



## A Public School of Choice, Inc.

### Board Meeting Minutes

- Regular Session on  
 Closed Session on  
 Special Session on August 1, 2013

**DRAFT**

**APPROVED**

#### In Attendance:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Richard Peterson/Chair          | <input checked="" type="checkbox"/> Kristi Anspach/Vice Chair              |
| <input checked="" type="checkbox"/> Kim Hill/Parent Rep & Secretary | <input checked="" type="checkbox"/> Denise Duffy/Treasurer                 |
| <input checked="" 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"/> Vicki Wilson/Community-at-Large Member |
| <input checked="" type="checkbox"/> Ben Balderas/Parent Rep         |  |

**The meeting was called to order by Richard Peterson at 6:39 p.m.**

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

#### Public Comments

Public Comments were made by Julie Williams regarding PTA goals and recognizing/compensating Tracey for all the extra work she has taken on while our principal search is underway, and by Lisa Dukelow regarding the True Colors Workshop (scheduled for August 21, 2013 starting at 8:30).

#### Committee Reports

- Treasurer's Report: Nothing to report.
- Grievance Committee: There was no cause to meet. Two additional members are needed for the Community Grievance Committee.
- Personnel Committee: No meeting held since the last BOD meeting. The Rubric is being drafted; another meeting will be held to finalize the draft, after which time it will be sent to the teachers for input. It will be present to the BOD at the August 22, 2013 meeting.
- Policy & Strategic Planning Committee: No meeting held since the last BOD meeting. A Chair is needed.
- Community Relations and Fundraising: No meeting held since the last BOD meeting. A Chair is needed.
- Educational Program Committee: No meeting held since the last BOD meeting. Work has been done for the AIG program; the teachers have been asked for a list of students who may qualify for the AIG program in lieu of the EOG grades. Additional members are needed, along with a Chair.

#### New Business

- Discussion of technology upgrade strategy.
  - The school needs more laptops available to the OCS students. Currently, there are only 25 working laptops for the Middle School students. Additionally, it is a goal to eventually have Smart Boards in each classroom.

- If technology is improved at the school, there will need to be technical support also. There was discussion about whether an existing teacher could fill this role or if a company should be contracted on an as needed basis.
- **Motion:** To create an Ad Hoc Technology Committee to be made up of a BOD member, a Middle School Representative, an Elementary School Representative, and 2 – 3 parent representatives, based on interest. This committee will be tasked with drafting an RFP by the August 22, 2013 BOD meeting, determining what technical support is needed, determining what software packages are needed, and to investigate improving/upgrading the OCS website.  
 Motion: Kristi Anspach  
 Second: Ben Balderas  
 Vote: Unanimous Approval  
 Passed    Failed
- Scott Jewitt will fulfill the role of the BOD and Middle School teacher representative.
- Vote to approve purchase of Smart Board for the 5<sup>th</sup> grade
  - **Motion:** To approve the purchase of a Smart Board for the 5<sup>th</sup> grade classroom.  
 Motion: Donna Kuhl  
 Second: Denise Duffy  
 Vote: Unanimous Approval  
 Passed    Failed
- Discussion of fundraising strategy for the 2013 – 2014 school year.
  - The school will receive a \$1000 grant from the Orange Arts Commission to be used to install the kiln for the Art class.
  - There was discussion about possibly starting summer camps as a fund raising opportunity. Liability insurance would need to be investigated. Additionally, having a reunion of past OCS students was discussed; this would also be dependent on the insurance investigation.
  - Technology is the biggest hurdle at this moment; most of the funds raised by the Community Relations and Fundraising Committee would be put towards technology.
- Discussion of posting examples of student’s projects on the OCS Facebook page.
  - A signed release from each parent would be needed prior to posting student information on the Facebook page.
  - Only the first name and first letter of the last name could be shown. No student pictures could be posted.
- Discussion on BOD preparation of formal Risk Assessments (potential risks).
  - This was brought up during the audit on July 26, 2013. However, because of the policies which are in place and how the BOD operates, the Office of Charter Schools has indicated OCS operates appropriately when handling grievances and other policy issues. No action will be taken at this time.

