



A Public School of Choice, Inc.

Board Meeting Minutes

- Regular Session on June 10, 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 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 6:35 p.m.

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

Public Comments

There were no public comments.

Chair's Report

- July OCS BOD meeting (Thursday, July 10, 2014 at 6:30 p.m.): New BOD member introduction and vote on BOD positions.
- Open House on Thursday, August 21, 2014 from 5:00 – 7:00 p.m.: BOD members will be present and committee tables will be set up for information and member sign-up.
- OCS BOD yearly training/retreat: Will be scheduled for a Saturday in late August/early September when everyone is back from summer vacation.

Principal's Report

- Enrollment Update

Grade	Enrollment	2014 – 2015 Projected Enrollment	Wait List
K	20	21	83
1	20	21	16
2	22	23	28
3	21	22	16
4	20	23	20
5	20	22	13
6	41	43	8
7	32	44	1
8	30	27	0
Total	226	246	185

- Highlights
 - Year In Review:
 - Enrollment is up
 - A significantly reduced deficit
 - STEM is happening
 - ~ PLTW Partner School (Summer Training followed by K-8 curriculum unveil)
 - ~ Joined the NC STEM Learning Network
 - Arts foundation strengthened
 - Technology upgrade
 - ~ New WiFi
 - ~ Google Apps conversion
 - ~ New website
 - New initiatives underway
 - ~ After-School Program
 - ~ MS Athletics
 - Received substantial donations from Sports 4 Special Kids and Holy Family Catholic Church
 - A well-attended and productive Spring Clean-up Day on Saturday, 5/10
 - EOC/EOG/NC Final Exam Testing wrapped up yesterday, 6/9, positive early returns
- Personnel
 - 2014-2015 Employment Contracts:
 - A great team is signed up and ready to go
 - ~ Three new team members added, all with proven track records/glowing references/star potential:
 - Donna Kuhl, Part-Time AIG (Collaborative position across five grade levels)
 - Amber Mathis, Middle School ELA
 - Katie Willis, 5th Grade
 - 2 finalist interviews for Grades 3-5 TA took place yesterday, 6/9
 - No other current openings
- STEAM Update
 - Morgana, J2, & Jon lead PBL Training on 5/14 Early Release
 - Fall 2014-Initial, school-wide self-assessment using the NC STEM Rubric
- Budget
 - Significantly reduced deficit for 2013-2014
 - 2014-2015 Budget Proposal
- Follow-Up Items/Miscellaneous
 - Facility improvements planned for Summer
 - Project display boards
 - New office flooring
 - Painting
 - Installation of 2 SMART Boards (1st & 6th)
 - Spring 2014 OCS Parent Pulse Survey key takeaways (see Attachment 1)
 - New school logo feedback given to designer, waiting on revised option(s)
 - Site visit from NCDPI Regional Consultant Cande Huneycutt on 5/22
 - Received advice and policy clarifications/updates

Committee Reports

- Treasurer's Report: See Principal's Report.
- Grievance Committee: Employee Grievance Committee met.
- Personnel Committee
 - See Principal's Report.

