

THE BOARD OF DIRECTORS
OF
Oxford Preparatory School
MINUTES
OF
January 14, 2016

The Board of Directors of Oxford Preparatory School held its monthly meeting on January 14, 2016. The following members were present and constituted a quorum:

Everett (Ev) Byrd	Randy Reese	Also Present: Andrew Swanner – Executive Director
Kim Hicks	Ana Vaughan	Vici Bradsher – Assistant Executive Director
Brian Greenway	Alison Wilson	

Absent:

Rev. Charles Burwell
Dr. Drew Stock

WELCOME:

Kim Hicks welcomed the Board and called the meeting to order at 7:01 PM

APPROVAL OF MINUTES:

The minutes of the working session (December 22, 2015) were not available for review. It was voted to table the approval until the next meeting.

PUBLIC COMMENTS:

A Parent spoke at the meeting in regards to the school's arts program. She drafted a list of suggestions she had that would enhance the program and also play a role in the community. She understood as with any program, there are costs involved. The information she gathered was passed around for the board members to review. She mentioned she also had the information available to email. The board thanked her for her interest in the program and the lengths she went to put together the suggestions. The information will be forwarded to the appropriate department for review.

OFFICER REPORTS:

- Enrollment Update – 225
Open enrollment for the upcoming year will last until 2/15. Confirmation of interest will be in March. Open Houses scheduled on days that fall on Board Meeting dates. Shadow day – third and final 1/15. Twenty students are signed up to attend.
- Chamber of Commerce – OPS is a member of the Chamber and is planning a “lunch and learn.” No date has been set.
- Academic Report –
 - PLAN results – all 10th graders performed above the national average in all areas, with the exception of math.
 - 2015 PSAT – offered as an option to 10th graders (59% met college bench marks); 11th graders (54% met college bench marks) for the National Merit Competition. Scores are available on the web (must have password used to initially set up) and students will receive their results 1/28/2016.
 - ACT – All 11th graders are scheduled to take on March 1st.

- CCP/Vance Granville Community College courses – 47% of the students met the requirements to take these courses. 22 students enrolled in the program for the first semester. 20 are still in the program. In some cases, it was noted that this program was not a good fit. OPS will not have access to VGCC grades until the course is complete. It is difficult to track the student progress. OPS paid the cost of materials (\$16,000) for these courses. It is hopeful that the materials can be reused.
- Class Size – Board members received a list of all classes and the number of students in each class. The average class size at OPS is 20 students, Electives – 21 students, Math – 17 students.
- NCEES/Teacher Evaluation Cycle Update - Teachers are on the NC system. A walk-through will be conducted this week (1/14). Formal Observations and Peer Observations will follow. In addition, there are conferences with the teacher (pre-conference – 45 minutes and post-conference – 15 minutes). A final evaluation will take place at the end of the year.
- CSAB Charter School Advisory Board – There was discussion regarding the media attention given to OPS at the recent State Board Committee meeting. Mr. Swanner distributed email communications that clearly identified a communication breakdown (wrong email for OPS being used). Mr. Swanner explained the series of events that led to he and Mrs. Bradsher attending the meeting via teleconference and the information supplied for the CSAB review. Mr. Swanner and Mrs. Bradsher will present a detailed action plan addressing committee concerns at the committee meeting to be held in February 8, 2016. Board members expressed an interest in attending.
- Aspire Periodics – Testing for 8th graders. This is 100% on line and OPS is piloting this testing program. There are some conflicts w/technology but OPS should be able to work through the issues.
- EOG/EOC materials – OPS has secured a vendor for these new standard materials. We will receive review and assessment materials also.
- Presently have been conducting math remediation sessions. These sessions have been positive. Students are attending sessions consistently and have been engaged in the learning process.

FINANCIALS:

- Bank Statements and Budget information was reviewed by the board members. Presently showing a \$100,000 bank balance and an operating positive cash flow. Showing a projected cash balance of \$66,956 (surplus) at year end.
- IT Consultant – Detail breakdown of services was distributed to the board members to review. All agreed Steve Joyner has done a great job serving the school's IT needs. The board is pleased with the use of his consulting services.

FACILITY:

- The contractor has encountered a lot of tree stumps in the construction area. Stumps are being removed, hauled off and additional top soil is being brought in. We are still looking at a mid-August completion date.

SPECIAL COMMITTEE REPORT:

Capital Campaign – Randy Reese will set up a table in order to talk to potential committee volunteers at report card pick up night.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- 2016/2017 Calendar will be completed and posted no later than April. Typically, we have looked at neighboring schools. There have been some requests that we mimic the VGCC calendar. There is also the concern that the new school must be complete. Per statute, school must go by the hours threshold or days. OPS will continue to use the hours threshold to measure the academic calendar.
- Strategic Board Plan Improvement - Mr. Swanner shared a presentation that included detailed statistics of performance at OPS versus surrounding schools. He also discussed Charter School mandatory thresholds versus public school thresholds. Mrs. Bradsher presented growth plans in two subject areas; Biology and Math. It was a very detailed presentation and a brief discussion took place regarding the poor performing schools our students came from. The board members were very impressed with the work and research involved in putting together this information and felt this would be a good addition to the information that will be given to the CSAB.
- The school has received a grant that will fund the Summer School Program
- Mrs. Bradsher is holding meetings with the parents of "at risk" students. These meetings are in a form of an intervention to assist students in passing identified at risk classes.

Announcements:

- Shadow Day – 8:30-12:30 End of first semester
- MLK Holiday – Monday, January 18th
- Teacher workday 1/19 (lunch will be catered by NC Guard/ASVAB Testing). Testing associated with military entrance exams are age specific exams. 20 students able to participate.
- Thursday, 1/21 – Open house and report card distribution (3:45-6:00)
- Wednesday 1/27 – Awards (2:00 & 2:45)
- 2/1-2/6 – Homecoming games and spirit week, 2/5 – Homecoming games, 2/6 – Homecoming Dance (Henderson Country Club)
- Monday 2/1 – 2/3 – EC monitoring visit
- 2/2 – Booster Club and PTO monthly meetings
- 2/8 – Charter School Advisory Board Meeting
- 2/11 – BOD meeting @ 7:00pm

We had a large number of parents and representation of the Henderson Daily Dispatch and Oxford Ledger in attendance at the board meeting. Before we moved to closed session and our guests left the meeting, several parents commented on the excellent progress OPS is making. One parent suggested that OPS should challenge the poor, non-factual reporting by WRAL and the Henderson Daily Dispatch.

Brian Greenway made a motion and Randy Reese seconded to go into closed session at 9:15pm - (§143-318.11, #6).

- See closed session notes

At 10:05, Alison Wilson motioned to return to open session, Randy Reese seconded.

- Employment – Ev Byrd recommended to offer positions (to the following) and Randy Reese seconded. All board members agreed.
Otis Lyons – Basketball coach, Dan Thomas - Asst. Softball, Hana Baskin – Math teacher for 2016/2017

At 10:15, Randy motioned to adjourn, Alison Wilson seconded.