



A Public School of Choice, Inc.

Board Meeting Minutes

- Regular Session on September 12, 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 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 6:33 p.m.

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

Public Comments

There were no public comments.

New Principal's Update

- Having regular consultation with Tracey, and working on the new office.
- An offer has been made to the candidate for the long-term 5 – 8th grade Math Assistant substitute position.
- The long-term substitute for Middle School PE/Health has taken a full-time position; his last day is October 4, 2013. Interviews for his replacement will be the week of September 16, 2013.
- Trained to administer ACT-Explorer tests during the Month of October 2013.
- Has written his 90-day Transition Plan.

Committee Reports

- Treasurer's Report
 - Received the final, audited report for the 2012 – 2013 school year; excess revenue of \$97,809.00.
 - Should the investment strategy be postponed? The strategy was approved during the BOD meeting on March 14, 2013; during the BOD meeting on July 18, 2013, approval was given to ensure the investment was made by August 26, 2013. Upon looking at the proposal, there was concern about how safe the money would be and if having the money FDIC-secured would be accomplished.
- Grievance Committee: There was no cause to meet.
- Personnel Committee: An offer has been made for the long-term substitute position for 5-8th grade Math Assistant. The long-term substitute position for Middle School PE/Health has been posted.
- Policy & Strategic Planning Committee: No meeting held since the last BOD meeting. Patrick Brandt is willing to serve as the Chair of the committee; however, he needs to attend a few more meetings.

- Community Relations and Fundraising: Met with Liz Medeiros, Kerri Frank, and Julie Williams on September 6, 2013 to compare calendar dates for upcoming activities and to determine what each committee has on their list of activities to plan. Liz Medeiros is interested in being the Chair of the committee. The PTA committee would like a line item on the budget; should they have a petty-cash account in order to purchase small items needed for planning activities?
- Educational Program Committee
 - No meeting held since the last BOD meeting.
 - The “After-school Club Request” form needs to be added to the Policy Manual. It provides information necessary for new clubs to be formed.
 - All of the information about the AIG program for the 2012 – 2013 school year is missing. Ms. Hunt has been working to get the AIG program back up and running. Information has been given to Mr. Corcoran for review so it can be added to the website as soon as possible.
 - Plan for the students in the AIG program to meet twice a week (4th and 5th grades during lunch, Middle School during flex time).
 - Will combine math and reading together, with projects chosen based on the interests of the student.
 - Students eligible for the AIG program are those scoring $\geq 95\%$ on the EOG or based on teacher recommendation.
 - Since the list of students in the AIG program in the past is also missing, information about when student selection has been made will be sent out to the OCS community to ensure a student is not missed.
 - Compiled a list of teacher’s who have volunteered to be on committees or part of extra-curricular activities, such as after-school clubs.
- Parties and Tiger Activities (PTA) Committee
 - The meeting held on September 10, 2013 went well, with over 40 parents present.
 - Amy Gross and Nikki Balderas have volunteered to be the Secretary and Treasurer, respectively.
 - A Chair is still needed.
- Technology Committee (ad hoc)
 - New routers have been installed in the 2nd- and 5th-grade classrooms.
 - A proposal was developed regarding what computers to purchase, to be voted on later in the meeting.
 - A wireless upgrade is still needed.
- Teacher Evaluation Rubric Committee (ad hoc)
 - The rubric to be used in teacher evaluations has been developed, to be voted on later in the meeting.
 - There are plans to develop a rubric for assistant teacher evaluations (Ms. Weislak and Ms. Wall will be part of this committee, along with Kristi Anspach, Kim Hill, and Lisa Dukelow).
 - There was discussion to also develop a rubric for the School Counselor.

New Business

- Discussion of the new OCS After-School Writing Club
 - Ashley Potter will be the teacher representative.
- National Board Certification
 - What kind of support will there be for teachers who want to pursue this certification?
 - Will there be a pay raise if certification is received, like what the State provides?
 - The Educational Program Committee, Personnel Committee, and Policy & Strategic Planning Committee should determine what DPI does for this type of certification and develop a policy for OCS.

Closed Session

Motion: To move into closed session to discuss personnel 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 8:09 p.m., the meeting entered into a closed session. The closed session was ended at 8:44 p.m.

Motion: To provide compensation to a former employee for the duties performed on July 26, 2013, after the end of the contracted period per the amount discussed in closed session.

