



## A Public School of Choice, Inc.

### Board Meeting Minutes

- Regular Session on August 28, 2014
- Closed Session on
- Special Session on

**DRAFT**

**APPROVED**

#### In Attendance:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Lisa Dukelow/Chair         | <input checked="" type="checkbox"/> Ben Balderas/Vice-Chair                |
| <input checked="" type="checkbox"/> Kim Hill/Treasurer         | <input checked="" type="checkbox"/> Tammy Andino/Secretary                 |
| <input checked="" type="checkbox"/> Julie Williams/Teacher Rep | <input checked="" type="checkbox"/> Scott Jewitt/Teacher Rep               |
| <input checked="" type="checkbox"/> Rich Peterson/Parent Rep   | <input checked="" type="checkbox"/> Denise Duffy/Community-at-Large Member |
| <input type="checkbox"/> Open/Parent Rep                       | <input checked="" type="checkbox"/> Jon Corcoran/Administrator             |

**The meeting was called to order by Ben Balderas at 6:28 p.m.**

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

#### Public Comments

- There were no public comments.

#### Principal's Report

- Smooth opening of the school week – a great credit to the teachers.
- Week prior to school for the teachers was very productive – i.e., STEAM games, development of skills
- Working on chorus club.
- Ms. Bonfield has 20 students signed up for the athletics club – more than expected. She is working on getting PE program energized. After school athletics needs to be addressed. Cross county going well.
- Ms. Apelgren and Ms. Frank worked on 1<sup>st</sup> grade stand alone engineering program which is similar to the Science club. Great utilization of STEAM.
- 237 students in attendance, just shy of the 240 we expected.
- Submitted budget to the state –funding is better than expected. Alloted \$200 more per student/\$100 per EC student; therefore, approximately \$48,000 additional in the budget than we thought we had.
- State costs are up for benefits.
- New employee instructional supplies provided to new teachers – a lot of money spent, but good investment.
- Met with each employee to provide individual monitoring/support.
- Hired a new basketball coach who was a previous New York state trooper.
- Working on addition of Smart Boards.
- Presently have 27 full time & 17 part time after-school enrollees.
- Need more laptops ASAP for Project Lead the Way.
- Project Lead the Way up and running.
- STEAM recognized as different for other schools.

## Chair's Update

- Committees need to keep regular minutes of their meetings. This needs to be communicated with committee chair by the BOD liaisons to each committee. Meeting minutes need to be written and approved by the committees as they meet on a regular basis. Approved minutes should be sent to Ms. Ezzell.

## Committee Reports

- Finance Committee/Treasurer's Report: Last year budget not available yet. Bottom line is better. Grant expires soon – EC director supposed to spend it by December, but the decision how to spend it is due in September. Next meeting date not set yet for finance to meet.
- Grievance Committee: There was no cause to meet.
- Personnel Committee: No meeting held since the last BOD meeting.
- Policy & Strategic Planning Committee
  - Met on Aug. 27, 2014.
  - PATH policy updated to include feedback from committee and feedback from meeting between PATH Chair, BOD Chair, and Administrator. Draft not ready to be submitted to the OCS community. Based on suggestion by the BOD Chair, a meeting will be held on Sept. 5, 2015 at 3:00 p.m., to review the committee description with some members of PATH, some members of the BOD, and the Administrator.
  - A list of documents to be added to the Policy Manual was reviewed. Presented to the BOD.
  - A list of policies to be written or revised was reviewed. Presented to the BOD.
  - Is there a need for a Homework Policy? Concern raised by a parent about the amount of homework each night (average of three hours per night and on weekends). BOD concern regarding how the amount of homework would be measured and would the policy give the teacher's flexibility like they have now. Is it possible for teachers to coordinate when projects assigned so two projects don't overlap? If there is a concern with the amount of homework, suggest meeting with the teacher, followed by a meeting with the Administrator if no improvement seen.
- Community Relations and Fundraising: No meeting held since the last BOD meeting.
- Education Committee: No meeting held since the last BOD meeting.
- PATH
  - Open house was a success. Went a little above costs. Teachers received a shirt and \$50 voucher, candy.
  - Looking for revisions to the pizza program.
  - Grocery card links to OCS – make sure information gets to parents how to link their cards. Amazon use for people that have an account to link to OCS – profitable for the school.
  - Betsy Martin working on concrete PATH description to make sure they adhere to policies. BOD to working with PATH to achieve this.
  - During the summer worked on "passing the torch" from one PATH chair to another.
  - Suggestion that BOD and PATH treasurer meet periodically.
  - Read-a-Thon to be held at next week's assembly – Rodeo style – include middle school this year. \$10K goal for AED, first aid supplies and other needed items. Suggestion about having a competition – elementary school versus middle school. The incentive for the Read a Thon – iPad mini.
- Technology Committee
  - No meeting yet. Email sent out to the community for volunteers. Need good parent candidate to chair committee.
  - Website development – optional training
  - Discussed the need for 25 laptops and 25 iPads for Project Lead the Way.
    - Mr. Gatt preferred Acer brand over the other three bids.

