

THE BOARD OF DIRECTORS  
OF  
Oxford Preparatory School  
MINUTES  
OF  
February 11, 2016

The Board of Directors of Oxford Preparatory School held its monthly meeting on February 11, 2016. The following members were present and constituted a quorum:

Rev. Charles Burwell	Randy Reese	
Everett (Ev) Byrd	Dr. Drew Stock	Also Present: Andrew Swanner – Executive Director
Kim Hicks	Ana Vaughan	Vici Bradsher – Assistant Executive Director
Brian Greenway	Alison Wilson	Mr. Kenner – Athletic Director

**WELCOME:**

Kim Hicks welcomed the Board and called the meeting to order at 7:03 PM

**APPROVAL OF MINUTES:**

The minutes of the working session (December 22, 2015) and January 14<sup>th</sup>'s meeting were approved by motion made by Dr. Stock and seconded by Randy Reese. Approval was unanimous.

**PUBLIC COMMENTS:**

None

**OFFICER REPORTS:**

- Enrollment Update, as of 2/8 – 222  
Open enrollment for the upcoming school year will last until 2/15. Confirmation of interest for 2016/2017 students are due to be turned in on March 18<sup>th</sup>. The Final Open House was held on 2/11. The board members discussed advertising; however, in the past, advertising has not made an impact. It was discussed that Mr. Swanner will follow up with The Henderson Dispatch regarding the CSAB meeting on 2/8. There were positive comments made regarding OPS at this meeting.
- Unless enrollment increases, there will be no lottery.
- Chamber of Commerce – OPS is planning a “lunch and learn” with the Granville Chamber of Commerce in April. Still need to determine exact date and time.
- Academic Report –
  - CSAB Charter School Advisory Board – Three OPS Board Members and a parent attended the meeting held on February 8, 2016. Andrew made his presentation and the school received favorable feedback from the board. Along with the presentation, CSAB will review the data submitted that indicates future growth and threshold metrics.
  - Aspire Periodics – (ACT Explorer) is a periodics testing for 8<sup>th</sup> graders. This is 100% on line and OPS is piloting this testing program. OPS has completed one round and now working to understand the reports.
  - Update on interim/benchmark assessments – NWEA and Measurement, Inc. offer assessment material. Mr. Swanner is looking at data from the vendors. This investment could be as little as \$2000. The vendors would be glad to make a presentation to the Board. These assessments could replace a test. This has potential to make instruction more constructive. Ultimately, the school is measured on student performance. Mr. Swanner mentioned that this material will be helpful to

instruction. The Board would like to see a presentation from Measurement, Inc. Mr. Swanner will try to set up for next Board meeting.

- ACT – All 11<sup>th</sup> graders are scheduled to take on March 1<sup>st</sup>. (8:30-1:30). The test on this day will be at no cost. This is a college entrance exam. This also will be used for school accountability.
- Letters have been mailed to parents for students at risk. This is to ask for meetings with parents and serves as a remediation/resource. Kim Hicks asked if there was a way to track the attempts. Mrs. Bradsher said the letters give a date and ask for parents/guardians to contact school. Follow up is being done to make sure the parents receive the letters and to schedule a conference if needed.

#### FINANCIALS:

- Bank Statements and Budget information was reviewed by the board members. School has seen a positive cash flow since beginning of school year.
- Budget report – presently seeing a surplus on books and on the rents/dept. service line items in the budget. We need to begin thinking of a wish list – We need to consider how we will finance furniture new school furniture/bleachers.

#### FACILITY:

- On approx. 2/8/2016, the digging of footers began. Sewer work is under way. The school IT Consultant met with the construction company to discuss the IT needs. Mr. Swanner suggested that the Board have a committee to assist with decision regarding decorating. Alison Wilson, Randy Reese, Charles Burwell and Kim will be on the committee. Mr. Swanner will send out an email to the committee if there are any questions from the construction. Mr. Swanner did request that the interior wall be dry wall versus panels (like in present building). The Board also liked the mascot Emblem that will go on the basketball court (thank you Mr. Kenner).

#### SPECIAL COMMITTEE REPORT:

Capital Campaign – Goal is \$100,000. Randy Reese will begin setting up a non-profit account so that OPS can have a separate account and donations will be tax deductible. Finance Committee consist of Kim Hicks, Brian Greenway and Randy Reese. Mr. Swanner reminded the Committee to include original brick purchases on any recognitions.

#### UNFINISHED BUSINESS:

None

#### NEW BUSINESS:

- Consideration of new weather closure policy – The policy was discussed and it was decided to follow Granville County Schools. Dr. Stock made a motion to approve and Rev. Burwell seconded.
- Consideration of new public comment policy at board meetings – Randy Reese and Ev Byrd will work together on the wording to be used for the policy and will bring to the next board meeting.
- Consideration of new attendance policy – It was decided to table this until next board meeting.
- Recruitment of math teachers – after recent hire, do not see a need for another math teacher.
- Arts Program – It was decided to try to organize a school arts council. When trying to predict students' schedules, it is difficult scheduling art courses as Teachers have scheduling obligations/students have scheduling conflicts. Mr. Kenner mentioned that there his group is working on an artist interest path and the school is open to art interest/suggestions.
- Board recruitment – Interested people can obtain information from school website.
- Eligibility for Athletics - The Board discussed the policy and intent.

Announcements:

- 2/15 – open enrollment ends, spring sports begin
- 2/20 – winter benefit @ HCC @ 7:00
- 2/21 – HR working session @ 3:00
- 2/26 – ACT pep rally
- 3/1 - ACT testing/Teacher working conditions survey begins
- 3/3 Charter School Legislative Roundtable at Cardinal Charter Academy in Cary, hosted by NC Public Charter Schools Assoc (4:30-6:30)
- 3/10 – Board of Directors meeting

Brian Greenway made a motion and Randy Reese seconded to go into closed session at 9:23pm - (§143-318.11, #6).

- See closed session notes

At 10:33, Dr. Stock motioned to return to open session, Brian Greenway seconded.

The Board discussed a “Curriculum Committee.” Mrs. Bradsher, Reverend Burwell, Kim Hicks, and Ana Vaughan offered to be on the committee.

At 10:35 Randy Reese motioned to adjourn, Alison Wilson seconded.