- BOD Election had to be repeated because one of the candidates did not meet eligibility criteria. Corrected ballots sent home in self-addressed stamp envelope and are due by Wednesday, June 18, 2014.
- Policy & Strategic Planning Committee: No update; meeting rescheduled.
- Community Relations and Fundraising:
 - Making phone calls to prospective families which have not responded.
 - Still working on Honda grant.
 - The Tanger grant did not get funded.
 - Central Carolina Dermatology has stated they will help with a grant for playground sunshades.
 - Jaime Hardy will help teachers with Donors Choose.
 - PATH has expressed interest in coordinating Last Fridays in Hillsborough.
- Educational Program Committee: No meeting since last BOD meeting.
- Parents and Teachers Helping (PATH) Committee
 - Two task forces set up to meet over the summer
 - One to discuss increasing volunteer opportunities, awareness, and tracking volunteer hours.
 - One to discuss ways PATH and Community Relations and Fundraising can work better together.
 - ~ Will Liz Medieros attend this as the Chair of Community Relations and Fundraising?
 - Any open meetings need to be announced to the OCS community for those interested in attending.
 - How will carry-over funds be handled?
 - PATH wants to get wish list items from each class to help determine where funds raised can be used.
 - Discussion around the BOD handling Middle School needs, while PATH handles Elementary School needs.
 - The BOD thought this was a bad idea, since PATH is a committee open to the entire school community. This could lead to a divisive culture, which is not the goal of PATH.
- Technology Committee
 - No meeting since last BOD meeting.
 - Mr. Jewitt wanted to learn about being a Technology Specialist/Facilitator; he visited Glenwood Elementary in Chapel Hill and got some great ideas. He will schedule visits for New Hope Elementary, Carrboro Elementary, Person High School, and Riverside High School.
 - Mr. Jewitt is considering giving several presentations to the OCS staff about technology:
 - Gmail/Drive/Docs, Presentations, & Spreadsheets
 - Instructional websites/programs
 - iPad Apps
 - SMART Board lessons/tricks (interactive group discussion where faculty contribute their own lessons/tricks)
 - Conducted a survey to the Technology Committee and Staff: Doing well/need improvement/goals/needs
 - Good: Internet connection, hardware in the MS, sharing of docs
 - Improve: More computers/iPads in ES, Saving \$ on printing, update MS website
 - Wants: MS Teacher laptops (ALL of ES got a new on this year--some got two), speakers for computers/iPads, Document Cameras
 - Mr. Jewitt is sending out monthly "Technology Troubleshooting Tips" Newsletter/Cheatsheet to staff of various topics. First one was about printing problems. Others about common questions.
- Transportation Committee (ad hoc):
 - No meeting since last BOD meeting.
 - Made a statement in the Orange Peel about decrease in bus service for the 2014 – 2015 school year (down to one bus). Did not specifically state there will be no bus beginning in the 2015 – 2016 school year (which will be the case).

- Mr. Corcoran, Ms. Ezzell, and a representative from the Transportation Committee will work on the bus route with the transportation company. Plan to have one route with five or six stops. Hope to have the route planned well before the August 15, 2014 deadline.
- Discussed having a carpooling website for those interested in participating in a carpool.

New Business

- BOD resignation announcements
 - Kristi Anspach is leaving the BOD for personal reasons. This leaves a two-year term to be appointed by the BOD.
 - Donna Kuhl is leaving the BOD because she accepted the part-time AIG position. This leaves a one-year term to be appointed by the BOD.
- Discussion of a new personnel policy (mandated by the NCDPI Charter School Office) regarding employee background checks and the addition of an employment application to the OCS hiring process
 - Policy drafted by Mr. Corcoran to replace Section 4.2.13 of the current OCS Comprehensive Policy Manual (see Attachment 2).
 - Needs to be reviewed for consistent use of Principal, administrator, and site administrator to ensure clear terminology and intent.
- Discussion of reinstatement of the Finance Committee as a standing committee with a defined meeting schedule and membership
 - Members: BOD Treasurer, BOD Chair, Principal, one staff member (who would not be allowed to be present during personnel discussions)
 - Would meet quarterly, at a minimum

Old Business

- Discussion about enrollment overages
 - Charter allows for 20 students per class. In the past, if class size needed to be 21, the Principal would discuss this with the teacher affected. Any class size over 21 has needed BOD approval.
 - **Motion:** To allow exceptions of class sizes in 2nd (23), 3rd (22), 5th (22), 6th (44), and 7th (43) for the 2014 – 2015 school year; however, if the projected number of students per class is not met, the original cap will be kept (20 per class).
Motion: Kim Hill
Second: Kristi Anspach
Vote: Unanimous Approval
 Passed Failed
- Review and approval of the May 5, 2014 BOD meeting minutes
 - **Motion:** To approve the May 5, 2014 BOD meeting minutes, with revisions.
Motion: Kim Hill
Second: Denise Duffy
Vote: Unanimous Approval
 Passed Failed
- Update on/discussion of the OCS After-School Program (Vicky Wilson present by phone)
 - Enrollment is not where OCS wants it to be, but want to honor Vicky Wilson’s commitment as Director and to the 23 students currently enrolled.
 - Ms. Wilson is not overly concerned at this point because most people enroll later in the year and a relationship with the Director needs to be established. She is confident that more parents will enroll their students once they get a chance to meet with her and gain a sense of trust.
 - Parents are asking for flexibility in the program; Ms. Wilson is looking at a little more flexibility on early-release days.

