



# A Public School of Choice, Inc.

## Board Meeting Minutes

- Regular Session on February 20, 2014  
 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"/> Vicky Wilson/Community-at-Large Member |
| <input checked="" type="checkbox"/> Ben Balderas/Parent Rep | <input checked="" type="checkbox"/> Jon Corcoran/Administrator             |

**The meeting was called to order by Richard Peterson at 6:34 p.m.**

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

### Public Comments

There were no public comments.

### Principal's Report

- Enrollment Update

Grade	Enrollment	Wait List	2014-2015 Applicants
K	20 (+1)	29	90
1	20	22	15
2	22 (+3)	0	27
3	21	11	16
4	20	11	16
5	20	6	13
6	41	0	32
7	32	0	4
8	30 (+1)	0	1
<b>Total:</b>	<b>226</b>	<b>79</b>	<b>214</b>

- Highlights
  - Our growth spurt continues: up to 226 total students.
  - We were featured during the 2/19/14 evening broadcast of WNCN News.
- Athletics
  - Karen Bonfield will attend a March scheduling meeting for 14-15 Winter Basketball.
  - Spring Track will depend on if we can find 1-2 invitational meets to compete in.
- Budget
  - Adjusted numbers show a significantly reduced deficit
    - Significant savings with benefits, salary, building maintenance
- Calendar
  - Monday, 4/21 proposed as a make-up day for 2/13-2/14 closing
  - 2014-2015 Master Calendar proposal
    - 10 Early Releases to enable (alternating) collaborative project planning and PD
- Personnel
  - Seeking final approval of TA Rubric
- STEAM Update
  - STEAM Certification Training Event (1/21-1/22) Debrief
    - Deeper understanding of STEAM for staff. Specific lesson/project ideas acquired.
    - Initiated cross-curricular project planning.
    - Provided a long-term framework to work towards
  - 1 STEAM project per grade prior to end of 13-14 school year
    - Submission of plans prior to end of 3rd Quarter
      - ~ \$500-\$1000 grade level allotments
  - A focus on professional learning consistent with implementation timeline:
    - Technology Training
      - ~ SMART Boards on 3/12
      - ~ Teacher websites in late-March
      - ~ Google Apps for Education-Part 2 in April
    - Site visit to Duke School on 2/5
    - NC Scaling STEM (2/17-2/18)
    - Sending ES & MS reps to Duke School PBL Training (2/27-2/28)
  - Recommending adoption of the NC STEM Rubric/joining the NC STEM Learning Network starting in Fall 2014 <https://www.ncstem.org/stem-strategy/attributes-rubric.html>
    - Opportunity for free accreditation/recognition and support, flexible timeline and criteria
    - 6 out of 11 attributes = model STEM school
- Technology
  - Re-deployment of old Dells and surplus iPads in ES/North Building
  - Draft Technology Plan for 2014-2016 submitted by Mr. Jewitt
- Miscellaneous
  - “OCS Digital Learning Showcase” is confirmed for March 3rd starting at 5:30 (3 15-minute rotations)
  - Tom says we should expect some increased funding based on governor’s announcement to raise teacher salaries for those in years 1-10, but a pro-rated amount/not 1 to 1 based on eligible staff
  - 4th grade class size waiver proposal for 2014-2015

### **Committee Reports**

- Treasurer’s Report: By going through the budget line-by-line, the deficit has been decreased.
- Grievance Committee: There was no cause to meet.
- Personnel Committee: No meeting since last BOD meeting.

