

CSDVA Compliance & Restructuring Plan



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Why We Are Here

- CSDVA Charter established in 1998
- Demonstrated Excellence in Education for at-risk students
- Poised for growth and expansion
 - Academics improving with focus on STEM/STEAM
 - Securing new space for expansion
- Critical compliance issues needed attention
 - External Audits
 - Board Meeting Transparency
 - Communications with Oversight Board
- Board offered second chance to address compliance issues.

Requirements for Charter Renewal 115C-218.6(b)

- Compliance with GAAP (sound audits for last three years)
- Academic performance compared to LEA subgroup (as per amended HB219-1(c))
- Compliance with state law, federal law (including open meeting law)

Compliance Update: External Financial Audits

- External Financial Audits completed and filed
 - Sharp Patel retained in October 2024
 - Audits for fiscal years 22-23 and 23-24 are completed and filed
 - Academics fully compliant
 - No financial irregularities
 - Corrective actions implemented to
 - improve controls over purchasing, deposits, and payables.
 - assure documentation around athletics (concussion forms)

Compliance Update: Board Transparency

- School website updated to include:
 - Up to date information on board members
 - Board Meeting Calendar
 - Board Meeting Minutes (2022, 2023, 2024)
- New Board Specialist position created to assure board communications and ongoing compliance

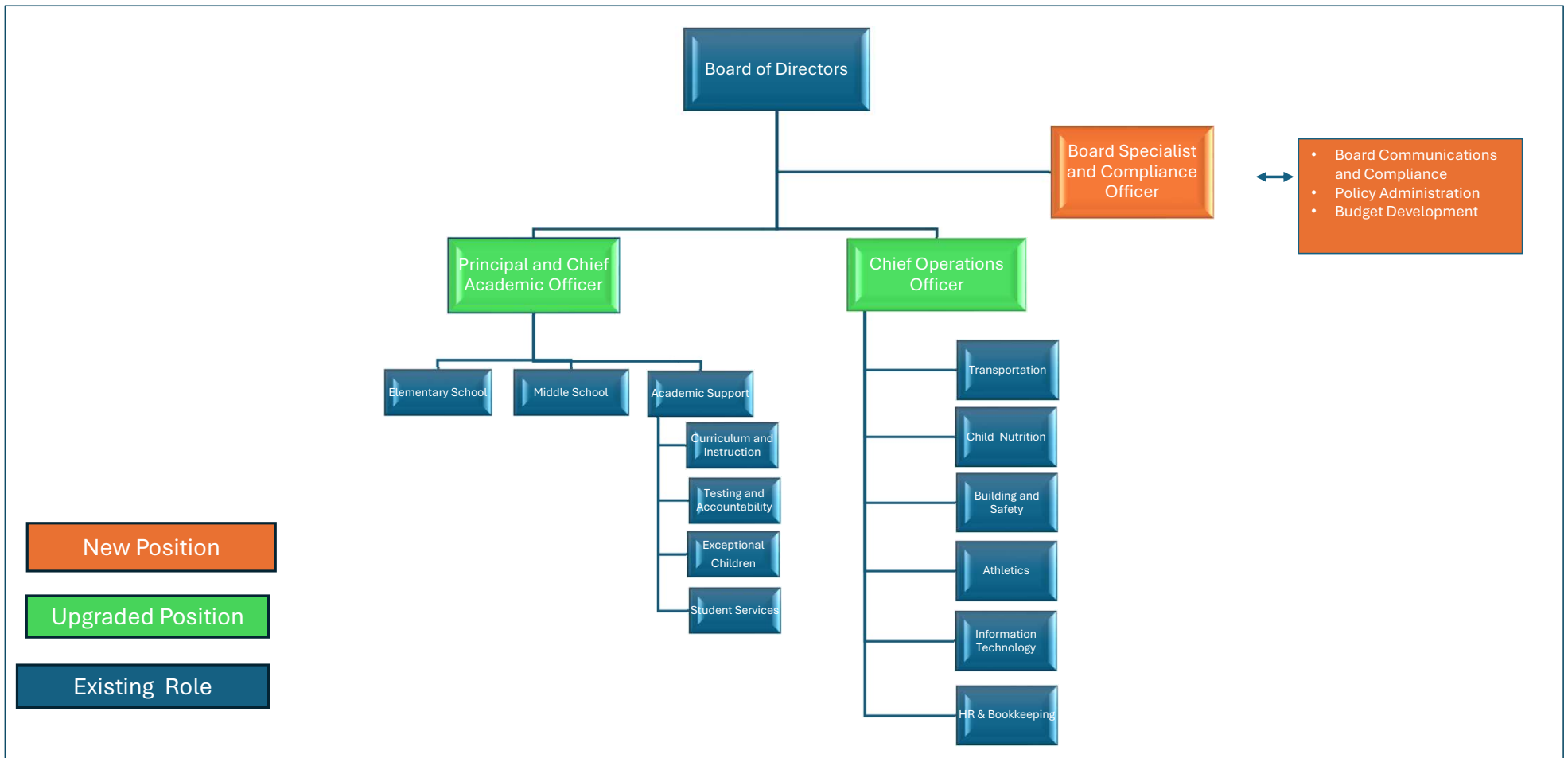
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Overview of Restructuring Plan

