

## **Neuse Charter School Board of Directors Meeting Minutes – August 22, 2017**

### ***Board Members Present:***

Dawn Dixon, Chair  
Rodney Dunn, Treasurer  
Martha Andre, Secretary  
Tony Gupton, Past Chair  
Nichole Booker  
Jason Cummings  
Michelle Denning  
Chris Johnson  
Robbie Taylor

### ***Board Members Absent:***

Paul Worley, Vice Chair  
Jimmy Lloyd

### ***Call to Order***

Dixon called the meeting to order at 6 p.m. and read the Ethics Statement. All board members were given the opportunity to respond to the Conflict of Interest statement.

### ***Celebrations & Recognitions***

#### **Faculty & Staff Recognition:**

- “Like a Champion” is the theme this year for our faculty and staff. Throughout the year, various faculty and staff will be recognized when they display “Champion” qualities.
- Our 2017 graduates received \$907,360.00 in scholarships, 94% enrolled in college or military [83% entering college].
- Recognized the “summer crew” for preparing for a successful 2017-18 opening: William Dixon, Lauren Fail, Amanda Highfil, Sharon Johnson, Amy McGinnis, Amy Monsour, Keisha Peacock, Angela Walker, Brad Williams, Brian Smith, and Janice Silver. From moving facilities to scheduling to enrollment to audits, the summer crew is appreciated for their dedication.
- Kristin Tyson & Kim Hines – attended NCAT [North Carolina Center for Advancement of Teacher] for a session on Canvas for Beginning Users to utilize Canvas in the 5<sup>th</sup> grade.
- Pam Lassiter [7<sup>th</sup> Grade] – completed Master’s Degree in Teaching and Learning from Liberty Univ.
- Amy Monsour [EC Director] – recognized for completing the first Charter Exceptional Children Leadership Institute.
- Amy Turnbaugh [4<sup>th</sup> Grade] – completed her School Administration Licensure from UNC Wilmington.
- Mr. Tony Braswell, Volunteer – donated the newly framed, encased flag from Senator Burr when the high school was opened.
- Shannon Mann – Parent Volunteer Coordinator and spearhead of the Military Appreciation Day

### ***Public Comments***

None.

**Approval of Minutes**

C. Johnson moved and R. Dunn seconded to approve June & July minutes. Motion passed unanimously at 6:07pm.

**Booster Club Report [6:08 pm]**

Richard Lynch, Booster Club President, reported that the Booster Club met last Tuesday night and will continue with fundraising as they have done in the past: October Booster Bash, Middle School Dance, and Booster Bazaar [changed to a 1 day event – all day Friday]. February is the tentative date to participate with NCS in the Reverse Raffle. Lunch program will run basically the same adding Popeye's as a new vendor on Mondays and Fridays.

**Executive Director's Report [6:10 pm]**

- ADM has ranged between 930-940. Original budget was built on 930. The current enrollment as of today is 939 with ADM at 934 remembering that this number will not be firm until the 20<sup>th</sup> day of school.
- 75 returning staff [57 teachers, 8 teacher assistants, and 10 support and leadership members] and 9 new staff members [4 teachers, 3 teacher assistants, and 2 support/leadership members]. The majority of the new staff positions was due to expansion. One remaining vacancy in staffing.
- Carpool running very smoothly with safety as our prime area of importance. The Kelly Drive project is scheduled to start on Monday, and the new traffic light is scheduled to go live any day. When the road construction is complete, there will be a new traffic pattern.
- When fully staffed, NCS will have 84 employees. Currently 1 vacancy in 8<sup>th</sup> grade math. The math department has filled in to provide instructional services for the 8<sup>th</sup> grade during the search.
- In the future each of the Academic Leaders and Dean of Academics will share their reports.
- Robotics Teams has at least 4 teams slotted for this year with over 100 students interested in six spots. Thanks to Angela Jenkins, Jennifer Cade, Jeff Matisoff, and Mike Ward for their leadership with this program.
- Parent Grade Level Meetings K-8 have begun on campus.
- September begins many activities on campus. Please refer to the calendar for a complete list.
- Sept. 14 is Military Appreciation Day. General Austin from National Guard will be the Keynote Speaker prior to the Golden Knights para-troopers landing on the campus of NCS. Thank you to Shannon Mann and Beth Miller for their efforts to make this day a success. There will also be many students involve from art projects to essays and band performances.
- Creating an Accountability Tab on the website to have the report card and additional testing data. Read to Achieve data is required to share per DPI. This information should be public by 9/1.

- AP enrollment for high school is 130 student courses up from 89 last year. Seven AP courses up from 6 last year with one of those offered twice. 10 students are currently enrolled in JCC.
- Organizational Structure to support the Academy development. Additionally, the Community Engagement Plan will involve round table meetings starting in September with various days, times and topics. September's topic will be Safety.
- Professional and resource development plans are being prepared by J. Silver with input from S. Johnson and B. Smith to determine teacher needs. Silver will report at the next meeting regarding this plan.
  
- C. Johnson noted that enrollment in June stated 970. He encouraged the staff to be sure to continue to push the message of the importance of attendance regarding funding.
- C. Johnson asked if NCS had reached out to SSS to work with them for their opening. Pullium confirmed she would be reaching out to them, and SRO Lee would be available to assist in any way possible. Since our carpool is 10 minutes later, we are hopeful to not have any issues regarding traffic once they open.
- C. Johnson asked if Mann was coordinating media for the Military Day event. Pullium confirmed that Mann was reaching out to various media venues to make sure that this event is thoroughly covered.
- C. Johnson noted that many principals from across the county have attended town council meetings and recommended Pullium attending some of these as well.