- Break even is 18 full-time enrolled students; the plan is to not operate the program at a loss. Ms. Wilson is dedicated to making the program work, given that it takes time to build a large after-school program
- Ms. Wilson would change the number of staff needed based on the number of students enrolled.
- New families have not been contacted; should provide them with the program information so they can enroll also.
- Plan to have the after-school policy and procedures in place by July.
- Ms. Wilson hopes to attend the new family picnic so she can meet new families.

Closed Session #1

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 and for legal consultation.

Motion: Kristi Anspach

Second: Denise Duffy

Vote: Unanimous Approval

Passed Failed

At 8:25 p.m., the meeting entered into a closed session. Closed session #1 was ended at 9:58 p.m.

Motion: To approve the contracts with the exception of those that need revision.

Motion: Kristi Anspach

Second: Ben Balderas

Vote: Unanimous Approval

Passed Failed

Closed Session #2

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 and for legal consultation.

Motion: Kim Hill

Second: Denise Duffy

Vote: Unanimous Approval

Passed Failed

At 10:02 p.m., the meeting entered into a closed session. Closed session #2 was ended at 11:50 p.m.

Motion: To accept the recommendation about Grievance #1, with revisions.

Motion: Kim Hill

Second: Kristi Anspach

Vote: Unanimous Approval

Passed Failed

Motion: To accept the recommendation about Grievance #2, with revisions.

Motion: Ben Balderas

Second: Denise Duffy

Vote: Unanimous Approval

Passed Failed

Adjournment

With no further business before the Board of Directors, the meeting was adjourned at 11:52 p.m.

The next meeting of the Orange Charter School Board of Directors will be held on **Thursday, July 10, 2014, at 6:30 PM.**

Spring 2014 OCS Parent Pulse Survey-Key Takeaways

- 75 total respondents / 155 total families = 48% response rate
 - Highest # of respondents:
 - 3rd Grade (20)
 - 6th Grade (15)
 - 1st/7th Grade (12)
- The 5 leading reasons families choose OCS:
 - Small school and class size (93%)
 - Caring staff (69%)
 - Tradition of academic achievement (68%)
 - Family atmosphere (64%)
 - Comprehensive arts program (32%)
- Future visioning:
 - 56/71(80%) want a High School
 - No mandate for year-round calendar (50/50 split)
- Plus/Delta analysis:

Plus (65+ agree or better)	Delta (10+ disagree or worse)
This school...	This school...
Promotes academic success for all students	Provides quality activities that meet my child's interests and talents, such as sports, clubs, and music.
Provides access to technologies that reflect 21st Century Learning	Has quality programs for my child's gifts, talents, or special needs.
Gives my child opportunities to participate in classroom activities.	Offers opportunities that are connected to life outside the classroom (aka-the real world).
Teaches and celebrates the hard skills (reading, writing, math) needed to thrive in the world.	Reaches out to parents and family members beyond formal, structured parent/teacher conference (for instance, home visits, phone calls)
Promotes joy for teaching and learning.	Keeps me well-informed about my child's progress in school.
Conveys confidence in all students' abilities to do well.	Provides adequate transportation alternatives for my child.
Has an atmosphere that encourages respect b/tw teachers, parents, and students.	Provides adequate extracurricular and/or enrichment activities for my child.
Treats all students with respect.	Has realistic expectations for take-home assignments/homework in relation to my child's developmental level.

Is an inviting place for students to learn.	
Is a friendly place where I feel welcome to visit.	
Welcomes my contributions and encourage me to be an active partner with the school in educating my child.	
Encourages parents to participate and feel a sense of ownership for the school.	
Keeps me well-informed about my child's progress in school.	
Keeps me well-informed about school activities.	
Promptly responds to my calls, messages, or e-mails.	
Has clear, consistent policies and rules.	
Clearly tells students in advance what will happen if they break school rules and then enforces those rules equally for all students.	
Is a place where my child feels safe and feels comfortable asking staff for help.	
Has adequate supervision for during arrival, the school day, and dismissal.	
Has facilities and grounds that are well-maintained.	
Is a safe place for my child.	
Has a good public image.	

