CARTER G. WOODSON SCHOOL
Board of Directors Meeting Minutes
Date: September 8, 2025
Time: 6:00 pm
Location: Via Zoom

BOARD MEMBERS PRESENT	**BOARD MEMBERS ABSENT**
Hazel Mack, Esq.	Jane McKim
Kenneth Love	
Dr. Thomas Coaxum	
Jeffery Baldwin	
Dr. Alberta McLaughlin	
Quianna Childress	
Alice Biting	
Ariana Vargas Olivares	

CGW SCHOOL FACULTY & STAFF
Darlene Steele
Alycia Brown
Shirley Causer
Alitta Satchell
Debra Gaines

I. **CALL TO ORDER AND WELCOME.** Mr. Love called the meeting to order *circa* 6:10 PM.

II. **DIRECTORS' ROLL CALL (QUORUM).** At roll call, five board members were present, thus establishing a quorum for meeting and voting purposes.

III. **ETHICS ACKNOWLEDGEMENT.** Upon acknowledging the ethics responsibility, no conflicts of interest were announced by any director.

IV. **AGENDA REVIEW.** The board members approved the agenda with the addition of adding new business and a closed session.

V. **REVIEW OF MINUTES FOR May 2025.** The Board discussed the May 24 annual meeting minutes, which had not been reviewed in time for a vote. Approval was postponed to the next meeting. The minutes for May 12th were approved unanimously following a motion by Dr. Coaxum and second by Ms. Mack.

VI. **ADMINISTRATIVE REPORTS.**

DARLENE STEELE, SENIOR EXECUTIVE DIRECTOR. A brief report of administrative and departmental activities was given. Highlights include the following:

1. Current enrollment stands at 568 students (K-5: 258; 6-12: 310), with a projected final count of 550.

2. New leadership roles have been filled: Dean of Students, Recruitment & Social Media, Manager of Support Services, and Parent Coordinator.

3. Partnership with Lily Child Network established for employee childcare and after-school programming.

4. The Exceptional Children (EC) population has increased, with 51 students currently served under IEPs and 6 students with 504 plans. The EC Department has added a new EC teacher to support the growing needs.

5. The employees who fall under the nepotism policy will be presented during the closed session for Board's acknowledgement.

6. Discussion highlighted the impact of higher than expected enrollment on funding and available classroom space.

7. Financial Overview:
   - The Board reviewed the current financial position, including cash flow and funding sources.

   - Adjustments are being made to align the budget with updated enrollment figures.

   - Emphasis was placed on increasing local funding allocations and managing expenditures.

8. Academic Overview:
   - The school received an "F" rating and re-entered school improvement status.

   - Principal Debra Gaines outlined plans for improvement, including schedule changes, remediation, student clubs, classroom support, and teacher training.

9. The Grievance Policy remains unchanged from the previous year, as reported by Aynn Daniels. A motion to approve the policy as is was made by Ms. Mack and seconded by Dr. McLaughlin. The motion was approved.

VII. **NEW BUSINESS.** The Board was informed that Dollar General was found selling Carter G. Woodson School (CGW) apparel without authorization. A legal notice was issued instructing the company to cease all sales bearing the CGW name or logo. The matter is being monitored for compliance and potential legal follow-up.

VIII. **CLOSED SESSION, circa 7:05 PM.** The purpose of the closed session was to discuss personnel matters and policies, including the presentation of the employees under the nepotism policy disclosures, academic data/performance, and detailed budget options. This session was held pursuant to **N.C. General Statute § 143-318.11(a)(6)** to prevent the disclosure of information that is privileged or confidential, or not considered a public record under Chapter 132 of the North Carolina General Statutes.

IX. **ADJOURNMENT OF CLOSED SESSION.** Dr. Coaxum moved to adjourn the closed session and return to regular session and was seconded by Dr. McLaughlin.

X. **RESUMPTION OF REGULAR MEETING.** A motion to adjourn the board meeting was made by Dr. Coaxum and seconded by Ms. Mack. The meeting was adjourned at 8:35 PM

Respectfully submitted,

Alitta Satchell

Alitta Satchell (Oct 12, 2025 19:07:29 EDT)

Alitta Satchell
Corresponding/Recording Secretary to the Board of Directors

Jane McKim (Oct 19, 2025 12:44:40 EDT)

Jane McKim
Board Secretary