



## Board Meeting Minutes

- Regular Session on September 10, 2015
- Closed Session on September 10, 2015
- Special Session on

DRAFT       APPROVED

### In attendance:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Kristi Anspach/Chair       | <input type="checkbox"/> Open/Parent Rep                        |
| <input checked="" type="checkbox"/> Scarlett Jordan/Vice Chair | <input type="checkbox"/> Open/Community-at-Large Member         |
| <input checked="" type="checkbox"/> Jurgen Wanke/Treasurer     | <input type="checkbox"/> Open/Administrator                     |
| <input checked="" type="checkbox"/> Rachel Monschein/Secretary | <input checked="" type="checkbox"/> Morgana Hover /Teacher Rep  |
| <input checked="" type="checkbox"/> Lisa Dukelow/Parent Rep    | <input checked="" type="checkbox"/> Julie Williams /Teacher Rep |

### Guests:

- Brenda and David Hunt
- Scott Jewitt
- Toni Shellady
- Amy Daw

**The meeting was called to order by Kristi Anspach at 6:37 p.m.**

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

### Principal's Update (Kristi Anspach)

- We are pleased to announce that Lisa Bair will be starting as our new Principal on Sept. 28<sup>th</sup>.

### Public Comments

- Toni Shellady (the Technology teacher from Voyager Academy Charter School in Durham) and Amy Daw (the previous Arts Coordinator from Voyager Charter School) spoke.

They informed the Board that they were in the process of starting a STEAM middle school in northern Durham County (Discovery Charter School). They are starting this venture in part because Voyager Academy typically has 300-400 children on a waitlist.

They are hoping to put in their Charter School application that they have spoken with neighboring Charter Schools and have in place discussions to potentially share professional development opportunities, and/or part time employees.

The Board agreed that we would be receptive to exploring a relationship.

## Committee Reports

Ad Hoc Committee on school expansion (Lisa Dukelow and Jurgen Wanke) – Lisa Dukelow met last week with Steve Hubich and the architect to discuss lease agreement for school. Two potential footprints for the high school were posted in the lobby for feedback. The building is planned to be approximately 48,000 square feet. Plans for voting on the rezoning of the land is set for this month, and then we will work on getting a special use permit. The next committee meeting will be on Tuesday September 15<sup>th</sup> from 6-7 pm.

Community Relations and Fundraising – Did not meet since last BOD meeting.

Education Committee – Did not meet since last BOD meeting.

Finance Committee - Treasurer's Report was provided showing a year to date loss of more than \$64,000. The NC Legislature has not passed the budget and therefore we have received no income. However, Orange Charter has about 6 months of reserves to pay all bills including: utilities, mortgage, and payroll. Checks are expected to be received in November or December.

Future Visions Committee – Did not meet since last BOD meeting.

Grievance Committee (Scarlett Jordan): There was no cause to meet. An elementary school representative and a middle school representative have been identified. They plan to meet on Wednesday September 16<sup>th</sup> at 6pm to review process for resolving potential grievances.

PATH (Julie Williams) – Has a \$1700 balance after paying \$2200 for teacher reimbursements, and \$400 for the first grade rug, and \$2900 for playground safety improvements. Further improvements to the landscaping of the stairs to the playground may be needed. Kristi Anspach agreed to investigate.

The Read-A-Thon kickoff was Friday September 4<sup>th</sup>. The top fundraiser will win an iPad mini, and the 2 top readers will win Kindle Fires. A pizza party and an ice cream party are additional classroom prizes. Scarlett Jordan asked if they could consider having a stronger prize for top student readers instead of top student fundraisers in the future.

The Book Fair (a free event for families) is scheduled for Saturday November 7<sup>th</sup> from 1-3 pm.

Julie Williams is speaking with local Girl Scout leaders about the possibility of having the Girl Scouts (who are babysitting certified) babysit at PATH events such as Back to School Night. The young ladies will earn volunteer hours in return for their services. Julie Williams asked about the process for performing background checks. Scott Jewitt offered to investigate.

A Community Potluck Night will be planned in the spring.

They are also planning a Pennies for Playground fundraiser to purchase sports equipment for the playground.

The My Hot Lunch Box program needs more bags to segregate the hot and cold food. Currently the hot and cold food is coming in the same bag. There has been some problems with lack of volunteers to distribute the food. Ms. Tracy has had to leave her office on occasion to distribute the lunches.

The next PATH meeting is scheduled for October 12<sup>th</sup> at 7pm.

Personnel Committee (Scarlett Jordan): – We have received some applications for the interim 6<sup>th</sup> grade teacher. Scarlett Jordan will pass them along to the appropriate personnel for review and selection.

Julie Williams requested that the Personnel Committee and the Board review incentives for retaining staff such as longevity pay.

Technology Committee (Scott Jewitt) – Two years ago there was a large investment in Chromebooks and internet improvement. Since then there is a lot more internet traffic which slows network connections and causes loss in instructional time. Teacher laptops are performing at subpar levels.

David Hunt, a recently retired community member and husband of 6<sup>th</sup> grade science and math teacher Brenda Hunt, is familiar with networking design and maintenance. He believes we can upgrade/tweak and repair what we have with no capital cost. He has spoken with Diane Dunlap from the State to gather background information and recommendations from the past. He would like to monitor the network from his house. Over the Labor Day weekend (when there was no usage at the school) he measured 20 megabits/minute input speed and also a 52% drop in wireless network due to router and access points. Many stationary systems such as Ms. Tracy's computer and the copier should be hard-wired instead of wireless. Converting these systems will improve our available bandwidth. He is offering his services for free and offered to sign any nondisclosure, non-indemnification and/or liability agreements we thought necessary.

