



Oxford Preparatory School
Nurturing Potential - Inspiring Excellence-Developing Leaders

THE BOARD OF DIRECTORS
MINUTES
October 10, 2016

The Board of Directors of Oxford Preparatory School held its monthly meeting on October 10, 2016. The following members were present and constituted a quorum:

Rev. Charles Burwell	Ana Vaughan
Everett Byrd	Anita Williams
Marsha Garrett	Alison Wilson
Kim Hicks	Also Present -
Randy Reese	Vici Bradsher – Assistant Executive Director
Nicole Sievert	Andrew Swanner – Executive Director

Absent: Marsha Garrett

WELCOME:

Kim Hicks welcomed the Board and called the meeting to order at 7:03 PM. She welcomed two new Board members – Anita Williams and Nicole Sievert.

APPROVAL OF MINUTES:

The minutes of the August meeting were approved by motion made by Alison Wilson and seconded by Everett Byrd.

PRESENTATION:

Phyllis Pearson (Petway, Mills & Pearson, PA) presented the 2015-2016 audit results. Discussed were the Independent auditor's reports, Acadia's prepared financial statements, auditor review compared to state requirements. A uniform guidance was used to perform the audit. The Audit indicates a positive fund balance. Although not required to adopt a budget, it is in best practice for Board to adopt a budget and this is done by OPS. Auditor noted that the budget was managed appropriately. It is possible that the school is subject to periodic audits (State and Federal).

Randy Reese made a motion to accept the auditor report and it be submitted to DPI, Alison Wilson seconded the motion. Motion passed unanimously.

BOARD POLICY REVIEW AND TRAINING:

Randy Reese and Kim Hicks attended Board training in Raleigh (DPI) on September 28th. "Charter School Governance." Randy mentioned that he felt our Board was very responsive to each other. We communicate well and are comfortable agreeing and disagreeing with issues. Our meeting has an agenda, our board approves a budget. All of this was viewed positively as compared to what was discussed at the Board Training at DPI. There was some suggestion that we review material to be discussed at the meeting prior to the meeting so that we can shorten the length of our meetings. (Meetings should not last more than 90 minutes).



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Kim attended a seminar at the training that focused more on the missions/goals/and hands-off operations of charter schools.

Vici Bradsher began the second training for the school board – Understanding the State of the School. A few highlights of her training include:

- School focus is important
 - OPS is working to assist students with scholarships
 - College acceptance
 - CCP (info sessions)
- School is service oriented
 - VFW
 - NCSU concession
 - Blood Drive
 - Funds for Capital Campaign
 - Working with Deployed Soldiers
- School is interested in Arts
 - Choral Choir
- We have systems in place but this still involves operations, planning strategy, building an infrastructure. We need to look at committees. Committees could include members that are not on board. We have a calendar set up, could use this to facilitate school activities.
 - Governance Committee manages the Board
 - Reviews and recommends changes to by laws and/or policies
 - Very Proactive – goals should be set for 5 years/10 years.
 - Academic Excellence Committee
 - Identify strategies and long term challenges
 - Serving on Advance Ed Committees
 - Visit other schools

Biggest part of Board is to govern (review).

- Evaluate (self-evaluations) is a good way to learn from meetings.
- Building culture of the school.

PUBLIC COMMENTS:

None

OFFICER REPORTS:

- Enrollment Update, as of 9/8 - 351

ACADEMIC REPORT:

- Advanced Ed – Vici Bradsher is hosting dinner (5:30) on November 15th for the accreditation team. There will be a light breakfast Wednesday morning at 8:30 at the school. The accreditation team observation will consist of presentations and interviews with teachers, counselors and they could possibly interview Board members. The accreditation team will continue their observations until Thursday afternoon when they



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will make their presentation to the school (approximately at 4pm) to give their decision as to whether they will or will not recommend accreditation.

- Class Size – List distributed to Board members - Average 20 per class, electives–21, English/ELA-20, Foreign Language-18, Math-21, Science-20, Social Studies-22, and Health & P.E.-23
- School Improvement Team Process – On team are four teachers, three parents. Looking at existing goals and getting feedback. Team will continue to work on this with faculty and then bring to Board for approval.
- NC School Reports to be released on 10/18.
- PSAT 8/9, PSAT 10, AND PSAT/NMSQT 10/19 (optional), Pre-ACT – all 10th grade
- College visit information has been distributed. Grades 7-9 will be on 10/25, day trips. Overnight trips for 10-12th grade students 12/1 & 12/2, 3/30 & 4/1, 4/20 & 4/21
- Driver's Ed is conducted in partnership with Granville County Schools. Two Sessions (class work at OPS), Fall and Spring

FINANCIALS:

- Board reviewed the financial statement, bank statement, budget update and the 2016/2017 Budget that was distributed to the board members.
 - State Allotments – one has been received, second allotment should drop around 10/23.
 - Utility costs much higher in the new building, bill last month - \$8000. Andrew will meet with Acadia to update the budget on items such as electricity (\$8000/\$9300 vs. \$3000). Andrew has tried to reach out to Duke Progress Energy to investigate any grants available. Ev Byrd mentioned the use of solar panels. This is something worth investigating.
- On line payments (through Heartland) – This has been rolled out to parents. It is a link on the website and can be used for lunch payments, vendors and field trip fees. We also have two ipads and card readers to accept payments. This could be used for sporting events. Credit card information is safe.
- Andrew completed Duke Management Program.

SPECIAL COMMITTEE REPORTS

- Capital Campaign Committee Report –
 - \$7154.38 collected from Quarter Auction. Anyone who donated items and needs a donation form, can contact Randy Reese.
 - Response slow from business requests. Have obtained information for grant time table.
 - Kim Hicks is working on Capital Campaign Meeting notifications and pledge cards.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Consideration of Engagement Letter with Raymond James for preparation of USDA acquisition. This will mean low interest rates and monthly payments will decrease (possibly a savings of \$10,000/month). Randy Reese, representing the Financials, suggested two signatures on the contract. Randy Reese made a motion to accept the engagement with Raymond James, and Ev Byrd seconded the motion. The motion passed unanimously.



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Announcements:

Tuesday 10/11 - Early Release for Staff Development at 12:30

Thursday 10/13 - Coffee and OJ with the Executive Director

Friday 10/21 – Oxford Bicentennial Banquet at 6:30

Friday 10/28 and Saturday 10/29 – All Carolina Charter School Choral Festival at Franklin Academy

Tuesday 11/8 – Jostens Junior Ring and Senior Cap & Gown Rep visit

Thursday 11/10 – Coffee and OJ with the Executive director at 7:45 a.m. and Board Meeting at 7:00 pm

At 9:08, Randy Reese made a motion to adjourn, Ev Byrd seconded the motion and all agreed.