



Oxford Preparatory School
Nurturing Potential - Inspiring Excellence-Developing Leaders

THE BOARD OF DIRECTORS
MINUTES
January 12, 2017

The Board of Directors of Oxford Preparatory School held its monthly meeting on January 12, 2017. The following members were present and constituted a quorum:

Charles Burwell
Marsha Garrett
Brian Greenway
Kim Hicks
Randy Reese
Nicole Sievert

Ana Vaughan
Anita Williams
Alison Wilson
Also Present -
Vici Bradsher – Assistant Executive Director
Andrew Swanner – Executive Director

Visitor – Terra Roberson

WELCOME:

Kim Hicks called the meeting to order at 7:04PM.

Kim announced to the Board that Everett Byrd resigned from the Board.

APPROVAL OF MINUTES:

The minutes of the December meeting were approved by a motion made by Alison Wilson and seconded by Marsha Garrett, all approved.

Terra Roberson read the Mission Statement:

Reading of Mission Statement – “Oxford Preparatory School's purpose is to graduate future leaders who have completed a rigorous curriculum, performed community service, and developed an appreciation of the arts in preparation for the challenges of the college of their choice. With support from our diverse community, we will cultivate intellectual curiosity in well-rounded students by engaging in critical thinking and experiential learning.”

BOARD POLICY REVIEW AND TRAINING: due to length of meeting, this training will be held at next meeting

PUBLIC COMMENTS:

None

OFFICER REPORTS:

- Enrollment Update, as of 12/5 – 347. Will share more specific numbers once open enrollment closes.
 - Final of 3 open houses on 1/19 @ 6:00 pm
 - Final of 3 Shadow Days on 1/20 @ 11:10 – 3:10
 - All new student applications for 2017-2018 must be submitted/postmarked by 2/3/17 to be considered for a potential lottery 2/11/17.



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- If more applicants are received than anticipated spaces, than a public lottery will be held on Saturday 2/11/17 in the OPS Gym at 10:00, starting with the lowest grade.
- Any applications received after 2/3/17 will be placed on a waiting list for that grade, if one exists.
- All students choosing to attend OPS will need to confirm enrollment by completing and sending in an enrollment packet by Friday, March 10, 2017.

ACADEMIC REPORT:

Interim Assessments Report:

- 1st round of assessments were administered 12/5 – 12/13 in all classes where students will be required to take an EOG or EOC.
- Teachers and leadership are using the data to identify student interventions, priorities for re-teaching and review, and reviewing curriculum alignment.
- The last round of assessments will be administered in late April and early May.
- This is done with student's interest in mind. Data is shared and teachers work together for improvement. Beginning 1/23, there will be some lining up with curriculum standards, coaching on standards, and assessment alignments. The goal is for this to go out to students and parents. We do want to formalize a process first. When asked what the areas of concern were, math came up and followed by science. The assessment was "designed" by the way the teachers said they would teach the course. This information was given to the vendor and the vendor designed the assessments accordingly.

Senior Fine Arts Project:

- Project Documentation was finalized and posted on the OPS website in May 2016.
- Project completion was integrated to the senior seminar class, as a graded project.
- Students are scheduled to present their projects during the last two weeks of the semester.
- A team of leadership and faculty will evaluate each project using the posted rubric. Students who don't receive a passing grade will be given a timeline to complete during the 3rd Quarter
- It has been decided to extend the due date due to the loss of three days due to the winter storm (weather and school closing).

Fall CCP/VGCC Performance

- A total of 41 juniors and seniors earned a total of 303 credit hours (an average of 7 credit hours per student) during the fall semester. It was noted that students that were in the program in the second year did better than those in the first year as they knew more of what the expectations were and the process. This is a great program and OPS is one of the largest other than Early College, schools in the area taking advantage of this program. This program definitely has its benefits and makes student more competitive and college ready.

ADVANCED Accreditation Update – V. Bradsher

- The ASSIST External Review Report for Oxford Preparatory School has been approved and is now available online for review. Please keep in mind that the report is still pending final approval by the AdvancED Accreditation Commission. An email notification will be sent upon final approval.

College Application Week Results

- To date, 84% of the class of 2017 has been accepted to a four year college/university



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Report Cards and Awards

- Report Cards will be distributed to parents via students no later than 1/26.
- A Fall Academic Honors Awards Ceremony is planned for all grades on Thursday 2/2 at 6:00.
- As approved by the OPS Board Directors and referenced in the Student Parent Handbook on p.23, students with a 4.5 or higher (4.25 or higher beginning with class of 2019) weighted grade point average shall receive the distinction of summa cum laude "Top of the Class" Students may achieve this "Top of the Class" status by reaching a weighted GPA of 4.5 or higher (4.25 or higher beginning with the class of 2019) by the end of their first semester of their senior year. If a student drops significantly from this marker by the end of the school year, the honor will be withdrawn. These students will be recognized at graduation with a special stole designating this achievement. Members of the "Top of the Class" will elect a member to speak at graduation, in addition to a graduating student selected by OPS faculty.

FINANCIALS:

- Board reviewed the budget that was distributed. Board review financial status. Saw an increase in Revenue (Granville Teacher) line that was able to cover increase in expense line items (maintenance and repairs).
- Still working to acquire USDA loan

SPEICAL COMMITTEE REPORTS

- Capital Campaign Committee Report –
 - \$6052.12 Balance
 - Dime Bottle Challenge to roll out soon and this will cover several months.
 - Kim Hicks to announce a Committee Meeting for the near future

UNFINISED BUSINESS: None

NEW BUSINESS:

- Consideration of Summer School 2017 Plan (Attached). This is a small investment with big results. Everything (scores) has to be in Power School by June 30th. Randy Reese made a motion to approve this consideration, Brian Greenway seconded the motion, all approved.
- Consideration of adjustments to 2016 – 2017 calendar due to weather cancellations. Consideration of calendar. There should be 1025 hours of instruction. WE are currently at 1060 hours. We, as a school, can decide how to handle our make up days. By using March 3rd, we will have 1047 instructional hours. We can keep this and forgo the other two missed days. Alison made a motion to use March 3, 2017 as a makeup day and forgo two missed days. Charles Burwell seconded, all agreed.
- Consideration of board resolution to request the funds from USDA (Attached). Board must approve to seek out load funds. Alison Wilson made a motion to request these funds, Randy Reese seconded the motion, all agreed. Motion passed.
- Discussion of return checks and fees procedures and practices. There was a question about return check fees. It was suggested that a note be place in the office stating "charge on return checks."

At 8:37, a motion was made to go into closed session Purpose Motion to Closed Session § 143-318.11 (#6) by Randy Reese, Alison Wilson seconded the motion.

- See Closed Meeting notes



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Brain Greenway made a motion to come out of closed session at 8:58pm. Marsha Garrett seconded the motion.

Announcements:

- Monday 1/16 – MLK Holiday
- b. Thursday 1/19 – Open House for Prospective Families at 6:00
- c. Friday 1/20 – 2nd Quarter Ends and Shadow Day for Prospective Students 11:10 – 3:10
- d. Monday 1/23 – Required Workday
- e. Thursday 2/2 – Fall Academic Awards Ceremony at 6:00
- f. Friday 2/3 – Open Enrollment Period Ends
- g. Thursday 2/9 – Coffee and OJ with the Executive Director at 7:45, Prospective New CCP Student/Parent Meeting at 6:00, and Board of Director's Meeting at 7:00
- h. Saturday 2/11 – Open Enrollment Lottery at 10:00 (If Needed)

At 9:04 pm, Randy Reese made a motion to adjourn, Brian Greenway seconded the motion. All were in favor.