

**Community School of Digital and Visual Arts
Board of Directors Meeting Minutes (Special Planning Session)**

Date: December 5, 2024

Location: Virtual Meeting (Zoom)

Time: 4:00pm

I. Call to Order

The meeting was called to order by Brian Crawford at 4:00pm.

CSDVA Board Members In Attendance:

I. Agenda Review

- The meeting began with minor technical issues regarding recording and AI tools.
 - Quorum was confirmed.
 - Brian led the agenda review due to the chair joining remotely.
 - Agenda was approved unanimously.
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II. Charter Renewal Feedback and Compliance Issues

- The board reviewed feedback from the recent renewal session with the Office of Charter Schools.
 - Members acknowledged strong academic growth but noted compliance concerns, specifically delayed audits and missing board minutes.
 - Concerns were raised about the tone and approach of Jenna Cook, the assigned charter advocate, whose presentation lacked positive context and was perceived as overly critical.
 - Dr. Shonda Cooper advised submitting a written board narrative ahead of the next hearing to highlight corrective actions and reaffirm the school's commitment.
 - The board agreed on the importance of transparency, compliance, and improved communications moving forward.
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III. Board Operations and Administrative Planning

- Motion passed to hire an Assistant Secretary to manage board minutes, with a budget not to exceed \$200/month.
- The board discussed formally closing out the existing agreement with Dr. Cooper (Superior Solutions), documenting that services have been rendered and paid for.

- A follow-up contract will be created for additional support—specifically drafting the renewal narrative—capped at \$5,000.
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IV. Financial Compliance and Outstanding Contracts

- The board acknowledged an audit risk due to lack of formal documentation for prior consulting services and agreed to resolve it with retroactive contract execution.
 - Dr. Cooper will assist with the final narrative to be submitted alongside the audits and minutes for the January renewal hearing.
 - The board emphasized maintaining the relationship with Dr. Cooper as a strategic resource.
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V. Delayed Payments from Durham Public Schools (DPS)

- A former DPS CFO, now acting as a consultant, identified over \$60,000 in underpayments from the 2022–2023 school year.
 - DPS remains behind on current disbursements, owing roughly \$60,000/month.
 - Other charter schools in Durham are experiencing similar issues.
 - The board agreed to monitor the situation and revisit action (formal complaint or press engagement) in January if payments are not resolved.
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VI. Facility Repairs and Real Estate Updates

- The board discussed ongoing building issues, including HVAC repairs and structural leaks, with estimated repair costs between \$250,000–\$300,000.
 - While immediate fixes are underway, a long-term decision will be needed: invest heavily in the facility or pursue relocation.
 - Encouraging interest in the property was noted, with a potential offer near the \$4M asking price.
 - A formal update from the real estate advisor was requested.
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VII. Budget Approvals

- **Family Resource Center:** Board unanimously approved a \$2,500 contribution.
- **Staff Bonuses:** The board approved \$250 holiday bonuses for each of the 25 staff members, totaling \$6,250. This amount falls below the \$10,000 budgeted for bonuses and reflects appreciation for the team’s strong performance.

VIII. Adjournment

- There being no further business, the meeting was adjourned at 5:30p.m.

Next Meeting: January 2025 – Focus: Charter renewal preparation, financial updates, and facility planning.