

Oxford Preparatory School
Board of Directors Meeting for September 2017

The Board of Directors of Oxford Preparatory School held its monthly meeting on September 14, 2017 at 7:00 p.m. at OPS. The following members were present and constituted a quorum:

Zaye Brewer, Rev. Charles Burwell, Marsha Garrett, Kim Hicks, Randy Reece, Tara Roberson, Nicole Sievert, Anita Williams, and Allison Wilson. All members were present.

Non voting members present: Andrew Swanner, Executive Director and Vici Bradsher, Assistant Director

Meeting was called to order by Randy Reese at 7:02 p.m. School mission statement was read. Allison Wilson made a motion to accept the August minutes and evening agenda. It was seconded by Tara Roberson and approved by all.

Presentation : A presentation was made by Monica Thornton regarding conditions of the USDA Loan Letter. The loan package presented has a 3.25% interest rate for \$8,668,000.00 and financed 35 years and secured by promissory note with payment due one year from day of closing. Fidelity bond coverage is a minimal of \$400,00.00 for annual installments. A motion was made by Tara Roberson to approve and accept the conditions of the USDA Loan and seconded by Kim Hicks. A second motion was made by Tara Roberson and seconded by Kim Hicks to allow the president and secretary to sign each document. All members agreed and motion carried.

Board Policy Review and Training: Reflections were given by those that attended the NC Consortium Training for Charter Schools.

Public Comments: Karen Brown, a parent of a volleyball player, spoke to give support to the volleyball coach, Cassandra Daniels. A few volleyball students and a few other parents also spoke to give support as well.

Officer Reports:

Enrollment Report - Enrollment as of 9/8/2017 is 389 with a waiting list of 33 students.

Academic Report - State accountability results were released and were updated. Middle School shows problematic growth in math and science. School improvement team is interpreting data to guide instruction. MAP Testing has begun to be used for benchmarking and a teaching guide.

Financial Report - no update Acadia will soon make a site visit.

Jim Cross reviewed the insurance company's concern regarding the OPS carpool website link. He stated that there was no risk at the site and the school is not liable and he recommended we add a no school risk statement.

Summer Camp Report- Camp was ended in the red and not profitable. A review of how to improve and align with the finances is needed.

Special Committee Report- Monthly deposit was made to the Capital Campaign.

Discussion was held to continue the chicken dinner fundraiser for school funds and planning for November. Also the Quarter Auction is being held on October 14, 2017 for a fundraiser.

Unfinished Business- none

New Business

Mr. Swanner asked for consideration of the addition of the NSF check fee policy. The policy needs to be posted for the check fee. Tara Roberson agreed to write a policy and present to the board.

Discussion was held regarding the 2017-2018 calendar amendment. OPS spring break is not aligned with Vance Granville Community College due to their calendar not being posted prior to the OPS calendar. Kim Hicks made a motion to amend the 2017-2018 calendar to change spring break to the last week of March and accommodate those students whose families have already committed plans during the original spring break. Tara Roberson seconded the motion and was approved by all.

Mr. Swanner asked for consideration of the modular building contract with Vesta Modular. Kim Hicks made a motion to accept the contract and it was seconded by Tara Roberson. It unanimously passed.

Consideration was asked by Mr. Swanner for a video production contract with Big Dog Little Bed. After discussion, Allison Wilson made a motion to accept the contract with the video production company. The motion was seconded by Randy Reese and approved by all.

OPS does not currently have a policy for overnight field trips. The question was raised if a policy was needed. Field trips planned are college campus visits and a trip to Washington D.C. The board decided that a policy was not needed.

Closed Session

Allison Wilson made a motion to go into closed session and the motion was seconded by Kim Hicks. The board entered closed session at 8:15 p.m. Reason for closed session was for the purpose of employment contracts. (G.S.143-318.11(#6)) Rev. W. Burrell also shared and assured the board that the driver of the van that he offered for summer camp was a capable driver. There had been complaints made by the camp director about the use of the van. Rev. Burrell was thanked for offering and sharing the van. A motion was made by Randy Reese to return to open session at 8:55 p.m. It was seconded by Kim Hicks and approved unanimously.

Return to open session

Returned to open session at 8:55 p.m. Kim Hicks made a motion to terminate the contract of the employee, Cassandra Daniel, girl's volleyball coach and pay out her contract. Tara Roberson seconded the motion. The motion passed unanimously.

Announcements were made. A motion to adjourn was made by Randy Reese at 9:10 p.m. Motion was seconded by Tara Roberson and unanimously approved.

Submitted by Marsha Garrett
October 4, 2017