***Consent Agenda [6:27 pm]***

C. Johnson: Point of Order to approve all consent agenda items at once with the approval of the full agenda.

T. Gupton: Confirmed that to be true if the full agenda was approved at the beginning of the meeting.

C. Johnson moved to accept the Consent Agenda items. Seconded by T. Gupton. Motion unanimously approved at 6:29pm.

***Standing Committees [6:30 pm]***

Executive Committee, Dawn Dixon, Chair

Audit/Academic Affairs Committee, Dawn Dixon, Chair

Finance Committee, Rodney Dunn, Chair

Governance/Board Development Committee, Tony Gupton, Chair

Resource Development Committee – Chris Johnson, Chair

Please send dates that you are meeting to Dixon and Pullium prior to the next board meeting.

***Finance Committee [6:32 pm]***

R. Dunn reminded the board of the funding procedures of the state as to how NCS receives funding. He also explained that the school doesn't receive additional funds for building projects which is part of the reason that NCS was on financial probation last year.

Dunn reported on the final 2016-17 budget. NCS ended the year with \$604,610.31 surplus. Some excess revenue fell in our favor, and in addition, expenditures were tighter. \$145,000 would clear all financial probation with DPI, so we expect final audit would allow us to move off all probation.

The 2017-18 budget will be more accurate next month when the final ADM number is established. Currently, 930 students is the budget which involves a \$50,000 surplus.

Last month, the board voted to remove Dave Neville from the bank signature card. With Robbie Taylor being added to the Finance Committee, he needs to be added to the signature card. D. Dixon verified that current signees include Lloyd, Worley, Johnson, and Dunn. C. Johnson moved to add Robbie Taylor to the signature card. T. Gupton seconded. Motion passed unanimously at 6:37pm.

Finance Committee would like to establish that we maintain \$300,000 on reserves at all times and only use those funds with Board approved usage of those funds, normally during capital stages.

After board discussion regarding amounts and percentages, the board charged the Finance Committee to create a policy regarding this issue.

R. Dunn asked about the approval of line item expenditures set at \$2000. There are policies in place that the ED cannot enter into contractual obligations without BOD approval. The Finance Committee is asking if that level of approval should be waived if the BOD has already approved expenses within the line items in the budget.

D. Dixon is there a necessity for the ED to come to the BOD and if so, should the level be raised. If it's within the budget, Dixon agrees to increase that amount.

C. Johnson agreed to give staff flexibility to work within the budget line items that have been approved. To offset concerns, the ED could include in the Director's Report where large expenditures have occurred.

D. Dixon confirmed the needs for checks and balances. C. Johnson noted the process of 3 bids taking the best bid as long as under budget then approved in keeping with checks and balances.

R. Dunn reviewed the budget tracker process to monitor money movement within budget.

D. Dixon charged the Finance Committee to make recommendation at next meeting regarding this issue.

***Personnel Committee [6:49 pm]***

None.

***Audit/Academic Affairs Committee [6:49 pm]***

D. Dixon reported that this committee did not meet in August but will be meeting next month to complete the tasks from the Board Retreat to finish competencies.

***Resource Development [6:49 pm]***

C. Johnson reported that this committee will be meeting the second Wednesday of month an hour after Finance meets [9:15 am].

The steel has been ordered for our new building. Staff is prepared and ready to transition during the holiday break. Vanguard is not aware yet but will be made aware soon.

C. Johnson also reported that they are progressing on the vent system project for the 3<sup>rd</sup> floor chemistry lab. The committee is working out warranty issues, cost and construction. Money has been set aside for this project to a certain level.

R. Dunn reported that the Raffle would be held in February. Also “No Fuss Giving” for a couple of weeks this fall. Additionally, Pullium reported working with Ag Center to secure the date of February 23.

***Board Development [6:52 pm]***

D. Dixon mentioned that it would be helpful for the chair if each committee would write a description of the purpose of the committee as well as a reason if name of the committee needs to be adjusted.

***Old Business [6:53 pm]***

None.

***New Business [6:54 pm]***

S. Pullium presented the following Field Trip Requests [see attached]:

- Seventh grade would like to take a trip to Myrtle Beach as they did last year. This is not overnight, but it does cross state lines on Friday, March 2.
- Senior trip to Outer Banks from October 11-12.
- Eighth grade repeat trip to western North Carolina on November 8-9.

S. Pullium recommends all three trips.

C. Johnson moved to approve the field trips. Booker second. Motion passed unanimously at 6:57pm.

C. Johnson recommended that these type items go under the consent agenda in the future.

S. Pullium also reminded everyone of the Silent Partners Program if anyone would like to anonymously sponsor students for school activities.

Reminder that the staff needs to have a Certificate of Insurance for any outside entities we are using for these type trips.

As an update, the NC and MD Attorney General office have been helping us seek retribution from the bus company that neglected to provide services last year. NCS asked for a reimbursement of the \$2500 paid for the bus reservations to cover the cost of mileage and parking paid to the volunteers who drove the field trip. The staff has placed a negative review and will shared with JCPS. At this point, no refund of any kind has been issued.

T. Gupton moved to go into closed session per NC General Statute 143-381.11(a)6. R. Taylor second. Motion passed unanimously at 7:01pm.

The NCS Board of Directors reconvened at 7:20 p.m.

Motion made by C. Johnson to accept and affirm contract approval recommendations from the Executive Director. Seconded by R. Dunn. Passed unanimously at 7:21 pm.

Motion to adjourn by C. Johnson. Seconded by R. Dunn. Passed unanimously at 7:21 pm.

Respectfully submitted,  
Martha Andre