



A Public School of Choice, Inc.

Board Meeting Minutes

- Regular Session on
 Closed Session on
 Special Session on June 18, 2014

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 type="checkbox"/> Brenda Hunt/Teacher Rep | <input type="checkbox"/> Scott Jewitt/Teacher Rep |
| <input checked="" type="checkbox"/> Donna Kuhl/Parent Rep | <input type="checkbox"/> Vicky Wilson/Community-at-Large Member |
| <input type="checkbox"/> Ben Balderas/Parent Rep | <input checked="" type="checkbox"/> Jon Corcoran/Administrator |

The meeting was called to order by Richard Peterson at 6:32 p.m.

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

Public Comments

There were no public comments.

Principal's Update

- Annual Audit scheduled for July 17, 2014.
- Facility rented to JW Sports for summer camp; week of June 26, 2014.
- Carpool website up and running.
- Kindergarten and Music/Spanish positions have been posted and will be open through July 4, 2014.
- Top choice for 3 – 5th Assistant position has been called; no response yet.

New Business

- Committee Discussion
 - Community Meetings
 - All scheduled committee meetings are open to the public and meetings need to be posted ahead of time (including any task force meetings).
 - Example scheduled committees are as follows:
 - ~ Community Relations & Fundraising
 - ~ Education
 - ~ PATH
 - ~ Policy & Strategic Planning
 - ~ Transportation
 - ~ After-school Program
 - ~ Technology

- Open Meeting Laws in NC required meeting minutes for all committee meetings.
- Charter Schools are scrutinized because many are not following the Open Meeting Laws.
- Scheduled committee meetings need to be posted in the Orange Peel and sent out to the OCS community via email. During the summer, any scheduled meetings must be sent via email (since the Orange Peel is not issued during the summer).
- Dissolve the After-School Program Committee?
 - NOTE: Vicky Wilson was called for this discussion
 - Because there are policies to be written regarding this committee and because other items may arise while the program is being initiated, it is best for this to remain in place.
 - Meetings will be held as needed.
 - In the process of writing a policy for the manual, and a letter for parents that have signed up, asking what days/times are needed.
- Policy Manual
 - Need to update the list of committees in the Policy manual.
 - Any committee needs a committee description/policy
 - ~ PATH committee description update is in-progress and needs to be finalized. Any other policy suggestions need to be addressed.
 - ~ Transportation Committee description is needed.
 - ~ After-School Program Committee description is needed.
- Results of BOD election
 - Rich Peterson and Tammy Andino were voted as new 3-year-term BOD members.
- Discussion on drafting a new policy regarding the archiving of BOD records/data (electronic and paper).
 - BOD emails are public record.
 - How long should they be kept?
 - What should be done with the email accounts for those leaving the BOD? Should accounts be kept with a change in password?
 - Need to look into if there are mandated retention policies for public documents.
 - Keep emails on a server or cloud-based server? How much will this cost? Is it secure and retrievable if there is a server crash?
 - Would a paper-based system be better? Would need fire-proof cabinets for paper documents to ensure available long-term.

Old Business

- Closed Session #1 to discuss BOD appointments (for open seats and the community seat)
 - **Motion:** To move into closed session to discuss BOD appointments (for open seats and the community seat) which warrant confidentiality pursuant to Article 33C, Section 143-318.11 (a) Section 6 of the North Carolina General Statutes.
 Motion: Kim Hill
 Second: Denise Duffy
 Vote: Unanimous Approval
 Passed Failed

At 7:10 p.m., the meeting entered into a closed session. Closed Session #1 was ended at 7:30 p.m.

- Appointment of new members from the candidate pool who were not elected to fill the two open BOD seats (a two-year and a one-year seat due to director resignations)
 - **Motion:** To nominate Chris Swift for the one-year appointed BOD term, effective July 1, 2014.
 Motion: Kristi Anspach

Second: Denise Duffy

Vote: Unanimous Approval (Kristi Anspach did not vote since this appointment is for the opening caused by her resignation)

Passed Failed

- **Motion:** To nominate Lisa Dukelow for the two-year appointed BOD term, effective July 1, 2014.

Motion: Kim Hill

Second: Denise Duffy

Vote: Unanimous Approval (Donna Kuhl did not vote since this appointment is for the opening caused by her resignation)

Passed Failed

- Discussion of surplus PATH funds

- There is a surplus of \$4,500.00 in the budget for PATH. The final amount is pending a deposit into the OCS checking account from the temporary Paypal account that was used to process credit card donations and purchases from Spring Fling. The final amount also needs to be reconciled with Acadia's records once Acadia has reconciled the bank accounts for June and closed the fiscal year.
- What is this money being used for? Why is there a need for this much to be carried over into the next school year, versus spending it now?
- The plan is for teacher start-up money for school supplies. Gift cards would be purchased, in equal amounts, for all teachers. Amount would be \$150/gift card for a total of \$3000; the rest of the money would be used to start the read-a-thon and other fund raisers.
- The maximum amount of money PATH is allowed to carry over from year to year needs to be added to the PATH policy. Anything over the cap (\$4,500.00 based on this year's budget) would go into the general fund at the end of the year.
- Pennies for the Playground should be started up again as this has always raised money for mulch for the playground, rather than this coming out of the general fund. Students have always liked bring in their change to put into the jars in their classes; it gives them a sense they are doing something for their school. In the past, the class that raised the most money has gotten an ice cream party.

- Closed Session #2 to discuss personnel matters related to the budget

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

Motion: Denise Duffy

Second: Kristi Anspach

Vote: Unanimous Approval

Passed Failed

At 7:50 p.m., the meeting entered into a closed session. Closed Session #2 was ended at 8:20 p.m.

- Approval of the 2014-15 OCS budget

- **Motion:** To approve the 2014-15 budget with potential revision for PATH carry-over being balanced by expenses and verified with Acadia.

Motion: Kim Hill

Second: Kristi Anspach

Vote: Unanimous Approval

Passed Failed

- The budget is available upon request.

- Review and approval of the June 10, 2014 BOD meeting minutes

- **Motion:** To approve the June 10, 2014 BOD meeting minutes, with revisions.

Motion: Kim Hill

Second: Donna Kuhl
Vote: Unanimous Approval
 Passed Failed

- Approval of the Employment Reference Check/Background Check Policy
 - **Motion:** To approve the required update to the Employment Reference Check/Background Check Policy, with revisions.
Motion: Kim Hill
Second: Denise Duffy
Vote: Unanimous Approval (Donna Kuhl did not vote on this motion)
 Passed Failed
- Closed Session #3 to discuss personnel matters
 - **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: Denise Duffy
Vote: Unanimous Approval
 Passed Failed

At 8:47 p.m., the meeting entered into a closed session. Closed Session #3 was ended at 10:23 p.m.

- Approval of the Employee Grievance Committee recommendations (Donna Kuhl was not present)
 - Recommendations for Grievances #1 and #2 were brought back to the BOD due to revisions that exceeded what was discussed during the June 10, 2014 BOD meeting.
 - **Motion:** To approve the revised recommendations regarding Grievances #1 and #2.
Motion: Kim Hill
Second: Denise Duffy
Vote: Unanimous Approval
 Passed Failed
 - **Motion:** To approve the recommendations #3 and #4.
Motion: Kim Hill
Second: Denise Duffy
Vote: Unanimous Approval
 Passed Failed

Adjournment

With no further business before the Board of Directors, the meeting was adjourned at 10:27 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.**