

ATHE BOARD OF DIRECTORS
OF
Oxford Preparatory School
MINUTES
OF
Working Session Meeting
December 22, 2015

The Board of Directors of Oxford Preparatory School held a working session on December 22, 2015. The following members were present:

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

Absent:

Dr. Drew Stock
Ana Vaughan

WELCOME:

Kim thanked the board for attending the working session called the meeting to order at 6:07 PM

APPROVAL OF MINUTES:

The minutes of the December 10th meeting were approved – Alison Wilson motioned to approve, Brian Greenway seconded.

OLD BUSINESS:

- REPORT on CITY COMMISSIONER’S Meeting: This meeting was to approve the plans for sewer for the proposed new building. There were no problems except a small concern that the city might have to pay for maintenance. This is not an issue and therefore, with an accompanying maintenance agreement, the sewer was agreed upon. If any other user ties into the sewer line, then the city will take it over.
- REPORT on NEW BUILDING: Mr. Hubrich is putting in some designs that will allow for washing out of any back-up in the lines. Closing was to be on the 22nd of December. That did not happen. Although the board has approved moving forward with Hubrich, ALL of the required documents have not been signed. The documents are available for signature now. Current plan is now that the closing will be either on Monday or Tuesday, December 28 or 29th.
- Some pre-work was done onsite today, and it appears that the property is now readied for erection of the safety fencing.

NEW BUSINESS:

TOPIC I: Approval of new agreement with Hubrich in anticipation of closing. There are several documents to be reviewed and then accepted by the board for submission in order to close.

1. Lease Agreement: There have been changes in the lease agreement which reflect the maintenance agreement for the sewer line. If there is any needed maintenance, the city will do the work and bill OPS. If another user ties in, then the city will take over the sewer.
2. Termination of lease agreement – New document that reflects our agreements with ACD. Of note is the third amendment on October 30th indicates that the lease has now been terminated between ACD and OPS.
3. Secretary’s certificate – summary of documentation needed for closing.

- a. Articles of incorporation – April 4, 2012. No changes or amendments have been made since these were originally submitted to the Secretary of State.
- b. Charter – Strike changes version of the charter which demonstrates the original AND the changes which were submitted and approved last year.
- c. Resolutions adopted, agreed upon and approved by the BOD that reflects our **agreement to contract with Hubrich.**
- d. Correct and current certificate of existence.

Discussion: Termination – the expectation is that the termination agreement will be signed tonight.

All documents were presented to the board. A motion was made by Brian Greenway to accept and approve the following documentation:

1. Articles of incorporation
2. Charter (strikethrough version)
3. Resolutions
4. Certificate of existence

Randy Reese seconded the motion. A vote was held and board unanimously agreed to accept and approve all documents as presented.

TOPIC II: Board Strategic Plan

- This is based on the need identified by DPI Board when Andrew and Vici presented to them in November. The action we were given was to return in January with a strategic board plan that extends beyond what is covered in the SIP.
- Andrew and Vici put together a strawman for the board to consider as a starting point. The Plan incorporates the SIP that was approved earlier in the year. It now encompasses goals to address Financial Stability, Board Engagement and Professional Development for Teachers. Board members were supplied a hard copy and the goals were reviewed. The current plan is high level. It is the belief that this plan is to support the viability of OPS and to demonstrate that we are doing what we say. A possible outcome is that (1) This plan is sufficient and we (2) may have to report back OR (3) if the data is sufficient there may be no action at all.

GOAL 2: Improve sustainability of the school by strengthening the financial outlook.

- Budget discussion – ensure we have a supporting documentation for having paid off the \$20,000.00 loan. Our only financial non-compliance was that we completed the year in the red and that is viewed as a non-compliance issue. The board intends to end the year in the black. There is a plan and action being taken to pay off the remaining debt. The board does not plan to apply for any additional loans. The payment plan is demonstrated through the balance sheet and the debt pay-off. The reduced rent being currently paid has allowed us to reduce the budget outlay, and therefore use the extra funds in paying down the debt service line.
- Board monitors and reviews the debt service line each month to assure the balance is decreasing. Bank statements are reviewed monthly to verify that all checks are cleared and payments are being made. It is considered that the board will continue the practice of monitoring monthly to assure that the debt service is being paid and the checking account is being monitored.

GOAL 1: Codification of board operational policies and procedures.

- The board agreed to take a first step in engaging some legal authorities about how to move forward with creating this.

GOAL 3: Change to Develop highly effective teachers in all classrooms.

- Also add the wording, “continue to recruit” in bullet 2.
- Questions – what does “Align to each teacher’s observed improvement goals” mean? This is based on what Vici or Andrew observe in the classroom and then providing the guidance to the teachers. Our goal is to help each teacher succeed – to help them identify what is missing or what can be done better so that students can meet college ready requirements. Currently Vici and Andrew are the only licensed administrators and complete reviews and provide input.
- Change to title is to be Board Approved Oxford Preparatory School Strategic Plan.
- Motion to accept – moved by Rev. Burwell and seconded by Everett Byrd. There was no more discussion and therefore a vote was taken. All approved.
 - Questions – what does “Align to each teacher’s observed improvement goals” mean? This is based on what Vici or Andrew observe in the classroom and then providing the guidance to the teachers. Our goal is to help teacher succeed – to help them identify what is missing or what can be done better. Currently Vici and Andrew are the only licensed administrators and complete reviews and provide input.
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Call for closed session (§143-318.11, #6). Motion made by Kim Hicks and seconded by Alison.

The board went into closed session at 7:17pm

The board came out of closed session at 8:06 pm. Motion made by Kim Hicks and seconded by Alison.

ANNOUNCEMENTS:

1. Basketball team in a holiday tournament in Greensboro beginning on Monday, December 28, 2015
2. January 4 students and staff will return from break
3. CSAB Advisory Board meeting will be held on either Monday or Tuesday, January 11 or 12th.
4. For CCP students who made below a C, we are putting in place some interventions that will allow them to be successful. Spring semester will not begin until January 11.
5. Semester awards for students to be January 27th.
6. Staff holiday party was held at HCC and was well received. Planning a staff meeting at HCC as well as a baseball game which would allow teachers to include their children. Several events are also planned to celebrate staff events such as new babies and impending marriages.
7. Next board meeting – January 14, 2015, which coincides with the last of the open houses

Motion to adjourn made by Randy and seconded by Brian. Adjournment at 8:12 pm.