

THE BOARD OF DIRECTORS  
OF  
Oxford Preparatory School  
MINUTES  
OF  
July 21, 2016

The Board of Directors of Oxford Preparatory School held its monthly meeting on July 21, 2016. The following members were present and constituted a quorum:

Rev. Burwell  
Everett Byrd  
Marsha Garrett  
Kim Hicks  
Randy Reese  
Ana Vaughan  
Alison Wilson

Also Present -  
Andrew Swanner – Executive Director  
Vici Bradsher – Assistant Executive Director  
Guest – Bishop and Mrs. Williams

Absent were: Brian Greenway      Dr. Drew Stock

WELCOME:

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

APPROVAL OF MINUTES:

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

PUBLIC COMMENTS:

None

OFFICER REPORTS:

- Enrollment Update, as of 7/18 - 369
- Wait Lists – 2 for 7<sup>th</sup> grade, 1 for 10<sup>th</sup> grade

ACADEMIC REPORT:

- Summer School Report – Students are not required to attend summer school. Students met for two weeks and in some cases, took as many as three courses. Upon completion of summer school session, students took the EOG again and were assigned a new grade. If the student did not receive a grade level score, they could appeal. The (appeal) panel made recommendations. The Panel looked to see if the student learned something from the course/summer school session and also determined if it was beneficial for the student to stay in the grade or move forward.

- EOG/EOC – Preliminary Performance Report (including Summer School results). NC Elementary and middle school accountability model is based on End of Grade tests (ELA, Math, and Science). End of Class is a high school accountability model. (Biology, English 2 and Math 1). By Statute, testing takes place during the last 10 days of school. Preliminary results are for OPS only, therefore we do not have other schools' scores to compare. We do have historical data and that information was distributed to the Board Members for their review. Math continues to indicate improvement needs. The grade level proficiency % (previous charter school threshold was 60%) indicates OPS is at a 69.6%.
- Advance Placement Testing – OPS requires students to take these tests. There is no cost to students. One student made a 5 on the AP US Gov't & politics test this past year (1 made a 4, 5 passed with a 3). 2 made a 4 on the AP English and 5 made a 3.
- Title 1 – This is the first year OPS will be eligible for funds. (\$7000 and could grow). The plan is to engage parents on meeting needs of the students and include parent involvement on completing the requirements for the Title 1 process. Title 1 will have a separate line item (Federal Funds) in the budget and its use is very specific. It is targeted toward students at risk and empowerment of parents to help student at home. Funds are allocated at one time and must be spent within the school year.
- Advanced Ed – Mrs. Bradsher will be involved in Leesville High School's accreditation audit group. An audit team is scheduled to come to OPS in November.
- Board Policy Handbook – Ana passed over to Marsha for editing and reviewing. Mr. Swanner stated that he had an example of another school that may be helpful in putting together the handbook for OPS.

#### 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. Cost of removal of mobile units was not expected to hit OPS as an expense but the bottom line still reflects a surplus.
  - First state allotment has already been received (based on 356 students).
  - Utility Costs will be much higher in the new building, how much is just a guess at the moment. There will be thermostats in all rooms. They are programmable and lock capable. The deposit to get electricity turned on was \$13,000

#### FACILITY:

- Flooring and ceiling tiles are being installed. The power is on, lights and HVAC are operational. Final painting is taking place. Casework is being installed. Campus parking lot grading and paving is being finished. Turn lane in front of school is almost complete and turn lane on 158/Tabbs Creek Rd is under construction.
- On schedule for 8/15 completion date.
- New furniture deliveries are scheduled as early as 8/15. We will request any volunteers to assist with the deliveries and moving items stored. We have not hired a moving crew.

We are hoping to have volunteers as we are expecting three to four times the amount of furniture to move into class rooms. Desks have to be assembled. Kim Hicks suggested a separate email to the OPS distribution.

#### UNFINISHED BUSINESS:

- Org Chart – The board reviewed the Org Chart structure and agreed it was a good start. It was decided to table the distribution of duties for further discussion at the next board meeting.
- Applicants Board Term Renewals – Three years – Charles Burwell, Marsha Garrett and Kim Hicks. The officers remain the same for a year. Randy Reese made a motion to accept these renewals, Alison Wilson seconded and all were in favor

