimously.

- 10) Student Recruitment Update – Trip Cogburn stated that at the moment, there were up to 236 applications; 157 in some stage of the enrollment process and registration packet. Seventy-five are enrolled in Kindergarten. Trip Cogburn added that, based on statistics, some students who enroll do not show up, etc. We have 46 enrolled in the first-grade class. We would prefer 50 with our staffing. We have 37 enrolled in second grade. Trip Cogburn continued by stating that if we can reach 175 attendees and stick to that number, those numbers would be excellent for our budget, programming, space in the building, and a base from which to grow. We went from 148 to 158 in about a week and a half. Trip Cogburn mentioned that he can see the energy in what is happening on campus. John Oxaal added that the break-even budget is 150 students, and increasing to 175 will create a significant buffer for the school.
- 11) Calendar of Upcoming Events - Trip Cogburn mentioned that there is a family event scheduled for Saturday, June 28, 2025, at Mebane Community Park. He added that he will also be hosting faculty and staff at his home on Thursday, June 26, 2025, for food and fellowship. Finally, he added that once again, Carolina Achieve will sponsor the Young Entrepreneurship Fair on July 12th, 2025, at Mebane's Downtown Farmer's Market.
- 12) Closed Session: A motion to move to closed session was made by Jeff Clark, seconded by Thomas Nechyba. The motion passed unanimously.
- Board Members Present in Closed Meeting: Charles Lopez, Thomas Nechyba, John Oxaal, Makayla Booker-Johnson, and Jeff Clark. Trip Cogburn, Head of School, joined as a guest to present.
 - a. Individual Offer and Salary Discussions – Trip Cogburn discussed the role and experience of Omniya Burgess as a candidate for an Instructional Assistant role at Carolina Achieve. John Oxaal made a motion to approve. Makayla Booker-Johnson seconded it. The motion was approved unanimously.
 - b. Operations Managers - John Oxaal presented a Contract Extension for Brandon Mitchell to continue supporting Carolina Achieve as Operations Manager for an additional two months, covering July and August 2025. John Oxaal made a motion to approve. Thomas Nechyba seconded it. The motion passed unanimously.
 - c. A motion was made to end the Closed session and return to the General Session by Thomas Nechyba. Jeff Clark seconded it. The motion passed unanimously.
- 13) The board returned to the General Session Meeting Room with Board Members present: Charles Lopez, John Oxaal, Thomas Nechyba, Makayla Booker-Johnson, and Jeff Clark. Trip Cogburn, Head of School, was also present.
- 14) Charles Lopez reminded everyone of the next Board Meeting, scheduled for July 7, 2025, at 5:00 PM.
- 15) Jeff Clark made a motion to adjourn; Makayala Booker-Johnson seconded it. The motion passed unanimously. The meeting was adjourned at 6:36 pm. ###