

THE BOARD OF DIRECTORS
OF
Oxford Preparatory School
MINUTES
OF
March 10, 2016

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

Rev. Charles Burwell Randy Reese
Everett (Ev) Byrd Ana Vaughan
Kim Hicks Alison Wilson
Brian Greenway

Also Present: Andrew Swanner – Executive Director
Vici Bradsher – Assistant Executive Director

WELCOME:

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

APPROVAL OF MINUTES:

The minutes of the February 11th meeting were approved by motion made by Randy Reese and seconded by Alison Wilson. Approval was unanimous.

PUBLIC COMMENTS:

None

PRESENTATION:

Michelle Keitz w/Measurement, Inc. visited the Board to present a web-based assessment program. There is no need to buy software for this program. The Board had a few questions, such as how long it took to get results of the assessment testing and could it be used for placement testing. Michele responded to the questions by informing the board that presently it takes 48 – 72 hours to get results but hopes to reduce this to immediate over the summer months. The assessments could be used as placement tests.

OFFICER REPORTS:

- Enrollment Update, as of 2/8 – 221
 - Applications have been received and have exceeded the amount of openings. Enrollment packages have been sent out and some on wait list may move up to enrolled if packages are not returned.
- Chamber of Commerce – OPS is planning a “lunch and learn” with the Granville Chamber of Commerce in September.
- Academic Report –
 - Beginning Teacher Support Monitoring – This is OPS’ first year in the monitoring cycle. Report distributed for Board Review of the positive feedback received.
 - EC Monitoring – Visiting report was distributed for Board Review. Representatives were on OPS site for approximately 2 ½ days. Audit of five records were randomly reviewed for attendance/compliance/grades. Some files consisted of handwritten notes from schools previous to OPS enrollment, which needs to be updated/corrected by OPS EC team. There also needs to be a review of pathway of study.
 - Office of Charter Schools visit – Dr. Kebbler Williams visited OPS on February 10th. An effort was made to visit every class room, review academics/EC program and data presented to CSAB.

- Legislative Roundtable – Andrew Swanner attended roundtable meeting held in Cary. Both NC Charter School advocacy groups have agreed to a merger. Will be seeing a more unified effort of charter schools. When asked what changes charter schools would like to see, school representatives mentioned the 60% rule, would like to see this as a percentage increase based on neighboring scores.
- Teacher Working Conditions Survey – Survey open for the month of March.
- Parent Survey – Board reviewed response summary.
- Monitoring students at risk of failure – letters (approx. 40) sent home three weeks prior to Board meeting. Nineteen (19) conferences have been held. Still have some parents/guardians who have not responded. Will be sending certified letters as a follow up.

FINANCIALS:

- Bank Statements and Budget information was reviewed by the board members. School continues to see a positive cash flow since beginning of school year.

FACILITY:

- Foundation has been poured and grading done. Landscaping – some has been done and more to follow. Setting up frames to pour walls. Interior walls will be made of steel and sheet rock. A meeting was held on 3/7 to discuss colors, flooring, exterior colors, scoreboard, cabinets and bathroom dividers.
- Sewer easement – cleared and staked. Pump and haul contract expires in May.
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SPECIAL COMMITTEE REPORT:

Capital Campaign – nothing to report other than have identified some businesses to approach for donations. Use of a “go fund” account was suggested. Randy Reese to research account.

UNFINISHED BUSINESS:

- Consideration of new attendance policy – Randy Reese motioned to pass the attendance policy as revised/changed and Alison Wilson seconded. Policy passed.
- Consideration of new public comment policy – Board agreed to table the consideration in order to allow more time for revision.

NEW BUSINESS:

- Consideration of interim assessments with Measurements for 16-17 school year – Ev Byrd made a motion to enter contract, Brian Greenway seconded. Board approved.
- IDEA Grant Writing Services – Alison made a motion to work with Acadia North Star and Randy Reese seconded. Board approved.
- School Calendar – 182 days vs. 180 days puts cushion to not make up for snow days. Ev Byrd/Randy Reese seconded to change calendar for one day teacher break.
- Consideration of Hubrich change order – Alison Wilson motioned to approve, Randy Reese seconded. Board approved.
- Update of sports programs given by memo to Kim Hicks from Mr. Kenner. Sports Banquet set for May 20th.

Ev Byrd made a motion and Rev. Burwell seconded to go into closed session at 9:35pm - (§143-318.11, #6).

- See closed session notes

At 9:53, Rev. Burwell motioned to return to open session, Ev Byrd seconded.

- Consideration of candidates for summer programs – Mitteer, McCawley, Stallings, Kenner – Brian Greenway motioned to approve and Rev. Burwell seconded, Board approved.
- Contract for Mr. Swanner – Randy Reese approved, Rev. Burwell seconded, Board approved.

Announcements:

- 3/17 – 8 Students will visit Western NC colleges
- 3/18 - Enrollment packages due for new students
- 3/25 – spring break
- 4/4 – return from spring break
- 4/7 – Charlotte college trip
- 4/9 – Prom (10th & 11th grades) @ HCC 8-12pm
- 4/14 – Board of Directors meeting

At 9:57 Brian Greenway motioned to adjourn, Alison Wilson seconded.