



## A Public School of Choice, Inc.

### Board Meeting Minutes

- Regular Session on August 22, 2013
- Closed Session on
- Special Session on

**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/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 7:25 p.m.**

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

#### Public Comments

Public comments were made by Gary Wilder regarding the bus service; he had an issue with the group stops being at students' houses rather than at more public areas and an issue with his student not being able to leave the bus without a parent at the bus stop.

#### Committee Reports

- Treasurer's Report: No issues.
- Grievance Committee: There was no cause to meet.
- Personnel Committee: The long-term substitute position for 6<sup>th</sup> grade Math/Science, the long-term substitute position for Middle School PE, and the long-term substitute for the 7-8<sup>th</sup> grade Math positions have been filled. The long-term substitute position for 6<sup>th</sup> grade Social Studies is in progress. The long-term substitute for the 5-8<sup>th</sup> grade Math Assistant will be posted.
- 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.
- Technology Committee (ad hoc)
  - Laptops
    - Traditional-style Laptop
      - ~ Screen size: 13"; Resolution 1366 x 768; Battery Size: 4.15hr min; Hard Drive: 128 gig 16 gig ssd min; Ram Size: 4 gig; Processor Speed: i3 core
      - ~ Pros: Runs traditional Windows operating system, utilizes Microsoft Office products.
      - ~ Cons: Time-consuming and complex to update/maintain
    - Non-Traditional Laptop (Recommended)

- ~ HP Pavilion Chromebook (\$329.99)
- ~ Pros: Inexpensive, built in virus protection, starts up and shuts down in less than 10 seconds, updates automatically, utilizes “the cloud” via Google Drive through online storage and allows for easy sharing/collaboration, preferred by teachers.. NCREN, our internet provider would help us set them up and provide an Administrator Module that would allow us to filter apps/content on devices.
- ~ Cons: Students would need to create an email address to fully utilize these devices—possible parent objection.
- Virus Protection
  - Several free providers we could utilize. Committee would agree on one and install it on the machines. Microsoft Essentials is free and included with Microsoft Office purchase, Chromebooks have built in antivirus. Other options include AVG or Spybot.
- Software
  - Windows 7
- On-Going Tech Support
  - Contracted out tech support. Options are currently being explored and other schools and small businesses are being contacted to see what they currently use.
- Additional Considerations:
  - Possibility to purchase through the State Contract. Debbi Patterson is the contact person and has agreed to help us with the purchasing process. The state of NC contracts with several manufactures for bulk education purchases and may be a good resource. They also assist in created custom purchases for specific needs.
  - Purchasing direct from the manufacturer may be a good option, but we should consider discount wholesalers such as Costco, Sam’s Club, Wal-mart, and Best Buy that often have competitive pricing.
  - Consideration of a leasing program. As technology continues to change rapidly, it may make sense to lease computers that would be replaced every few years rather than buying computers upfront and owning them until they are outdated. We have not explored if this option is available, but it is a consideration.
  - We are currently receiving Internet service that can support many users, but we need more “access points” in order for additional users to connect to the Internet.
    - ~ Additional routers will be installed close to 5<sup>th</sup> grade and close to 2<sup>nd</sup> grade that should solve connectivity issues. (The school is using routers that are currently owned, but not in use.) The routers are scheduled to be installed by parent volunteers serving on the Technology Committee on Saturday August 24<sup>th</sup> in order to be up and running for the first day of school.
    - ~ In subsequent years NCREN has recommended that the school purchase several new routers, all of the same brand and allow them to come in and create a more unified network that will run smoother, and allow more devices to connect to the Internet.
  - Charging/storage carts. The laptops will need to be stored and charged in a cart or shelf system.
  - Mr. Jewitt has been going to each individual teacher and addressing technology needs. Teacher whom received Smart Boards have been able to give their projectors to other teachers and various other technology has been shifted around the school among staff members.
    - ~ When the new laptops arrive and are up and running, teachers can be issued existing student laptops for personal (school-related) use, and possibly have additional computers in their room for student use—a computer station in the back of the room for research, word processing that stays in the room.
  - Parent volunteers on the Technology Committee seem willing to provide minor technical support as needed.