- Organization and Accountability
 - Organization restructuring
 - New/Enhanced Leadership Positions
 - Board composition and expectations
 - Updated Board Policies
 - Update Communications Contacts
- Relocation Plans
- Finances and Funding

Organization and Accountability: Planned Restructuring

Managing Director replaced with three cabinet officers



Organization and Accountability: Update Policies for Board Composition and Expectations

Assigned to: Michael Palmer and Joe Battle

Major Tasks:

- Update Board policies to cover board composition and expectations
 - Establish Board terms and election process for board members and officers
 - Add board seats for academic leadership and parent engagement
 - Clarify roles of cabinet members in board meetings

Status: In process

Est Completion: 5/1/2025 for approval in May Board meeting

Planned Organization Restructuring: Define New/Enhanced Leadership Positions

Assigned to: Brian Crawford and Kathy Everett-Perry

Major Tasks:

- Create position description, contract and compensation for New Board Specialist and Compliance Officer position (May 1 for approval in May Board Meeting)
- Upgrade Principal and Operations position descriptions, contracts and compensation to reflect Cabinet level responsibilities (May 1 for approval in May Board meeting)
- Provide professional development where needed for new role responsibilities (8/1/2025)

Status: In process

Est Completion: August 1st, 2025

Planned Organization Restructuring

Update Board Policies to Reflect New Roles and Responsibilities

Assigned to Brian Crawford and Bonnie Hauser

Major Tasks:

- Update board policies to clarify new roles and responsibilities of cabinet and how they will work with the board to oversee academic, operational, and compliance requirements.

Policies will address:

- plan and administration of board meetings including posting meeting announcements and meeting minutes
- board appraisal of compliance requirements and scheduled actions
- Expectations for communications with oversight board, school leaders, and service providers.

Status: In process

Est Completion: May 1 for approval in May Board Meeting

Organization: Board and Cabinet Accountability Framework Illustration

Academics, Operations and Compliance			
Board Action	When	Cabinet Leader	Board Liaison
Budget Development and Approval	May/June	Board Specialist	Treasurer
Board Retreat	Summer	Board Specialist	Board Chair
Year end EOG Results	Summer	Principal and CAO	Academic Lead
Annual Audit Approval	September	Board Specialist	Treasurer
Enrollment Update (40 day)	October	Operations Officer	Treasurer
Expense Review (vs Budget)	October	Board Specialist	Treasurer
No Board Meeting	December		
Expense Review (vs Budget)	January	Board Specialist	Treasurer
Mid Year Assessments	February	Principal and CAO	Academic Lead
Expense Review (vs Budget)	April	Board Specialist	Treasurer
Employee Contract Renewal	May/June	Principal and CAO (Certified)	Board Chair or HR Lead
		Operations Officer (Classified)	Board Chair or HR Lead
No Board Meeting	July	Summer Break	
Expense Review (vs Budget)	August	Board Specialist	Treasurer
Major School Events with Board Participation			
Event	When	Notes	Board Liaison
Holiday Showcase	December		Arts Lead
Student recruitment events	April/May		Communications Lead
Staff recruitment events			Communications Lead
Graduation	June		Communications Lead
Relocation	Summer	Summer 2025 only	Chair/Operations Lead

Planned Organization Restructuring Update Communication Networks and Contacts

Assigned to Tommy McNeill and Cheryal Issacs:

Major Tasks:

- Update policies and contact information to establish the new Board Specialist as the communications focal point for the board with the school with all external boards and agencies:
 - Communications with OCSB and DPI (including EPI Center filings):
Communications between board and school:
 - Notify agencies, school staff, and parents, and update website and directories with new contact information

Status: In process

Est Completion: May 1 for approval at May Board Meeting

Relocation

- CSDVA Board began planning relocation in 2023
 - Space expansion
 - Move school closer to target population
 - Free up capital to support school operations
- Contract in place for building sale, with option to remain in current space through December 2025
- Search for new space rental space underway, pending renewal
- Relocation planned for summer 2025, pending renewal
- Relocation planning and oversight will be the responsibility of the School Cabinet with Board Approval

Finances and Funding

- School operates on a \$3.2 million annual budget serving over 200 students and strives to maintain a fund balance of 5-10%.
- No financial findings on audits
- In 2024, the Board has secured a \$500,000 line to address delays from Durham Public Schools in providing funding
- Board expects net proceeds of \$1,000,000 to \$1.300,000 from the sale of the building which will partially be used to cover the costs of relocation, new furnishings, and teacher incentives and retention bonuses.

Priority Next Steps

- Outreach to Staff and families about renewal and relocation (March and April)
- Formalize leadership team (for Board Approval in May)
 - Hiring and Staff Development
 - Salaries and Contracts
- Update position descriptions, Board policies, and administrative practices to reflect new compliance improvements (for Board Approval in May)
 - Board Specialist and leadership positions
 - Board Policies
 - Board Transparency & Communications
- Relocation (pending Renewal)
 - Secure new space
 - Finalize agreements
 - Plan and proceed with relocation
- Plan recruiting for 25-26 Student Enrollment (pending Renewal)
- Develop 25-26 Budget and resource allotments (pending Renewal)