- Policy & Strategic Planning Committee: No meeting since last BOD meeting.
- Community Relations and Fundraising: Annual Fund letter has been drafted and reviewed; it will be mailed within the next week.
- Educational Program Committee
  - Outline of referral process to AIG program is easy to understand.
  - NC Virtual Public School: \$335/class/student/semester. Some Middle School students are interested. Information about this program may be given to parents, if they are able to enroll their students.
  - Is a policy needed for EC students that need to take a class on a PASS/FAIL basis, or should this be part of the student’s IEP? The BOD opinion is that this should be part of a student’s IEP.
- Parents and Teachers Helping (PATH) Committee
  - Recall Priorities: Technology & Teacher Appreciation Improvement
    - Successes: 2 SMARTboards & Sound System for performing arts, Celebrate your Teacher slideshow and holiday celebration with potluck.
    - Goals: 1 SMARTboard (1st grade) \$4k; Teacher Appreciation through the spring semester with big teacher appreciation week activities. Continue with annual community work.
  - Spring Festival
    - Working committee organized
    - April 26: 11:00 – 2:00
    - Carnival like event, outside
    - Food trucks?
    - Buy tickets for booths and buy food
    - \$300 - \$400 profit in the past (year of a raffle for xBox – made \$700)
    - Tie in with silent action: would like donations such as beach house use, orthodontist service, veterinary services, plumbing, Will package, sports tickets, Lasik, other silent auction items. Use online auction tools? – costs money but will pay for itself
- Technology Committee
  - No meeting since last BOD meeting.
  - Parent volunteers come to the school to help with technology issues, as needed. It would be good to have a part-time person to help with technology issues on-site.
  - Mr. Jewitt is working on updated the staff directory on the OCS website, to include pictures and links to class pages or teacher websites.
- Teacher Evaluation Rubric Committee (ad hoc): Minor revisions to the TA Rubric to refine the language.
- Transportation Committee (ad hoc): Met on January 31, 2014 to review the survey for the OCS community; survey has been sent. Early results reviewed. Once the survey has been closed, will review final data set.

### **Ongoing Board Training**

- Materials available regarding “Qualities of great BOD members” and “2014 Charter School State Rankings” for BOD members to review at home, if desired.
- Training was skipped.

### **New Business**

- Discussion and approval of the redistribution of the Vice-chair duties for the remainder of the 2013-14 school year
  - The current Vice-Chair will resign at the end of the 2013-14 school year, for personal reasons.
  - A new member of the OCS community will be appointed by the BOD to fill the time remaining in this empty position (two years remaining).

- Vice-Chair duties will be redistributed for the remainder of the year, as follows:
  - Rich Peterson will conduct Mr. Corcoran’s review, with one other person, to be determined.
  - Kim Hill will take the Vice-Chair’s place on the Employee Grievance Committee.
  - Denise Duffy will conduct the BOD election, with help from Ms. Ezzell and Mr. Corcoran.
- Proposal for an OCS After-School Program
  - Vicky is reviewing what local schools and businesses are doing with regards to after-school programs.
  - Given the uncertainty of transportation at the school, now is the time to address if an after-school program at OCS is feasible.
  - The Expedition School will be opening with an after-school program.
  - The goal is to have a proposal by early May.
- Presentation of the draft 2014-2015 master calendar for discussion.
  - Adding in more half days to provide time for increased collaborative planning and for increased professional development.
  - **Motion:** To approve the draft 2014-15 master calendar.  
 Motion: Vicky Wilson  
 Second: Donna Kuhl  
 Vote: Unanimous Approval  
 Passed     Failed
  - The calendar will be included in an upcoming issue of the Orange Peel.
- Discussion of the revised PATH description for the OCS Comprehensive Policy manual
  - Draft policy to be forwarded to the Policy & Strategic Planning Committee for review.
- Discussion of the draft Technology Committee description for the OCS Comprehensive Policy manual
  - Mr. Jewitt will submit a draft committee description to the Policy & Strategic Planning Committee for distribution to the OCS Community.
- Discussion on approval of a one-time allowance for an increased class size for the 2014-15 school year
  - There are two families with students currently at OCS. There are siblings of these students who would like to attend OCS beginning next year.
  - Doing this would increase the number of students in the upcoming 4<sup>th</sup>-grade class to 23 students. There is concern with the size of the classrooms and whether the 5<sup>th</sup>-grade class can handle 23 students. However, there is no guarantee that 23 students will remain in this class due to families who move or change schools.
  - Allowing the one-time increase will help the two families immensely. Not permitting this increase will force the two students in question to be included in the lottery, where they may not be chosen.
  - A decision needs to be made during this BOD meeting since the lottery is tomorrow.
- Discussion on design and timing of an OCS Community “Pulse” Survey
  - Mr. Corcoran would like to send a survey to the OCS Community to get an idea of how the community feels about various issues, such as an after-school program, year-round school, etc.
  - There will be input from the teachers regarding questions to ask.
- Discussion of school-wide technology needs assessment
  - All of the OCS staff completed the survey sent by Mr. Jewitt regarding technology at OCS.
  - Areas of strength include:
    - Administration and BOD support for changes in school-level systems, policies, and practices related to technology.
    - Technology is used to communicate and collaborate with families about school programs and about student learning, with the electronic systems for communicating within the school, with families and the community being adequate.