Motion: Kristi Anspach

Second: Denise Duffy

Vote: 5 For:1 Against

Passed Failed

Motion: Pending an investigation into alternative compensation for bonuses to be paid to teachers contracted during the 2012 – 2013 school year, the Personnel Committee and Treasurer will provide written choices to the said employees per the amount discussed in closed session.

Motion: Denise Duffy

Second: Kristi Anspach

Vote: Unanimous Approval

Passed Failed

Motion: To approve a bonus for the Office Manager per the amount discussed in closed session.

Motion: Kristi Anspach

Second: Denise Duffy

Vote: Unanimous Approval

Passed Failed

Old Business

• After-School Writing Club


- **Motion:** To approve the After-School Writing Club, as written by Ashley Potter and Suzanne Peterson.

Motion: Kristi Anspach

Second: Denise Duffy

Vote: Unanimous Approval

Passed Failed

- Technology Upgrades
 - **Motion:** To approve the purchase of technology and equipment upgrades based on the Technology Improvement costs from the Treasurer (see attached).
 Motion: Ben Balderas
 Second: Kristi Anspach
 Vote: Unanimous Approval
 Passed Failed
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 OCS
 _Tech_Proposal_091:
 - **Motion:** To make the Technology Committee a Standing Committee, appointing Scott Jewitt as the BOD Liaison, and for the Committee to establish a technology schedule for the needs of OCS over the next three years.
 Motion: Kristi Anspach
 Second: Kim Hill
 Vote: Unanimous Approval
 Passed Failed
- Discussion and approval of the Teacher Evaluation Rubric for the 2013-14 school year
 - There was discussion about having some form of peer evaluation added into the rubric. At this time, there will be no formal peer evaluation.
 - The process of using the rubric in determining pay raises will be re-evaluated after the 2013 – 2014 school year; adjustments may be made, as necessary.
 - **Motion:** To approve the Teacher Evaluation Rubric as drafted by the Teacher Evaluation Rubric Committee for use during the 2013 – 2014 school year.
 Motion: Kristi Anspach
 Second: Denise Duffy
 Vote: Unanimous Approval (Note: Ben Balderas went home due to illness and did not vote for this motion or for motions during the remainder of the meeting)
 Passed Failed
- Discussion and approval of parent committee members
 - **Motion:** To appoint the following people to the roles on the Committees shown.
 - Community Relations and Fundraising: Liz Medeiros (Chair)
 - Educational Program: Amy Gross (Chair)
 - Community Grievance: Julie Wells (Chair) and Ivy Barger (Parent Representative)
 Motion: Kim Hill
 Second: Denise Duffy
 Vote: Unanimous Approval (Note: Kristi Anspach went home due to illness and did not vote for this motion or for motions during the remainder of the meeting)
 Passed Failed
 - Chairs need to be identified and/or approved once the minimum number of meeting attendance is met for the following committees; until then, the BOD Liaisons will continue to act as Chairs: Parties and Tiger Activities (PTA), Personnel, Policy and Strategic Planning
- Update on the Board retreat
 - Set for September 28, 2013, starting at 9:00.
 - Will be held at the Shared Visions Retreat Center.
 - Food will be provided; feel free to bring something to share.

- Update on contracted bus service for the 2013 – 2014 school year/status of old buses.
 - Complaints are being handled by the Office Manager.
 - One bus was sold for \$1000. A second bus needs to be sold and the third bus may be traded for services rendered by the mechanic.
- Update on the content of OCS Parent’s Night/World’s Fair (6:00 – 8:00 on October 3, 2013)
 - Will have an introduction of the new Principal.
 - Will have the BOD talk about governance of OCS.
 - Middle School students will be in the gym with their World’s Fair projects. The BOD members will provide supervision.
 - Parents will be able to meet with the teachers to ask questions and learn more about their student’s curriculum.
- Update on the Middle School guitar proposal and funding: Nothing investigated at this time regarding alternate funding.
- Review and approval of August 22, 2013 BOD minutes.
 - **Motion:** To approve the August 22, 2013 meeting minutes as drafted.
 Motion: Denise Duffy
 Second: Kim Hill
 Vote: Unanimous Approval
 Passed Failed

Adjournment

With no further business before the Board of Directors, the meeting was adjourned at 10:22 p.m.

The next meeting of the Orange Charter School Board of Directors will be held on **Thursday, October 10, 2013, at 6:30 PM.**