



A Public School of Choice, Inc.

Board Meeting Minutes

- Regular Session on April 2, 2014
- Closed Session on
- Special Session on

DRAFT

APPROVED

In Attendance:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Richard Peterson/Chair | <input type="checkbox"/> Kristi Anspach/Vice Chair |
| <input checked="" type="checkbox"/> Kim Hill/Secretary | <input checked="" type="checkbox"/> Denise Duffy/Treasurer |
| <input type="checkbox"/> Brenda Hunt/Teacher Rep | <input checked="" type="checkbox"/> Scott Jewitt/Teacher Rep |
| <input checked="" type="checkbox"/> Donna Kuhl/Parent Rep | <input checked="" type="checkbox"/> Vicky Wilson/Community-at-Large Member* |
| <input checked="" type="checkbox"/> Ben Balderas/Parent Rep | <input checked="" type="checkbox"/> Jon Corcoran/Administrator |

*NOTE: Vicky Wilson arrived during the discussion of the parent proposal for summer soccer camp in New Business.

The meeting was called to order by Richard Peterson at 6:38 p.m.

The mission statement was read and a moment of silence was observed.

Public Comments

Public comments were made by the following people:

- Laura & Billy Nicholson; gave an overview about a summer camp proposal for soccer and basketball (two separate weeks), with Price's Worldwide Foundation. Minimum of 15 kids need to be enrolled to break even; anything over that is profit. Requested to use the facility for the camps rather than renting other venues. Need a decision by the end of April in order to book the coaches.
- Julie Williams; HVAC issue with the North building; 3rd and 4th grade rooms are hot because of the sun coming into the classrooms resulting in the A/C being turned up, which causes the 2nd grade classroom to get extremely cold.
- Betsy Martin; requesting open and constant communication to prevent further miscommunication between PATH and the BOD. Weekly meetings between Jon, Rich, and herself.

Principal's Report

- Enrollment Update

Grade	Enrollment	2014 – 2015 Projected Enrollment
K	20	20
1	20	21
2	22	24
3	21	21
4	20	23
5	20	23
6	41	43
7	32	44
8	30	28
Total	226	247

- Highlights

- Annual Fund Drive has raised \$2760 so far, with 21% family participation.
- Kim Apelgren received another Donor's Choose Grant, the latest one to support a 4th grade STEM project: Problem-Solving with Mystery Science, The Case of the Missing Lunchbox
- OCS cares for its community!
 - Cans For Fans, spearheaded by Julie McPeak, collected over 500 cans and nearly \$500 for OCIM. Story and photos submitted to News of Orange.
 - Mr. Jewitt organized a student-lead effort to donate numerous outdated, but functional computers to needy families via the non-profit Kramden
- Partnered with Junior Achievement to provide a MS Career Day on Friday, 3/28. Local business representatives presented lessons on career pathways, goal-setting, and personal finance (aligned to STEM & 21st Century Learning Goals)
- The Science Olympiad Team, coached by Mr. Gatt and Dr. Peterson, earned 4th place out of 14 teams in a recent regional competition held at Duke University

- Calendar/Scheduling

- No make-up for Tuesday, 3/18 closure.
A representative Schedule Committee has met 3 times and is already putting the finishing touches on a new daily/weekly schedule for 2014-2015. We found multiple win-wins! Highlights include: a weekly engineering class for elementary students (=more ES planning time) and a quarter-long engineering class (PLTW foundation unit) for 7th & 8th graders during Tiger Time (all MS kids will have access to Arts AND Engineering coursework).

(<https://www.google.com/url?q=https%3A%2F%2Fwww.pltw.org%2Four-programs%2Fgateway%2Fgateway-curriculum&sa=D&sntz=1&usg=AFQjCNGp69c1bpPn2p6Kmsuo0pK6b2BbEQ>)

- Personnel

- Job openings to be posted within the next 2 weeks:
 - Part-Time AIG Teacher
 - 7th & 8th Grade Language Arts
- We will conduct team interviews and require model lessons.

- STEAM Update
 - Updated STEAM Implementation Timeline/Spring 2014 Progress Report (<http://orangecharterschool.org/wp-content/uploads/2013/12/OCS-STEAM-Implementation-Guide-Spring-2014-Progress-Report1.pdf>)
 - All staff members have submitted or shared plans for a 2nd Semester project-based learning opportunity. Some highlights:
 - Introduction to Computer Programming - Mr. Gatt
 - Monster Quest - Ashley Potter
 - Olympics - Ben Whitten
 - Mock Corporation/Lip Balm - Sharon Wall/Wendy Geise
 - Zoo Simulation - Julie Williams
 - etc.
 - Morgana & Julie W. will lead PBL Training on 5/14 Early Release
 - Expecting a mid-April site visit from Dr. Sam Houston of the NC STEM Learning Network (<https://www.ncstem.org/>)
 - We are leaning heavily towards Project Lead The Way (<https://www.pltw.org/>) as a K-8 supplemental engineering/STEM curriculum
 - A STEAM Chart/Curriculum Map for public display/sharing is in the works (finalize on 5/14 Early Release)
- Follow-Up Items/Miscellaneous
 - Transportation update
 - Parent Pulse Survey (to inform strategic planning priorities) will be released the week after Spring Break
 - Still collecting logo feedback-timeline for adoption is Fall 2014, seeking additional design options
 - 2014-2015 budget planning underway, presentation during May BOD Meeting