- Areas for improvement include:
  - Teachers need more readily-available technical support to maintain current systems.
  - An improved cataloging system is needed, which can be used by the staff to search and locate teaching materials. Teachers and students need more readily-available access to a good collection of print, multimedia, and electronic resources.
- Is there a possibility to have a technology facilitator position at OCS?
- This position could be a full-time position if it included teaching technology classes. Offer electives by quarter so students can take different electives throughout the year?

### **Old Business**

- **AIG Policy**
  - **Motion:** To approve the AIG Policy, with minor revisions.  
Motion: Donna Kuhl  
Second: Kristi Anspach  
Vote: Unanimous Approval  
 Passed    Failed
- **Discussion/review of the Teacher's Assistant merit-based review rubric**
  - **Motion:** To approve the Teacher's Assistant merit-based review rubric.  
Motion: Kristi Anspach  
Second: Vicky Wilson  
Vote: Unanimous Approval  
 Passed    Failed
- **Review and approval of the January 9, 2014 BOD meeting minutes**
  - **Motion:** To approve the January 9, 2014 BOD minutes.  
Motion: Denise Duffy  
Second: Kim Hill  
Vote: Unanimous Approval (Ben Balderas abstained because he did not attend the meeting on January 9, 2014)  
 Passed    Failed
- **Ad hoc After-School Program Committee**
  - **Motion:** To form an ad hoc committee to develop an After-School Program by early May, 2014.  
Motion: Kim Hill  
Second: Kristi Anspach  
Vote: Unanimous Approval  
 Passed    Failed
  - **Motion:** To appoint Vicky Wilson to the ad hoc After-School Program Committee, as the Board Representative.  
Motion: Kristi Anspach  
Second: Denise Duffy  
Vote: Unanimous Approval (Vicky Wilson abstained)  
 Passed    Failed
- **Policy for previously home-schooled students**
  - A policy is needed to ensure previously home-schooled students are placed in the appropriate grade when enrolling in OCS.
- **April BOD Meeting**
  - The original date of the April BOD meeting is April 10, 2014, the same day as the production of the "Wizard of Oz".
  - The BOD meeting will be moved to Wednesday, April 2, 2014 in order to avoid this conflict.

**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: Ben Balderas

Second: Donna Kuhl

Vote: Unanimous Approval

Passed     Failed

At 8:46 PM, the meeting entered into a closed session. The closed session was ended at 9:18 PM.

**Motion:** To approve the one-time expansion of the 4<sup>th</sup>-grade class during the 2014-15 school year to 23 students to accommodate sibling applications.

Motion: Denise Duffy

Second: Kim Hill

Vote: Unanimous Approval (Kristi Anspach did not vote as she had left the meeting during the closed session.)

Passed     Failed

**Adjournment**

With no further business before the Board of Directors, the meeting was adjourned at 9:20 PM.

The next meeting of the Orange Charter School Board of Directors will be held on **Thursday, March 13, 2014, at 6:30 PM.**