- Addition Purchase Requests:
  - The staff would like to be able to connect their iPads to projectors/Smartboards and need a specific Apple cord.
  - Some new teachers received much more technology than other new teachers
  - Individual Teacher Needs/wants/requests (Items in **BOLD** require purchase, other items require maintenance or have no cost associated with them):
    - ~ K: **iPads (x3)**, Smartboard, **teacher-issued iPad**, laptop needs to be connected to internet/printer
    - ~ 1<sup>st</sup>: Laptop needs to be connected to internet and printer
    - ~ 1<sup>st</sup>/2<sup>nd</sup> Assistant: Laptop needs to be connected to printer
    - ~ 3<sup>rd</sup>: School-issued laptop (to be given when new laptops come in)
    - ~ 4<sup>th</sup>: **Projector, AR program.**
      - There was discussion around the cost of obtaining an on-line AR Program for the Elementary School, as requested by Ms. Millin and Ms. Williams
      - The BOD will need to discuss this with the new Administrator, since the minimum purchase is for 240 students, which would make it available to the entire school.
    - ~ Gatt: **Document camera**
    - ~ Art: **Digital cameras (x3-5)**
    - ~ Dawson: **Projector**, school-issued laptop
    - ~ L/S. P.E.: **Projector** for P.E. staff to share.
    - ~ M/S. P.E.: Connect laptop to printer, Project for P.E. staff to share.
    - ~ Breedlove: Virus software on laptops
    - ~ Apelgren: **iPads (x3)**
- Teacher Evaluation Rubric Committee (ad hoc)
  - A rubric to be used in teacher evaluations has been developed, along with an explanation of how it will be used to determine raises (see attached).



Teacher Evaluation  
Rubrics draft 081513



Rubric Draft  
081513.pdf

- The rubric will be voted on during the September BOD meeting.

## New Business

- Discussion on the date/time and content of OCS Orientation (September)
  - Orientation is tentatively scheduled for September 26, 2013 (6:00 – 8:00)
  - Contact PTA about childcare and pizza to increase attendance
  - Will plan for a formal introduction of the new Principal, for Middle School parents to walk their student's class schedule and talk with their teachers, for the BOD to address the OCS community.
- Discussion of Middle School guitar proposal and funding
  - During flex time in music, Mr. Dawson would like to teach guitar to 10 Middle School students and rotate them every few weeks; this builds off of their knowledge of baritone ukulele taught during Elementary School music.
  - Total cost = \$1200 (for 10 guitars)
  - An attempt for grant funding was unsuccessful.
  - There was discussion about taking advantage of a STEAM grant, looking for used guitars.
  - It was decided to bring this to the attention of the new Administrator for further options.

## Old Business

- Update on contracted bus service for the 2013 – 2014 school year.
  - A two-year contract was signed.
  - Tracey will meet with the contract service about changes to the bus route.
  - Times associated with the routes were generated using a computer program so may change based on real-time use.
  - The goal is to make the current routes permanent, to avoid having to determine new routes each year.
  - The Policy and Strategic Planning Committee will look into a waiver to use for parents who give permission for their students to get off the bus without the parents being present.
- Update on removal of the wall in cafeteria/parking lot sealing/status of old buses
  - The wall has been removed.
  - The parking lot has been sealed.
  - The buses will be sold; Craig’s List will be used. One bus does not start and cannot be removed from the basketball court.
- Update on the Board retreat: Set for September 28, 2013, starting at 9:00.
- Review and approval of August special-called BOD minutes.
  - **Motion:** To approve the August 1, 2013 meeting minutes, with revisions.  
Motion: Kim Hill  
Second: Kristi Anspach  
Vote: Unanimous Approval  
 Passed    Failed
- Principal search committee update and recommendation to the BOD
  - The Principal Search Committee was made up of three parent representative, three teacher representatives, and three BOD members.
  - Forty-one applications were reduced to seven phone interviews, followed by three face-to-face interviews

## Closed Session

**Motion:** To move into closed session to discuss the three candidates put forward by the Principal Search Committee and other personnel matters which warrant confidentiality pursuant to Article 33C, Section 143-318.11 (a) Section 6 of the North Carolina General Statutes.

Motion: Kristi Anspach

Second: Kim Hill

Vote: Unanimous Approval

Passed    Failed

At 9:08 p.m., the meeting entered into a closed session. The closed session was ended at 9:55 p.m.

**Motion:** The BOD directs the Treasurer and Vice-Chair to negotiate a contract with Candidate A.

Motion: Kristi Anspach

Second: Denise Duffy

Vote: Unanimous Approval

Passed    Failed

**Motion:** To approve the signed contracts for the long-term substitutes for 6<sup>th</sup> grade Math/Science, Middle School PE, and 7-8<sup>th</sup> grade Math.

Motion: Kristi Anspach

Second: Ben Balderas

Vote: Unanimous Approval

Passed    Failed

**Motion:** To approve the appointment of Kim Hill as the temporary acting Chair of the Employee Grievance Committee while Donna Kuhl is filling the role of the long-term substitute for 6<sup>th</sup> grade Math/Science, with Ben Balderas serving as a temporary alternate during this time.

Motion: Kim Hill

Second: Vicky Wilson

Vote: Unanimous Approval

Passed    Failed

#### 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: Kim Hill

Second: Rich Peterson

Vote: Unanimous Approval

Passed    Failed

At 10:05 p.m., the meeting entered into a closed session. The closed session was ended at 10:16 p.m.

#### Adjournment

With no further business before the Board of Directors, the meeting was adjourned at 10:16 p.m.

The next meeting of the Orange Charter School Board of Directors will be held on **Thursday, September 12, 2013, at 6:30 PM.**