#### SPECIAL COMMITTEE REPORTS

- Capital Campaign Committee Report – The Capital Campaign Committee met on 7/19. Ev Byrd commented on how please he is with the progress of this committee. Nicole has been instrumental in leading efforts with the brochure. We will also have glossy pictures. This information will be part of a package that will be used when talking to businesses. Everyone on the team is working on assignments. We will be working on plans for Gold/Silver donors. Tracy is working on the kickoff event scheduled for 9/24. The Goal amount has been changed to \$500,000.
  - Procedures for the Capital Campaign funds were discussed as follows:
    - Randy Reese will have forms that can be given to donors for tax purposes
    - Cut off Time of campaign. Specific time frame. The campaign can still accept donations that go toward pledge dollars after the cut off.
    - Fund Type
      - Unrestricted (has to be used on assets)
      - Restricted (used for a specific asset)
      - Temp Restricted (used for a specific asset and if there is an overage, it can go to unrestricted)
    - Randy will talk to Kathy with Acadia to determine the need of having a separate bank account versus a line item on present Finance Statement. There is concern just having a line item as it is necessary to show where dollars are being spent, especially if the donation is a restricted donation. If it is determined that a Separate Bank Account is the best option, then the following will occur:
      - Randy Reese will set up a separate bank account to manage the (tax deductible) capital campaign contributions.
        - Account to have two signers – Randy Reese and Kim Hicks
        - Will have statements

- Having a list of capital assets to show donors who are interested in a restricted donation would be helpful.
  - Presently, there is not a budget for the Capital Campaign items, so reimbursement of monies spent toward this effort will need to be captured as such. School paying for these expenses is ok, just noting that this expense is not a budget item.
- Curriculum Committee – Met on 7/20. The meeting notes from that meeting are attached.

#### NEW BUSINESS:

- Teacher of the Year – Process was distributed to the board for review
  - To be named by the spring and winner will be competing against other nominations from other district schools and then regional.
  - This mostly consists of a portfolio prepared by the teacher.
  - OPS will offer recognitions
    - Winner will get the guarantee of the 6% bonus
    - Regional winner receives cash prizes.
  - Ev Byrd made a motion to approve the OPS “Teacher of the Year” process as distributed to the board for review, Randy Reese seconded the motion and all were in favor.
- Consideration of Coaching Stipends – Detail distributed to board for review.
  - Athletic Training – This is a good mitigation of risk and is worth the cost for the safety of the athletes. Alison Wilson made a motion for the school to invest in this training, Randy Reese seconded and all were in favor.
  - Randy Reese made a motion to approve stipend, Alison Wilson seconded and all were in favor.
- Facility Rental Policy – Proposed policy distributed to board for review. Marsha Garrett made a motion to adopt the Facility Rental Policy, Alison seconded the motion and all were in favor.
  - Gym rental will be a line item on the budget/financial report.
  - Concession Stand – This is not part of the facility usage agreement and there will be a need to discuss securing this area.
- Consideration of additional Waxing of Floors – Our contractor for cleaning has been contracted to do the cleaning and waxing of the new building. The board agreed that there should be two coats of wax on the classroom floors and 3 additional coats of wax on the hallway floors. It is also recommended that this be done prior to moving into the building.
  - Gym Covering will eventually be a part of the capital campaign.
  - Provided this does not delay moving into the new building, Randy Reese made a motion to approve the additional floor wax, Alison Wilson seconded the motion. All agreed.
- Graduation Date – 6/10/2016 @ 2:00 pm
  - Last day of school 6/8 (1/2 day)

- Alison Wilson made a motion to approve graduation date as final, Randy Reese seconded the motion.
- Student Parking fee – 140 spots
  - \$50/year
    - \$25 after December 2016
  - Alison Wilson made a motion to approve parking fee and Randy Reese seconded the motion. All agreed.
- CCP Book Funding Policy – OPS made a massive investment on VGCC books last year. (\$20,000) At some point, we need to put a threshold on what OPS will supply. The board discussed putting a cap on this but decided to table this discussion until August Meeting.

Alison Wilson made a motion to go into closed session at 10:01 (§143-318.11, #6), Ev Byrd Seconded.

- See closed session notes

Randy Reese made a motion to come out of closed session @ 10:07, Ev Byrd seconded.

- Randy Reese made a motion to accept candidates for OPS employment, Ev Byrd seconded, all agreed.
- Kim Hicks will discuss Summer School Teacher appreciation with the PTO.
- Ev Byrd mentioned an idea for capital campaign fund raising – Parents/Board Members hosting cocktail parties. Ev attended some in the past and felt this was a success. There are already three interested in hosting such an event.

#### Announcements:

- Tuesday 7/26 – Fall Sports Parent Meeting at 6:00
- Sunday 7/31 – NC Public Charter School Association Conference in Asheville Begins
- Monday 8/1 – Fall Sports Practices Can Begin
- Wednesday 8/3 – Annual Audit Site Visit
- Thursday 8/11 – Board of Directors Meeting
- Friday 8/12 – NCVPS Summer School Ends
- Monday 8/15 – Facility Completion Date and VGCC Fall Classes Begin
- Monday 8/22 – First Workday for Faculty & Staff
- Thursday 8/25 – Tentative Open House Date for students and parents 4:00 – 7:00
- Monday 8/29 – First Day of School for Students

At 10:16, Randy Reese made a motion to adjourn, Alison Wilson seconded the motion and all agreed.