Committee Reports

- Treasurer's Report: Will start working on the budget soon.
- Grievance Committee: There was no cause to meet.
- Personnel Committee: No update.
- Policy & Strategic Planning Committee
 - Reviewed PATH and Technology Committee draft descriptions
 - Technology Committee description needs some revisions. After revisions made, will send to OCS community for review.
 - PATH Committee description edits needed:
 - ~ Financial handling needs to be added; flow of money back and forth, decision-making about money spent and what activities are being done
 - ~ Treasurer; one appointed by the BOD? Background check needed?
 - ~ Elementary and Middle School representatives needed
 - ~ Break out activities into categories (Fundraising, appreciation events, managing volunteers)
 - ~ Need policy/document to describe the nuts and bolts of the committee
 - Is there a need for a Homework Policy?
 - Is it possible to add a 'Policy' tab on the website for ease of finding the Policy Manual?
 - Safety Policy needed, to include what happens when volunteers are on-site, procedure of who buzzes people in when Ms. Tracey is not in the office, sign-in/sign-out log.
 - How is the school calendar developed? Should it be sent out for public comment? Public comment should be given during the BOD meeting; make announcement in the future that the calendar will be discussed so the community is aware if they have comments.

- Community Relations and Fundraising: Working on Honda grant, Target grant, finding better ways to involve new families (buddy family, shadow for a day in Middle School, parent conferences, information packet, etc.).
- Educational Program Committee
 - Met before the BOD meeting.
 - Working on AIG Parent Referral Flowchart to clarify the process.
 - Working with the Cedar Ridge Career Development Coordinator to help with the policy for NC Virtual Public School, i.e. what students are eligible, what the school will offer, etc.
- Parents and Teachers Helping (PATH) Committee: Will meet April 7th.
- Technology Committee
 - No meeting since last BOD meeting. Discussed issues through email.
 - Technology budget for technology needs and replacing antiquated equipment, more computers for Elementary (used at centers).
 - Google accounts being created for 2nd and 3rd grades.
- Transportation Committee (ad hoc):
 - No meeting since last BOD meeting.
 - Letter sent to the transportation company regarding plans to drop down to one bus during the 2014 – 2015 school year. Letter was received from the transportation company indicating they would be reducing the number of buses to one due to personnel issues (short staffed). Some inconveniences to families because of the lack of notice; however, working with those parents to meet their needs. Two buses will still be used in the afternoon. The route is being re-designed.

Ongoing Board Training

- Discussion on what skill sets are desirable in future OCS BOD members (appointed or recruitment for election).
 - One appointed position and two elected positions
 - Financial background would be helpful; could be Treasurer.
 - Legal background is also desired.
 - Teacher representative for Elementary position will be open; Principal will decide on this person if more than one teacher is interested.

New Business

- Discussion of OCS savings/investment strategy (Denise Duffy/Jon Corcoran/Rich Peterson)
 - Current bank account is not FDIC insured because it is over the limit.
 - Need to decide whether to diversify and where to move part of the money.
 - BB&T is an option.
- Discussion on parent proposal for summer soccer camp (Jon Corcoran)
 - Will contact schools previously rented to know what the experience was like working with these camps.

Old Business

- Update on the OCS transportation program (Donna Kuhl)
 - See previous sections for update.
- Update/discussion on new OCS school logo options (Jon Corcoran)
 - See previous sections for update.
- Update on creation of a part-time AIG teacher position (Jon Corcoran)
 - See previous sections for update.
- Discussion of the cost/benefit evaluation of creating a part-time Technology Facilitator position at OCS (Scott Jewitt/Jon Corcoran)

- Update on OCS After-School Program (Jon Corcoran/Vicky Wilson)
 - To be offered on regular school days, early release days, teacher workdays
 - Full-time, part-time, and emergency options
 - Annual administrative fee plus daily fee
 - A Director and Coordinator would be needed, along with Counselors (priority to OCS staff)
 - Parent/Teacher Focus group comprised of volunteers (families and teachers); two dates will be offered.
 - Budget proposal to the BOD at next meeting
 - Tentative enrollment open May 12th
- Review and approval of the March 13, 2014 BOD meeting minutes
 - **Motion:** To approve the March 13, 2014 BOD meeting minutes, with revisions.
 Motion: Kim Hill
 Second: Vicky Wilson
 Vote: Unanimous Approval
 Passed Failed
- HVAC issue
 - Will look into an energy audit to determine areas of improvement and will look into window treatments for the 3rd and 4th grade classrooms.

Closed Session

Motion: To move into closed session to discuss personnel matters which warrant confidentiality pursuant to Article 33C, Section 143-318.11 (a) Section 6 of the North Carolina General Statutes.

Motion: Donna Kuhl
 Second: Ben Balderas
 Vote: Unanimous Approval
 Passed Failed

At 9:01 p.m., the meeting entered into a closed session. The closed session was ended at 9:07 p.m.

Adjournment

With no further business before the Board of Directors, the meeting was adjourned at 9:07 p.m.

The next meeting of the Orange Charter School Board of Directors will be held on **Thursday, May 8, 2014, at 6:30 PM.**