### **Old Business**

- Quote for BMP Inspections
  - **Motion:** To continue with monthly BMP Inspections contracted through Summit Design and Engineering Services until the future Administrator makes any changes..  
 Motion: Kim Hill  
 Second: Donna Kuhl  
 Vote: Unanimous Approval  
 Passed    Failed
- Update on Principal Search
  - The posting has been closed. There were 41 applications received. The Principal Search Committee will meet August 3, 2013 to go through the applications and determine who will be given a phone interview.

- There will be a Special BOD Meeting held on August 20, 2013 at 6:30 p.m. in order for the BOD to meet the three candidates and ask them any questions based on their application.
- Update on contracted bus service for the 2013 – 2014 school year
  - A map was sent to the contract company with the location of the families interested in bus service.
  - The company is to develop a map indicating where the group stop will be located, based on this information.
  - The final bus route should be finalized by August 15, 2013, but no later than August 22, 2013.
  - Donna is to be the point person to ensure the map and contract is in place by the Open House.
- Discussion about the logistics for the New Family Picnic, scheduled for Sunday, August 4, 2013
  - The plan is to have the food set up in the cafeteria.
  - There will be a limited tour given, since not all classrooms are ready for visitors. Classrooms may be visited during the Open House on August 22, 2013.
- Discussion of community response to change in the school day
  - There were several comments about the lack of allowing community feedback regarding the extension of the school day by 15 min. Additionally, some people felt the longer day would be too much for the younger kids. Extending the school day may make it difficult for some families with kids going to different schools.
  - The decision to extend the school day was to assist in implementing the STEAM curriculum, which will eventually trickle down to the lower grades. The Elementary School teachers will be able to use the extra time however they see fit, which may include incorporating a rest period.
  - While the BOD tries to give ample time to the community to be informed of new business before there is a formal vote and to ensure any public comments are able to be made, it was found to be impossible for this particular matter given the fact that a new bus service needed to be implemented and the teacher schedules needed to be put into place prior to the start of the school year. In the future, the BOD will make every effort to make the OCS Community aware of issues prior to them being voted on.
- Update on the removal of the wall in the cafeteria
  - The wall will be removed prior to the start of the school year.
  - The concern regarding where instrument cases will be stored has been resolved.
- Review and approval of July BOD minutes.
  - **Motion:** To approve the July 18, 2013 meeting minutes, with revisions.  
 Motion: Donna Kuhl  
 Second: Denise Duffy  
 Vote: Unanimous Approval (Kristi Anspach and Vicky Wilson abstained because they did not attend the meeting on July 18, 2013)  
 Passed     Failed
- Appointment of the last BOD member of the Employee Grievance Committee.
  - **Motion:** To appoint Vicky Wilson as the appointed member to the Employee Grievance Committee.  
 Motion: Kim Hill  
 Second: Ben Balderas  
 Vote: Unanimous Approval  
 Passed     Failed
  - The committee members are Donna Kuhl (Chair), Kristi Anspach, and Vicky Wilson.
- Update on the Middle School Science position
  - Andrew Gatt will be the Middle School Science Teacher.

Closed Session

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

Motion: Kim Hill

Second: Vicky Wilson

Vote: Unanimous Approval

Passed    Failed

At 9:00 p.m., the meeting entered into a closed session. The closed session was ended at 9:37 p.m.

**Motion:** To appoint the following mentors to the new teachers: Ashley Potter will mentor Andrew Gatt; Julie Williams will mentor William Dawson; Brenda Hunt will mentor Amy Hagaman.

Motion: Kristi Anspach

Second: Kim Hill

Vote: Unanimous Approval

Passed    Failed

**Motion:** To fill leave-of-absence and medical leave positions with qualified long-term substitutes.

Motion: Kim Hill

Second: Ben Balderas

Vote: Unanimous Approval

Passed    Failed

Adjournment

With no further business before the Board of Directors, the meeting was adjourned at 9:40 p.m.