

Oxford Preparatory High School
Board of Directors Meeting Agenda
August 14, 2014 – 7:00 P.M. Oxford Preparatory High School – Room 106

1. **Call to order** – Meeting was called to order at 7:03pm by Kim Hicks
2. **Members Present:** Kim Hicks, Randy Reese, Brian Greenway and Andrew Swanner. (By phone)
Shawn Spence and Dr. Drew Stock
3. **Minutes:** Board approved July's minutes as noted.

4. Officer Reports

a. Update on Enrollment/ADM

- i. As of 8/11 Applications received and registered: **9th**= 81 / **10th**= 49
- ii. To reach full enrollment, 9 students in the 9th and 10th grade will need to be added.
- iii. Andrew will email all current and new parents a Referral Sheet to hopefully get the 18 students needed plus any additional.
 - If parents refer 3 potential students – will receive OPHS T-Shirt
 - If 1 student joins - \$50 credit to OPHS Pantry
 - If 2 students join - \$75 gift card to House of Ribeye's in Oxford

b. School Accountability Update

- i. Charter School Performance Framework
 - OPHS is a 10 year charter. School will go through a 5 year check to continue which encompasses
 - Test Scores
 - Equity
 - Culture
 - Governance
 - Facilities
 - Compliance
- ii. NC Report Card and School Letter Grade – Scores will be released January 2015.
 - 80% Score on below areas / 20% student growth scores
 - EOC's
 - Math III
 - Percentage of graduations
 - Percentage achieved college credits
 - This year OPHS will get graded on
 - Biology and Math I

c. Financial Report

- Positive cash flow
- 20% funding released last week after Governor Pat McCrory approved
- Per student by county hasn't been calculated
- Staff Salary had an overall 5% increase against 2014/2015 approved school budget.
Board will review the budget and make necessary changes if required.

- 20k to 25k reserved cash from last year in school budget

- i. Audit site visit took place on Friday 8/8. The auditors will be prepared to present to the board as early as the September Board Meeting.

- ii. 2014 – 2015 Salary Schedules

- Andrew took board through salary schedules for awareness

- d. Update on Facility Plan

- New addition is complete

- All furniture on site and setup

- Andrew reviewed carpool map for this year, new lines will be added to the existing parking lot for afternoon flow.

- ii. Sewer Connection Update

- No end solution designed or approved

- Andrew is going to extend pumping contract

- Push out end solution to 2015/2016 school year, additional students to help with the 300k to implement sewage solution.

- iii. Facility Budget Update

- 191k facility amount for this year

- e. NC Charter School Conference Update

- Andrew and Vickie attended conference in Wilmington

- Great networking with other Charter School leaders

- Both found value and very productive

- i. Legal Update & Services Proposal

- Andrew took Board through the Legal updates which included

- AP Test will be paid by the State this year

- EpiPens required onsite, Dr Stock assisted Andrew and received 4 pens for the school, and training will be provided how to use

- Anti-bullying definition was updated in the Student Handbook

- Insurance Bond discussed, Andrew will look more into

- Charter Schools can expand if sound financially, academics and governance and not have to receive approvals. Andrew mentioned that he would like to look at this option to maybe create an 8th for the 2015/2016 school year.

- ii. Board Training Proposal

- Thomas Miller Consultant

- Thomas supports Charter School leaders / Board Members

- Available to consider with new Board Members

- iii. 2015 Conference

- Available for Andrew, Vickie and 1 Board Member

5. Special Committee Reports - NONE

6. Unfinished Business - NONE

7. New Business

a. Retirement packages

- Andrew proposed new Lincoln Plan for Retirement Benefits versus AXA.
- **After the review, the Board voted and approved going forward with new benefits.**
- Andrew will talk with teachers/staff to ensure they are in agreement. If they disapprove, the teachers will stay with existing benefits with AXA.

b. 2014 – 2015 Employee Handbook Updated

- Employee must provide 30 day notice to Director versus 2 weeks
- Retirement benefits will only be offered to full time employees that meet or exceed 32+ hours a week
- Personal Leave – 5 days for 12 month employees and 4 days for 10 month employees
- **Board voted and approved changes to the Employee Hand Book**

b. 2014 – 2015 Student Parent Handbook Updated

- New Bell schedule. School will let out at 3:20 versus 3:35. Going to 10 mins breaks and take off 5 mins of lunch hour
- Attendance – If student misses 10 days will fail the class. Hardship waivers can be submitted and approved by the Director
- Parking Regulations – \$50 parking passes required for driving students
- Dress Code better defined in handbook
- Public Affections - outside of holding hands is not prohibited in the class and hallways.
- Cell Phone- May not use or plug in during class, unless usage is required by the teacher
- **Board voted and approved all changes to the Parent Handbook**

c. Consideration of Teaching Candidates

- Math Teacher – **Clayton Ramsey was voted and approved by the Board**
- Social Studies – Andrew is still interviewing

d. Consideration of Coaching Candidates

- Volleyball – Randy Smith
- Soccer – Gus Rivera was **voted and approved by the Board for Gus to be the Head Soccer Coach)**

8. Public Comments

- a. George Summers attended and suggested to Andrew and the Board, that letters need to go out to all the local Realtors to include OPHS in the listing of schools on their web sites when listing real estate. Andrew will draft up a letter and send them out requesting to be added.

9. Announcements

- a. 8/18 12:00 Beginning of the year luncheon for all faculty/staff at school (6041 Landis Rd.)
- b. 8/19 Staff Bradsher lakehouse retreat for faculty
- c. 8/20 PTO sponsored faculty/staff breakfast

d. 8/21 Open House 4:30 – 5:30 10th grade and 5:30 – 7:00 9th grade (5:30 and 6:00 Info Sessions in Pantry)

e. 8/25 First day for students

f. 8/30 WCPSS Surplus Sale @ 8:00

g. 9/1 Labor Day Holiday

h. 9/4 School Accountability Data Released

i. 9/9 Early Release for Staff Development

j. 9/11 Board Meeting @ 7:00

k. 9/13 NC Hot Sauce Festival

10. Adjournment at 9:28pm