



March 25, 2021 4:00 P.M.
Regular Meeting of the Board of Directors
7800 Airport Center Drive, Greensboro, NC

The March 25, 2021 Cornerstone Board of Directors Regular Meeting will be held virtually using the Zoom platform. We are providing a means for the public to listen. To listen to the meeting, dial either +1 253 215 8782 or +1 301 715 8592 US and when prompted, use meeting ID: 671 682 3090

Meeting Minutes

Member Attendance

Date	Jonetta Appling	Erina Byers	Chris Gorham	Cyndie Swindlehurst	Tony Wilkins
7/08/20	P	Phone	A	P	Phone at 4:14 PM
7/16/20	Phone	Phone	Phone	Phone	Phone until approx 5:30 PM
7/22/20	Phone	Phone	Phone	Phone	A
7/29/20	Phone	Phone	Phone	Phone	Phone
8/05/20	Phone	Phone	Phone at 4:16 PM	Phone	Phone
8/20/20	P	Phone	Phone	P	Phone

8/21/20	Phone	Phone	Phone	Phone	Phone
8/26/20	Phone	Phone	Phone	Phone	Phone
9/02/20	Phone at 4:24 PM	Phone	Phone	Phone	Phone
9/17/20	P	Phone	Phone	P	Phone
9/24/20	Phone	Phone	Phone	Phone	Phone
10/15/2020	P	Phone	Phone	P	Phone
10/26/20	Phone	Phone	Phone	Phone	Phone
10/28/20	Phone	Phone	Phone	Phone	Phone
11/02/20	Phone	Phone	Phone	Phone	Phone
11/19/20	Phone	Phone 4:03pm	Phone	Phone	Phone 4:06pm
12/17/20	Absent	Phone	Phone	Phone	Phone
1/6/2021	Phone	Phone	Phone	Phone	Phone
1/21/2021	Phone	Phone	Phone	Phone	Phone
2/03/2021	Phone	Phone	Absent	Phone	Phone
02/18/2021	Absent	Phone	Phone	Phone	Phone
03/11/2021	Absent	Phone	Phone	Phone	Phone
3/25/2021	Phone	Phone	Phone	Phone	Phone

I. Call to Order Time: 4:13pm

II. Approval of the Agenda Chris/Tony/all

III. Pledge of Allegiance

IV. Mission Statement:

- *Cornerstone Charter Academy, a tuition-free public charter school, will give every student the opportunity to reach his or her potential by providing a rigorous academic program, character education and meaningful parental participation.*

V. Minutes from previous meetings 4 approved /1 Obstain

- January 21, 2021
- February 3, 2021
- February 18, 2021
- March 11, 2021

VI. Renovation Project Proposal Joe Caraher/John Lawrence
Tony/Chris/all

VII. Motions from Committee

- Motion from Governance to approve the job description for Business Office Assistant
- Motion from Governance to approve the job description for Advanced Placement Coordinator
- Motion from Governance to approve Calendar A for 2021-2022 school year
- Motion from Governance to approve for this year the spring staff and parent surveys sent in 2019
- Motion from Academic to suspend the Credit Recovery Policy
- Motion from Academic to approve a summer program for remediation and readministration of EOG/EOC tests for students who scored 1 or 2, as allowed by the state
- Motion from Academic to request that the state remove Shurley Grammar from the school charter in favor of CKLA
-

Tony so moved that we accept all formentioned motions from committe in section 7.

Tony/Chris/all

VIII. Adjourn Time: 4:30pm
Cyndie/Jonetta/all

Minutes submitted on:4/15/21

Minutes approved on: 4/15/21

Jonetta Appling

Jonetta Appling, board secretary

BUSINESS OFFICE ASSISTANT

Description:

Under the supervision of the Business Manager and School Director, the business office and administrative assistant performs a variety of moderate to complex support functions for the school. Work involves:

- Coordinating schedules and meetings for school administration and the Business Manager
- Preparing accounting correspondence
- Compiling information for reports
- Maintaining computer-based accounting and performing payable functions
- Maintaining school-related files of a variety of financial, personnel, and payroll records, reports, documents, and correspondence and assimilating information from a variety of sources to compose letters, reports and provide information data
- Monetary collections from teachers and other school personnel; creates deposits weekly
- Works with all aspects of Human Resources as requested, including, but not limited to, EPPs, insurance enrollments, changes, and renewals and all criminal background checks
- May serve on various school and/or school system committees, attend meetings or participate in other activities of such groups as appropriate
- Assists students, parents, other persons visiting the business office
- Other duties as assigned by the Director or Business Manager

ADVANCED PLACEMENT (AP) COORDINATOR

The Advanced Placement (AP) Coordinator should possess all of the qualities expected of the general elementary/middle school teacher in the areas of curriculum, instruction, assessment, classroom management, professional responsibilities, professional relationships, family involvement, and school community.

The AP Coordinator is responsible for:

- Collaborating with the administrative team to work toward all goals identified in the strategic plan.
- The continued growth and development of the Advanced Placement curriculum and instruction at the High School Level
- The continued growth and development of the Pre-AP curriculum and instruction in all secondary grades.
- Contributing to the design, support, and implementation of all professional development activities schoolwide, but particularly in grades 6th - 12th.
- Working with instructional staff to support improvement in curriculum knowledge and instructional delivery.
- Providing appropriate instructional support for students.
- Identifying, evaluating, and recommending appropriate curriculum and instructional materials for use and purchase.
- Working with the director on the development and maintenance of the curriculum and instruction budget.
- Other duties as assigned by administration.

CCA-CFA School Year
2021-2022

August				
M	T	W	T	F
	3	4	5	6
8	9	10	11	12
13	14	15	16	17
18	19	20	21	22
23	24	25	26	27
30	31			

September				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17*
20	21	22	23	24
27	28	29	30	31

January				
M	T	W	T	F
2*	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June				
M	T	W	T	F
		1	2	3*
4	5	6	7	8
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

AUGUST
August 9 - 16 Teacher Workdays
TBA OPEN HOUSE
August 17 First Day of School – Early Release Day for Students

SEPTEMBER
September 6 Labor Day Holiday
OCTOBER
October 7-8 Fall Break
October 19 1st Quarter Ends
November 1 Teacher Work Day/Parent Teacher Conferences

NOVEMBER
November 11 Veterans Day Holiday
November 22-26 Thanksgiving Holiday
DECEMBER- JANUARY
December 17 Early Release Day for Students & Staff

December 22 - January 2 Winter Break
January 3 Teacher Work Day*
January 17 Martin Luther King, Jr. Holiday
January 18 2nd Q Ends/First Semester Ends

FEBRUARY
February 21 Teacher Work Day*
MARCH/APRIL
March 23 3rd Quarter Ends
April 15-22 Spring Break

MAY
May 30 Memorial Day Holiday
JUNE
June 3 Last Day of School/Early Release Day for Students
June 6-7 Teacher Workdays*

- No School for students and staff
- ☒ No school for students, all day for staff
- ☐ Early Release for students and staff
- Early release for students, all day for staff
- * Inclement Weather Make Up Days (if necessary)

Start Time & Dismissal Time
K-8 Full Day 7:45 AM - 2:45 PM / Half Day 7:45 AM - 11:45 AM
HS Full Day 8:15 AM - 3:20 PM / Half Day 8:15 AM - 12:20 PM



A Challenge Foundation Academy