Attachment 2 (2 pages)

***Here is a proposed policy revision, consistent with changes in laws affecting charter schools last Summer. GS 115C-238.29F requires us to adopt a criminal history check policy that mirrors that of our local administrative unit (Orange County Schools).

Proposed policy revision for OCS (replaces Section 4.2.13 of the current [OCS Comprehensive Policy Manual](#)):

Section 4.2.13 Employment Reference Checks/Background Checks

A safe and secure learning and working environment should be provided for all students and staff. Employees should be exemplary role models for students and positively represent the schools in the community. These beliefs reflect the fundamental principle that anyone who directly or indirectly comes in contact with children is in a unique position of trust in our society.

The Principal will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by OCS records.

A criminal records check will be conducted of applicants and/or newly hired employees, student teachers/interns, and substitutes. Applicants hired prior to the completion of the criminal records check shall be considered employed conditionally pending a review of the results of the check. Applicants shall be required to answer completely and accurately questions on their application with regard to previous criminal history. Failure to do so will subject the applicant to not being hired and an employee to being dismissed. Applicants also shall consent in writing to an initial criminal record check and post-employment criminal record checks and to providing identifying information relied upon by any relevant repositories of criminal information. Failure to consent or provide relevant information will result in rejection of an applicant or dismissal of a newly hired employee. Applicants have an ongoing duty to promptly update their application to assure accuracy.

The applicant or conditional employee will be rejected for employment if the criminal record check and supporting records reveal a "criminal history," defined as the conviction of a crime, whether a misdemeanor or felony, that indicates the employee (1) poses a threat to the physical safety of students or personnel, or (2) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as a public school employee. Conviction of a crime, as used in this policy, includes the entry of (1) a plea of guilty, nolo contendere, no contest or the equivalent; or (2) a verdict or finding of guilty in a court of law or military tribunal. The school shall consult with legal counsel or obtain a certified copy of an applicant's or conditional employee's conviction notice prior to any final employment decision based on the criminal history. If the school considers criminal history in making a decision adverse to an applicant or conditional employee, the Principal shall make written findings with regard to how it used such information.

The school shall provide to the State Board of Education information on where to obtain the record of conviction, including the person's name, criminal case number, and the county of conviction of a person who is certificated, certified or licensed by the State Board of Education where the school discovers the "criminal history" through an employment criminal history check. If a criminal record check reveals that an applicant or conditional employee was charged with but not convicted of a crime, whether a misdemeanor or felony, that suggests that the employee may not meet the employment standards of the Board, the administration may conduct a further investigation into the person's conduct and the circumstances surrounding the charge to determine the person's fitness for employment.

Applicants and current employees shall immediately notify the Principal and Personnel Chair if they are charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) except minor traffic infractions. It is the employee's responsibility to keep his/her administrator apprised of the judicial process in any charges pending in the courts. Upon final disposition of a pending charge, the employee must report the disposition

and pertinent facts, in writing, to the administrator no later than the next scheduled business day following disposition. Following receipt by the site administrator, the confidential written report along with any recommendations will be presented (delivered) as soon as possible, but no later than one business day, to the Personnel Chair who shall carefully review the situation along with any recommendations from the administrator as to what action, if any, is appropriate at that time.

The school may conduct criminal history checks using private contractors on current employees reporting on a regular basis any employee who is arrested, charged and/or convicted of a crime provided the procedure complies with the Fair Credit Reporting Act.

As employees of Orange Charter School, all staff members are expected to observe and obey all laws and ordinances, in addition to all policies and procedures of our Board of Directors. As exemplary role models for students, their behavior should reflect positively on the schools at all times. A criminal records check also may be conducted on a for-cause basis for current employees. Information obtained during the implementation of this policy shall be kept confidential to the extent required by law. Procedures for implementing this policy will be developed and administered by the Principal.

Legal Reference: G.S. 115C-276(1), 115C-325(b)