

**THE BOARD OF DIRECTORS
MINUTES
February 9, 2017**

The Board of Directors of Oxford Preparatory School held its monthly meeting on February 9, 2017. The following members were present and constituted a quorum:

Brian Greenway	Alison Wilson
Kim Hicks	Anita Williams
Randy Reese	Rev. Charles Burwell
Nicole Sievert	

Also present: Vici Bradsher – Assistant Executive Director
Andrew Swanner – Executive Director
Tara Roberson – Candidate for Board Membership

Absent: Marsha Garrett

WELCOME:

Kim Hicks called the meeting to order at 7:08pm.

Nicole Sievert read the Mission Statement.

APPROVAL OF MINUTES:

The minutes of the January meeting were approved by a motion made by Randy Reese and seconded by Nicole Sievert. After corrections were made to the Closed Session minutes from the January meeting, the minutes were approved by a motion made by Randy Reese and seconded by Nicole Sievert.

NEW BUSINESS:

Tara Roberson was voted on and approved to become a new board member. Motion was made by Randy Reese, seconded by Brian Greenway. Officer vacancies were discussed and Brian Greenway was nominated for Vice-Chairperson and Marsha Garrett was nominated for Secretary. Randy Reese made a motion to accept and it was seconded by Nicole Sievert.

BOARD POLICY REVIEW AND TRAINING:

Continuation of Previous Training – Policies

- Conflict of Interest Policy – Vici Bradsher passed out Board Conflict of Interest forms to be signed by all board members.
- Board Confidentiality and Code of Conduct Policy – Vici Bradsher passed out the Board Confidentiality and Code of Conduct forms to be signed by all board members.
- Board Officers consist of 4 people: – Chairperson, Vice-Chairperson, Secretary and Treasurer
 - Elected by the Board of Directors
 - 3 year term
 - Vacancies are nominated and voted on by Board of Directors
 - No board member shall receive compensation
- Skills required for an effective Board of Directors:
 - Finance
 - Fund-raising

- Provide academic oversight
- Leadership role
- Employment / HR
- Legal
- Communications

PUBLIC COMMENTS:

None

OFFICER REPORTS:

- Enrollment Update, as of 2/5/17 – 344. Open Enrollment has closed and a public lottery will be held in the school gym on 2/11/17 beginning at 10:00am for 7th grade, 10:30am for 8th grade, 10:45am for 9th grade, 11:00am for 10th grade, 11:10am for 11th grade and 11:20am for 12th grade. (Board Members helping will be Brian Greenway, Alison Wilson, Randy Reese and Rev. Burwell) Sheriff Bren Wilkins will be pulling tickets for the lottery.
- Preference will be given to those applications from full-time employees, siblings of current students and then siblings of students who attended OPS for 4 years and graduated previously.
- Any applications received/postmarked AFTER 2/3/17 will be placed on a waiting list for that requested grade.
- Enrollment packets to be completed and received by the school by Friday, March 10, 2017.

ACADEMIC REPORT:

- Fall Awards Ceremony was held on 2/2/17. This is the 1st year doing it this way.
- 57% of students received awards / 70% of 7th graders received awards
- Great engagement from both students and parents
- Very large crowd in attendance
- Senior recognitions – 2

FINANCIALS:

- Board reviewed the budget that was distributed.
- The pre-loan application has been submitted to the USDA.
- The Board discussed the public use of gym. ED has talked with the Park & Recreation Department about moving some games to OPS and has also hosted VGCC sporting officials about hosting some VGCC games in the OPS gym.

SPECIAL COMMITTEE REPORTS:

- Capital Campaign Committee – Everyone is encouraged to start saving their dimes to fill water bottles. For each water bottle turned into the office, a ticket will be given for a prize to be given at the end of April. (Emails and Remind 101's will be sent out to parents and students)

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Consideration of Proposal for Phase 1 Environmental Study for USDA Acquisition Loan Application was discussed. Three requests for bids were sent out with 2 responses in

receipt. Summit was awarded. Motion to accept upon pre-approval from USDA was made by Randy Reese and seconded by Nicole Sievert.

- Consideration of Proposal for Financial Feasibility Study for USDA Acquisition Loan Application was discussed. Three requests for bids were sent out with 3 responses in receipt. Don Wyatt, CPA was awarded. Motion to accept upon pre-approval from USDA was made by Brian Greenway and seconded by Randy Reese.
- Consideration of 2017 Summer Camp Program was discussed. Motion to accept Summer Camp Proposal by Randy Reese and seconded by Nicole Sievert.
 - Possible half day and all day camps could be available
 - Camp Director could possibly be a current teacher
 - Possible sessions: Athletics, Arts & Crafts, Pool, Field Trips, etc.
 - Hope to make enough from camp to offset cost of using building
 - Specific camp suggestions: Cheerleading, Volleyball, Science, etc.)
- Consideration of 2017-2018 Academic Calendar and new bell schedule for 2017-2018. Motion made to accept by Randy Reese and seconded by Nicole Sievert.
 - Bigger calendar difference – closer to Vance-Granville Community College calendar
 - Bell change based on student needs and remediation needs for those students who need the extra help.
 - A lot of structure but great opportunity for learning
 - Challenge to change over to new schedule
 - Early releases on Fridays will promote remediation for those students needing it and will give an opportunity to all students for enrichments type activities (clubs, computer lab, chorus, band, etc.)
 - Hoping to grow our Math and Science student grades

At 9:15pm, a motion was made to go into Closed Session by Randy Reese and was seconded by Brian Greenway.

- See Closed Meeting notes

Randy Reese made a motion to come out of Closed Session at 9:42pm. Brian Greenway seconded the motion.

Announcements were made.

At 9:46pm, Brian Greenway made a motion to adjourn and Nicole Sievert seconded the motion. Meeting adjourned by Kim Hicks, Chair.