**Motion:** to allow David Hunt to volunteer to work on defining problems with our wireless network after he signs relevant agreement(s): Scarlett Jordan

Second: Lisa Dukelow

Vote: Unanimous Approval

Passed    Failed

### **New Business**

- Update, North Carolina Budget: (Kristi Anspach)  
At the point in time, the budget is anticipated to be finalized on September 18<sup>th</sup>. However a 4<sup>th</sup> extension is possible. There are 6 points of contention including a highway bond as well as disagreement about whether to fund Teacher Assistants and Driver's Education programs.
- Title II Teacher Professional Development opportunity: (Kristi Anspach)  
There is an opportunity to receive approximately \$2,964 from the Department of Public Instruction to help fund professional development. There are a lot of paperwork hoops. Rachel Monschein offered to assist with paperwork. Kristi Anspach will investigate further and bring additional information to the meeting in October.
- Review of potential High School layouts and selection of preferred layout: (Lisa Bair)  
The Board reviewed the two potential layouts. The specifics of the interior floorplan design – office space and open space will be decided at a later date. A separate auditorium is unfortunately not in our price range at this time (with an estimated additional cost of 2 million dollars). However, plan A allows for easiest expansion in the future.

**Motion:** to approve plan A: Scarlett Jordan

Second: Lisa Dukelow  
Vote: Unanimous Approval  
 Passed    Failed

- Finalizing RFP for high school expansion advertising services:  
Jurgen Wanke presented the draft RFP. Board agreed to move forward with the request for proposals, not to exceed \$5,000, with an October 1<sup>st</sup> deadline and a potential selection date at the November Board meeting.

### **Old Business:**

- Review of the Minutes from the August 13<sup>th</sup> meeting

**Motion:** to approve August 13<sup>th</sup> minutes after requested revisions: Lisa Dukelow  
Second: Jurgen Danke  
Vote: Unanimous Approval  
 Passed    Failed  
(Scarlett Jordan did not vote, she stepped out)

- Review of the Minutes from the August 13<sup>th</sup> meeting

**Motion:** to approve August 18<sup>th</sup> minutes after requested revisions: Scarlett Jordan  
Second: Jurgen Danke  
Vote: Unanimous Approval  
 Passed    Failed  
(Lisa Dukelow did not vote, she was absent for that meeting)

- Update on Back to School Night  
It is planned for Thursday September 17<sup>th</sup>. The elementary school is scheduled from 5-6 pm and the middle school is scheduled from 6-7 pm. The evening could involve showcasing student's work, or teacher's presentations. Teachers will work on putting together an agenda so that it can be shared with parents.
- Update on Traffic Pattern  
Placards have been made for each student to help expedite carpool pick up. Extra cones have been purchased. Julie Williams agreed to organize implementation on Tuesday September 15<sup>th</sup>.
- Review of Faculty/Staff Needs Assessment  
Board reviewed requests for new staff laptops and quote presented by Scott Jewitt. PATH to investigate possibility of purchasing rug for Ms. McPeak.  
Lisa Dukelow has purchased SD cards.  
Julie Williams suggested Donors Choose or applying for grants such as the Bright Ideas Grant for some of the items such as video cameras.  
Board would prefer to wait until budget is available to purchase other items.  
**Motion:** to purchase 6 laptops to be distributed per the list provided by Mr. Jewitt:  
Jurgen Danke  
Second: Scarlett Jordan  
Vote: Unanimous Approval  
 Passed    Failed
- Update on formation of Task Groups, High School Expansion and Future Visions and discussion of appointment of members. Potential dissolution of Community Relations

and Fundraising pending potential formation of task groups under Future Visions. It will probably be easier to recruit volunteers for specific tasks instead of for “committees”.

**Motion:** to combine Future Visions and Community Relations/Fundraising and to create task groups to handle different duties: Lisa Dukelow

Second: Jurgen Wanke

Vote: Unanimous Approval

Passed     Failed

- Update on Math Expressions  
The whole math curriculum kit was not ordered. Teachers have the workbooks, flash drive and teacher manual but are missing the manipulatives, and homework component. To purchase the missing components it may cost an additional \$3,105.30. Julie Williams was asked to follow up with Ms. Tracy to find receipts from previous purchase.
- Lisa Bair is not available for training on the previously planned date in September. Board discussed other date options and recommended October 10<sup>th</sup>.

### **Closed Session**

- Review of 2015 -16 contracts – personnel

**Motion:** To move into closed session to discuss personnel contracts which warrant confidentiality pursuant to Article 33C, Section 143-318.11 (a) Sections 5 & 6 of the North Carolina General Statutes.

Motion: Scarlett Jordan

Second: Rachel Monschein

Closed session started at 9:55 pm.

**Motion:** To end closed session: Scarlett Jordan

Second: Rachel Monschein

Closed session ended at 10:20 pm

### **Adjournment**

- With no further business before the Board of Directors, the meeting was adjourned at 10:21 p.m.
- The next meeting of the Orange Charter School Board of Directors will be held on **Thursday, October 8, at 6:30 pm.**