

ATHE BOARD OF DIRECTORS
OF
Oxford Preparatory School
MINUTES
OF
December 10, 2015

The Board of Directors of Oxford Preparatory School held its monthly meeting on December 10, 2015. The following members were present and constituted a quorum:

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

Absent:

Kim Hicks

Dr. Drew Stock

WELCOME:

Ev Byrd welcomed the Board and called the meeting to order at 7:02 PM

APPROVAL OF MINUTES:

The minutes of the November meeting were approved – Alison Wilson motioned to approve, Brian Greenway seconded.

OFFICER REPORTS:

- Two open houses have been conducted, one on the night of the Board meeting (12/10). Approximately 20 people attended. Applications are being received at a steady rate.
- Shadow dates are set. Eight scheduled to come on 12/11.
- Academic Report –
 - PLAN scores. We continue to see scores that succeed in all areas, except Math.
 - CSAB Charter School Advisory Board – per the policy that exists, a presentation was made before the advisory board by Andrew Swanner. The end result was that OPS will make a strategic plan, more in depth plan, including financials. This will also serve as the School Improvement Plan to be used for Accreditation. The CSAB did ask about Board presence. The next meeting is scheduled in January (possibly 11th or 12th). Prior to the next meeting, the OPS Board will have a working meeting to prepare the improvement plan. Time set for 12/22 @ 6:00pm.
 - School report card – can now be seen on the OPS website.
 - Monitoring students at risk – Mrs. Bradsher is going through list of all students at risk, setting up conferences, working with lessons not complete. Some of these students are new and the parents are not familiar with the parent portal.
 - Canned food drive – Collected 8000 cans (5000 #'s of food)
 - Wounded Warriors – sold wrist bands and stickers, collected \$150 and check was issued to Wounded Warriors project.
 - The school's community service projects have had a positive impact on the community and seeing leadership elements as a result.

FINANCIALS:

- Revised Budget – Still working off of the temporary State Budget. We will also see additional funding for being a small/rural school.
- We are presently seeing a revenue surplus. We are paying off deficits from last year and showing a surplus so this is a highlight from an audit standpoint. The board review the bank statement and noted a \$20,000 grant (available at partial costs – receipts must be submitted).
- Randy Reese reviewed his response to the State Board regarding a plan to have a surplus balance at the end of the school year.

FACILITY:

- Ground Breaking – All went well
 - We are still awaiting feedback from the City Engineer regarding the sewer design. There was a permit issued in July 2013 (under the previous City Engineer/Previous City Manager/Previous Attorney). The new city administration would like for the school to request a new permit, however, this is lengthy and time consuming. After talks between the city and OPS, it was decided to use the permit issued in 2013. The project of the new school will not close until this sewer permit (and the formalities) are closed.
 - Hubrich is still moving forward with planning. Hubrich will head up the sewer project also.

SPECIAL COMMITTEE REPORT: Capital Campaign – Nothing to report

UNFINISHED BUSINESS: Nothing to report

NEW BUSINESS:

- In order for school to be competitive in hiring teachers, we offer a bonus (stated in contract). This bonus is given in two parts (mid-point and end of the year). The board discussed the upcoming midpoint and noted that the funds are reflected in the budget. Alison voted to pay out the midpoint share, Brian Greenway seconded, motion passed unanimously.
- European Trip (to be offered as a Senior Trip only). Totally funded by student and family. Not a school funded event. Looking at 2017 Spring Break (April 7th) time line, eleven days. Spain, France, Italy. EF tours will conduct. Passports will be needed. Andrew plans to have an interest meeting.
- Have started posting potential positions for next school year.
- ECU/UNCW trip went well.

Announcements:

Shadow Day – 12/11. Six are scheduled to visit school

12/14 end of fall VGCC classes for juniors

12/16 – Staff Holiday party @ HCC

12/18 – Beta Club Pancake Brunch & early release

12/21 – optional workday

12/28-12/30 – Men's Basketball tournament – 8 teams, three days

1/4/2016 – Students and staff return from holiday break

1/11 & 1/12 – CSAB Meeting & VGCC Spring Semester begins

1/14 – Open house & BOD meeting @ 7

1/15 – Shadow Day