- iPads could be purchased through Apple using an education account, which provides a cheaper rate than the Business account previously used. Also possible tech support through Apple but cannot get Apple care.
- Cost of computers and iPads would be approximately \$24K; there is \$30K in the budget for this type of purchase. Receiving discounted rate due to the number of PC's purchasing. This amount is a little higher than originally budgeted. The remaining \$6K could be for printer repairs etc.
  - Concern was raised about spending this amount of money since there is not a concrete budget yet (won't have firm headcount until Day 20 of the school year).
- Transportation Committee
  - One bus this year; saves the school approximately \$25K.
  - 25 kids ride in the morning; will there be enough room when swim team at the Sportsplex starts up next week? Mr. Corcoran will address if this is a problem.
  - Working on alternate transportation to the Sportsplex. Mr. Corcoran to call Sportsplex and speak with them about transportation.

### **New Business**

- OCS BOD yearly training/retreat – set date and who will present what items.
  - OCS Retreat at Shared Visions scheduled for Sept. 20, 2014 from 9:00 – 4:00 p.m.
  - Interactive activities planned.
  - Each member of the BOD will present a policy to discuss.
- Discussion of names for committee chairs for the 2014-15 school year.
  - Names of those interested in being Chair of the committees needs to be brought to the next BOD meeting for approval.
  - If no one is identified to fill the role of chair, the BOD Liaison will fill the Chair position until someone can be identified.
- Posting the opening for the open BOD position.
  - Send email to the OCS community and request application be submitted before the next BOD meeting.
  - Open position is a one-year term.
  - Appoint someone at the Sept. 11, 2014 BOD meeting.
- Back-to-school night:
  - Is it needed or should we just combine this with the Fall Fest?
  - Combine with World's Fair on Oct. 23, 2014? May be too much going on.
  - Concern about the turnout. May be more work for the teachers than will be gained. Sometimes one parent can monopolize all of the time allocated with a drop-in style meeting.
  - Focus only on the Middle School? Middle School teachers have dropped Parent-Teacher conferences; bring these back? Could discuss pertinent information during this one-on-one time.
  - Will not plan to have a back-to-school night at this time.
  - Send volunteer form to OCS community, possibly as a Google form? Betsy Martin volunteered to handle the logistics of setting up online through PATH.
- Possibility to have lunch program returned.
  - We had it in the past but the vendor stopped working with OCS.
  - Send out a survey to gauge interest, giving what lunches could cost.
  - In the past, people of said lunches were expensive. Cost was used to off-set lunches for those who qualified for free/reduced lunch.
- Discussion of the Lottery time frame
  - Schools not the State decide when lotteries held.
  - If sooner than other charter schools, may increase participation rate.
  - Current timeline is comparable to other schools.

- Volunteer background checks
  - At what point is someone not allowed to volunteer? Is there going to be discussion about what is found in the background check or if anything is found the person can't be a volunteer?
  - Policy Manual needs to be clarified; currently, the Administrator determines if a background check is needed.
- Discussion about having a booth at Last Fridays
  - Possible advertising for the school.
  - Only one left for the summer; will focus on next year.
  - Community Relations and Fundraising committee should determine if they want to continue participating in Last Fridays.
  - PATH expressed interest in taking these over.
- After-school clubs
  - Andrew Gatt, Brenda Hunt and Rich Peterson to head the Science Olympiad club which will be held on Tuesdays from 3:00 – 4:00 p.m.
  - History Club, headed by Lisa Dukelow, will be held on Thursdays.
- Review and approval of the request to purchase 25 laptops for Project Lead the Way.
  - **Motion:** To approve the purchase of 25 Acer laptops from Best Buy at a cost of \$16,496.38.  
 Motion: Rich Peterson  
 Second: Denise Duffy  
 Vote: 3 For; 3 Against  
 Passed    Failed; majority vote not achieved

### Old Business

- Update on/discussion of the OCS After-School Program
  - Parental concerns about space.
  - Students sitting on the floor in the cafeteria.
  - Cafeteria holds all of the Middle School at lunch, there should be plenty of room for approximately 45 students.
  - Richard Peterson will bring this concern to the After-school Program director.
- Review and approval of July 8, 2014 BOD minutes.
  - **Motion:** To approve the July 8, 2014 meeting minutes, as written.  
 Motion: Rich Peterson  
 Second: Denise Duffy  
 Vote: Unanimous Approval  
 Passed    Failed

### Adjournment

With no further business before the Board of Directors, the meeting was adjourned at 8:47 p.m.

The next meeting of the Orange Charter School Board of Directors will be held on **Thursday, September 11, 2014, at 6:30 PM.**