

Oxford Preparatory High School  
Board of Directors Meeting Agenda  
September 11, 2014 – 7:00 P.M. Oxford Preparatory High School – Room 203

Attendees: Charles Burwell, Everett Byrd, Shawn Spence, Brian Greenway, Randy Reese, Dr Stock, Kim Hicks, Andrew Swanner and Vickie Bradsher

**1. Call to order:** Meeting was called to order by Brian Greenway at 7:15pm

**2. Minutes**

a. Approval of the minutes from August meeting: Minutes were approved as noted

**3. Presentation**

**4. Officer Reports**

**a. Update on Enrollment/ADM**

As of 9/7 Current Projected ADM (Based on actual membership): **9<sup>th</sup>= 71 10<sup>th</sup>= 45 = Total of 116.** The ADM calculation is finalized after the 20<sup>th</sup> day of school (9/22).

The drop in enrollment is a result of 7 students who had applied and registered, but did not attend during the first two weeks. In total, 23 new students who had applied and registered, but withdrew at some point between May and the first day of school.

**b. School Accountability Update**

2013 – 2014 Accountability Results Released on 9/4. Out of 5 levels of grading, OPHS was 3 or higher in Biology and Math I. Andrew stated this is a good foundation to build from. Adding additional experience teachers will build and improve the school scores. English II testing will be added in this year's testing. The OPHS Accountability scores have been sent to the Henderson and Oxford paper for publishing. This could draw additional students to the school.

**c. Financial Report**

Financial Statement from Acadia NorthStar and bank statement. OPHS has a \$25k positive cash flow from last year. This was an additional 13k than forecasted in the physical school year budget.

Phyllis Pearson from Petway, Mills, & Pearson will present annual audit report at October Board meeting.

**d. Update on Facility Plan**

Sewer Connection experienced problems in the new building. After the contractor looked, the connections to the existing septic tank were not properly connected. Contractor is working with Andrew on pricing and solution to resolve the issue. Until then, the restrooms have been closed off to the students in the new building. The plan is to have the permanent sewer solution (connecting to county sewage) in place by January 2015.

## **5. Special Committee Reports**

### **a. Athletic Booster Club (Marsha Abbott – Booster Club President)**

Marsha presented to the Board the upcoming fundraiser events planned:

Chic Filet Night 10/2  
Mattress Sale 10/4  
50/50 Raffle drawing 11/4

### **b. PTO (Kim Hedgepeth – PTO President)**

Kim presented to the Board the upcoming fundraisers events planned

Pasta Sale 9/19 – 10/10  
Winter Event/Silent Auction - February time frame  
Partnering with Amos Chapel Church, working the concession stand at selected UNC basketball games. Splitting the profit 50/50.  
Teacher appreciation lunch 5/4 – 5/8  
Forming a group of parents to assist with landscaping around the school

## **6. Unfinished Business**

No unfinished business to discuss

## **7. New Business**

### **a. Consideration of Board Applications (Was discussed in a Close Session)**

Board voted and approved to table making a decision on the 4 applicants. Randy Reese agreed to speak to each of them and invite them to the October or November Board meeting, to present their application and value they bring to the current Board.

### **b. Discussion and Consideration of Amended Budget for 2014 – 2015 (Was discussed in Open Session)**

Andrew presented the amended budget based on forecasted student head count of 133 students for the 2014 / 2015 school year. Currently, the headcount is at 116 students. 23 registered students did not attend at the start of the school year. Andrew displayed the breakout of the financial report line items totaling expenses of 898k with a 109k deficit. The OPHS Board will work closely with Andrew and adjust the budget accordingly to close the deficit.

#### **Actions being looked at to close the deficit:**

Budgeted for 2 EC students but have 11 EC students this year. Vickie Bradsher is submitting the appropriate paper work for Emergency funding to cover the gap.

Didn't hire for the open Social Studies teacher position

Vickie is looking into State and Federal grants available that OPHS could apply for

OPHS has a 25K reserved cash flow from the 2013 – 2014 school year

Each student's ADM may increase to \$5,213. Andrew will confirm before next meeting.

Dr Stock recommended a sponsor program from local businesses.

Line of Credit is available if needed.

**c. Discussion and Consideration of Charter Amendment that would restructure enrollment and grades beginning 2015 – 2016**

Andrew presented a restructuring chart that included adding an 8<sup>th</sup> grade beginning the 2015 – 2016 school year. This would bring in additional 40 students, bringing the head count to 231. For the 2016 – 2017 year, add 7<sup>th</sup> grade forecasting to bring the headcount to 350 students.

Andrew proposed to push out the ground breaking till the school is at the 350 headcount. The Board voted (unanimous) to approve the proposal to add the 8<sup>th</sup> grade to the school for the 2015 – 2016 school year and the next year to add a 7<sup>th</sup> grade. This will bring the headcount to 350 students and at that point, proceed with ground breaking for the new school.

When the 8<sup>th</sup> grade is added, the school will change its name to Oxford Preparatory School.

**8. Public Comments**

- a. No speakers

**9. Announcements**

- a. 9/15 Advanced Placement (AP) Information Session for Parents at 6:00
- b. 9/18 Picture Day
- c. 10/2 Chic-Fil-A Night 4:30 – 7:30
- d. 10/4 Mattress Sale at Superior Chrysler/Dodge/Jeep in Henderson
- e. 10/6 – 7 Charter School Leadership Institute at East Wake Academy
- g. 10/7 Early Release for PD, Booster Club Meeting at 5:30 and PTO at 6:30
- g. 10/9 Board Meeting at 7:00

**10. Adjournment**

Meeting adjourned at 9:30pm