

THE BOARD OF DIRECTORS
OF
Oxford Preparatory School
MINUTES
OF
June 6, 2016

The Board of Directors of Oxford Preparatory School held its monthly meeting on June 6, 2016. The following members were present and constituted a quorum:

Everett Byrd

Brian Greenway

Kim Hicks

Randy Reese

Ana Vaughan

Also Present -

Andrew Swanner – Executive Director

Vici Bradsher – Assistant Executive Director

Rick Kenner – Athletic Director

Absent were: Charles Burwell
Marsha Garrett

Dr. Drew Stock
Alison Wilson

WELCOME:

Kim Hicks welcomed the Board and called the meeting to order at 7:17 PM.

APPROVAL OF MINUTES:

The minutes of the May meeting were approved by motion made by Ev Byrd and seconded by Randy Reese. Approval was unanimous.

PUBLIC COMMENTS:

None

OFFICER REPORTS:

- Enrollment Update, as of 6/6 - 217.
- Enrollment packets/Waiting list – 153 new confirmed enrollment or recent applicants.
- New Student course registration party was held on Sunday 5/21 (2:00-5:00). 70% of the new students who attended, have submitted their course registration forms. The make-up days are 6/14 and 6/20. After 6/20, the school admin will be contacting those that did not register to determine their intent.

ACADEMIC REPORT:

- CCP/VGCC REPORT – The 18 juniors enrolled in the CCP program earned 158 credit hours in the spring semester. That is an average of almost 9 credit hours for each student. Fall semester was a learning curve for students. The program started with 22 OPS students in the fall and 18 returned for the spring semester.
- EOG/EOC – Per state statute, tests must be administered within the last 10 days of school. All 8th graders take three tests (Science/Math/Reading). Other tests being administered for high school students are Biology, English 2 and Math 1

- Summer session has been planned. The students in this program will review course work with an opportunity to improve and retake end of year tests. The data must be submitted by 6/30 to count for the 2015/2016 school year. Summer school is at no cost to the student. School is scheduled to begin Tuesday (6/7), testing on the 23rd and school ends on the 27th.
- Fine Arts Project (a graduation requirement) – specifics will be posted on website. First class to go through this requirement will be the seniors next year.
- Advanced Ed – Mrs. Bradsher is gathering information and writing up the narrative. There is a training seminar set for some time in September. The school should be expecting visitors from Advanced Ed in November.

FINANCIALS:

- Board reviewed the financial statement, bank statement, budget update and the 2016/2017 Draft Budget that was distributed to the board members.
 - Again noted, there is a positive cash flow balance.
 - 2016/2017 Budget was reviewed by the Board Finance committee. The committee went through each line item. Expense line items were re-evaluated as the budget reflects what we “anticipate” to spend.
 - A summary of the proposed budget will need to be approved by the board once the budget is final.
 - Local funding is expected to increase, as are supplements. Granville County Board of Commissioners have approved the school board’s request to increase Granville County’s supplement request.

FACILITY:

- Exterior windows installed and roofing is complete. Interior framing is complete and sheetrock is being installed. Wiring and plumbing is taking place. HVAC units were installed on the roof and ductwork is being completed.
- Two 40 ft. storage units were delivered and were filled with furniture/equipment from buildings 1 and 2. Vendor will begin to disconnect and haul away buildings 1 and 2 (around 6/15/2016).

UNFINISHED BUSINESS:

- Consideration of bonuses (6-8%). Granville county has a 7% supplement, Wake Co. has a 12%. Vance Co. gives a flat \$2500. Teacher retention is important and OPS seeks to be competitive for the area.

NEW BUSINESS:

- Janitorial services agreement
 - The board the services contract of Citywide. Randy Reese made a motion to approve and Brian Greenway seconded the motion to approve contract @ 5 times a week service. All agreed.

Ev Byrd made a motion to go into closed session at 8:20 (§143-318.11, #6), Kim Hicks seconded.

- See closed session notes

Randy Reese made a motion to come out of closed session @ 9:18, Brian Greenway seconded.

- Current employees will be offered contracts. Motion to approve made by Randy Reese and seconded by Brian Greenway. All were in favor.
- Randy Reese made a motion made to offer a bonus of 3% (1/2 at end of calendar year, ½ at end of school year) and additional incentive of up to 6%, pending board approval (end of year) and motion seconded by Ev Byrd. All were in favor.
- Applicants of Board Term Renewals was tabled until July meeting
- July Meeting 7/21/2016 @ 7pm

Announcements:

- Monday – 6/13 – Optional workday – required for summer school staff
- Tuesday 6/14 – summer school begins
- Monday 6/20 NCVPS online Summer school begins for Non-EOG/EOC courses and registration makeup event 3:30-4:45.
- Thursday 6/23 – summer English II testing begins
- Friday 6/24 – summer EOG/EOC testing begins
- Monday 6/27 – Summer EOG/EOC testing ends and Vici Bradsher to attend National Charter School Conference.
- Tuesday 6/28 – Summer Workday
- Monday 7/4 - Holiday

At 9:25PM, Brian Greenway motioned to adjourn, Randy Reese seconded. All agreed.