



APPROVED MINUTES

Carolina Achieve BOD Meeting Minutes
August 8, 2025 | 5:00 PM EST
Virtual: <https://rebrand.ly/Virtual-Info-Session>

ATTENDANCE

Board Members Present: Charles Lopez, Jeff Clark, Thomas Nechyba, John Oxaal, Anjanette Miller, MaKayla Booker-Johnson
Absent: Tiffany Alrefae
Guests: Trip Cogburn, Head of School, and Brandon Mitchell, Operations
A quorum was present.

NOTICE

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

- 1) John Oxaal called the meeting to order at 5:05 PM. We had a quorum.
- 2) Charles Lopez read the Carolina Achieve Mission Statement - Carolina Achieve prepares K-12th-grade students to achieve their scholastic, personal, and professional goals through a learner-centered educational program focusing on a strong academic foundation, Habits of Success (entrepreneurial skills), well-being, and a Home-School partnership.
- 3) Approve Agenda - John Oxaal made a motion to approve the agenda, and Thomas Nechyba seconded it. The motion passed unanimously.
- 4) Approve July Meeting Minutes - Thomas Nechyba made a motion to approve, John Oxaal seconded. The motion passed unanimously.
- 5) SPECIAL MEETING Minutes - John Oxaal and MaKayla Booker-Johnson made a note on misspelled names. No other corrections needed. John Oxaal made a motion to approve the meeting minutes, subject to the necessary corrections. Thomas Nechyba seconded the motion. The motion passed unanimously.
- 6) Construction & School Opening Update - John Oxaal began his discussion by noting that water installation was completed and adding that pressurizing the water was initiated this afternoon, to chlorinate and complete tests by the NC Department of Health on Friday. Trip Cogburn said that the faculty had a virtual walk-through of the site and provided feedback that allowed for positive adjustments. Trip Cogburn continued by adding that supplies were beginning to be delivered. He said that he is confident that the school will open on September 2nd, 2025.
- 7) NSLP Update - John Oxaal began this discussion by announcing that Kristy Phillips from Vertex Education will be in town this week on Thursday. She is here to help train staff on how to meet all the expectations of the National School Lunch Program, ensure that kids' meals are delivered on time, and coordinate logistics for the program. Kristy Phillips also informed John Oxaal that K & W Catering is aware of the September 2nd, 2025, school opening and the first day of school. Trip Cogburn added that the transition to Infinite Campus is taking longer than expected, affecting all North Carolina schools. Trip

Cogburn continued by stating his confidence that the Breakfast and Lunch program will be set up for parents soon.

- 8) Finance Update – John Oxaal initiated this discussion by stating that the delay in completing the school site on time has had a financial impact, as the school cannot receive funding from the State until it obtains a Certificate of Occupancy. John Oxaal added that payroll is a significant expense for this month. He continued by stating that we have enough money to pay teachers through the end of August, but it does not leave room for other expenses until State funding arrives by mid-September; and our vendors will be paid within the 30-45 day period. Jeff Clark asked if the total amount is the same, just delayed. Brandon Mitchell replied that it is paid through October. Jeff Clark asked when things get paid back to the school? Brandon Mitchell added that the first set of reimbursements are paid on the first ADM number, or enrolled number, and then in November, it will be squared away. Jeff Clark added that this was a best practice as it is the best of the situation, and the school will eventually get credit.
- 9) Board Approval Required Items: Trip Cogburn discussed the following policies and how they require changes in response to the State's new and amended policies:
 - a. Wireless Communication Device Policy, also known as the Cell Phone Use amendment.
 - b. Internet Safety Policy - to also include the same language as above.
 - i. John Oxaal made a motion to approve the motions above; Jeff Clark seconded the motion. The motion was approved unanimously.
 - c. Remote Instruction Plan - Trip Cogburn reminded the Board of Directors that this plan needed to be amended to account for changes in the school calendar.
 - i. John Oxaal made a motion to approve the motion, and Anjannete Miller seconded it. The motion was approved unanimously.
 - d. Updated School Calendar - approved in the Special Meeting 08/08/2025
- 10) Calendar of Upcoming Events - Trip Cogburn and John Oxaal invited the Board of Directors to the Celebration and Open House at the school's location on Saturday, August 23rd, 2025, from 11:00 am to 2:30 pm.
- 11) Charles Lopez reminded the board that the next Board Meeting date is September 8, 2025, at 5:00 PM.
- 12) Jeff Clark made a motion to adjourn the meeting, and MaKayla Booker-Johnson seconded the motion. The meeting was adjourned at 5:31 pm.

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