



## Lake Norman Charter Board Meeting Minutes

### Open Meeting Minutes

February 7, 2013

Attending: Bill Farber - Board Chair, Tricia Sisson - Secretary, Cynthia Bush, Mike Manahan - Vice Chair, Eddie Bethea, Laurie Fabian, Bonnie Newell, Shannon Stein - Managing Director, Lawrence Sullivan - HS Principal, Michelle Harrison - MS Principal, Mike McAlpin- MS Vice Principal, Terri Costa - Vice Principal, Harrella Whitehead – Director of Business Services, Scott Abel - Director of Facilities

#### I. Call to Order by Bill Farber- 7:02 PM

- a. Bill opened the meeting by reiterating the board's commitment to not discussing operational procedures and apologizing for stopping conversations that move in that direction.
- b. Approval of Open Meeting Minutes from January Board Meeting -  
***Motion by Mike Manahan to approve open meeting minutes from January, seconded by Bonnie, motion passed***

#### II. Support organization update

- a. PTO update – Teacher spring allotments given; Staff Appreciation is March 11-15
- b. Athletic Update
  - i. First winter celebration with silent auction
  - ii. Swept swimming
  - iii. Bball: will be doing Sumo wrestling promotion

#### III. Managing Directors report

- a. Shannon reported on incident at North Meck today concerning a student with a loaded weapon on campus. Called Huntersville PD to discuss. Protocol in place, Huntersville assured LNCharter
- b. Working with staff to ensure our security procedures are in place and we have not missed anything
- c. Hoping to have land purchase update but none available. Have identified there may be additional parking in area where construction trailer is.
- d. Dr. Morrison, CMS superintendent, requested a visit to LNCharter and will come out on March 1. Students will assist, board is invited
- e. Lottery is February 14 (love LNC day) at 4pm in the MS cafeteria. Have 2700+ applications. Less than 10% opportunity to enter LNCharter
- f. Update on Athletic eligibly committee developed by Mr. Schlegel. Proposed revision to policy: Adding the following:
  - i. No appeals
  - ii. Summer School not an option
  - iii. 2.0 for first quarter if coming from another school, 77 or above if coming from 8<sup>th</sup> grade
- g. Matt asked if there were any questions, Cynthia asked for clarification on the medical condition restriction, Matt explained provision put in place to require commitment.
- h. Matt also pointed out the attendance restriction of 90% attendance. Mr. Sullivan elaborated this was in line with graduation requirements.

- i. Mr. Farber asked for clarification on the 2.0 requirement for transfer. Mr. Schlegel elaborated. Ms. Stein elaborated that it is a CMS requirement and rigor is not equal to that of LNC. Mr. Sullivan suggested grace period will allow students to rise to occasion.
- j. Mr. Ghareeb addressed that this policy was to include clubs (co-curricular), Mr. Schlegel stated this was being looked at by extracurricular clubs and reviewed for adoption as well.
- k. Ms. Stein inquired on time constraint, Mr. Schlegel would like this out by shortly after March 8 board meeting.
- l. Mr. Farber received clarification this would be in effect for next school year.
- m. Mr. Schlegel pointed out that we have 797 students at HS, 709 eligible, if to reduce to 2.20, 761 students would be eligible.
- n. Discussion tabled until next board meeting

#### IV. Finance Update

- a. Harrella reported on budget - she discussed the current budget set and proposed budget changes
  - i. Small amount of cash left
  - ii. Pointed out large contribution
  - iii. \$38K increase in salary & benefits related to tech position
  - iv. Increase in books and supplies
  - v. Technologies changes - +4 teacher computers purchased, + 3 planned.
  - vi. Spent \$4k of the IBM grant
  - vii. HS getting Discovery ED
  - viii. \$1700 power edge added
  - ix. \$1000+ more for technology support
  - x. Transportation repaired 3 of the 5 buses
  - xi. \$8k + in admin services set aside for new hire

***Motion by Tom Ghareeb to approve the budget amendments, Ron Jones seconded, motion passed.***

Harrella stated she would like 15 minutes at the next board meeting to educate the board on flow of funds. Specifically she would like to propose budget amendments to May to line up when the first planning allotments are in.

- xii. Construction loan closed last week
- xiii. Potter & Company here & will present audit financials for 2012
- xiv. Discussed proposed band fee structure for 2013-14 school year. Would like to move operational structure into overall budget and pull from the parents' booster responsibility. Proposal \$37,500 to run program next year. Moved to 3 tier method to fund: School Booster \$14,000 fund raisers, remaining \$17,500 with \$50 fee for band students, and other fees for drum line and pep band. Comped fees to Hough who charges \$100 per students. Senate bill 8 allows Charters to charge these types of fees. Shannon elaborated on the school's need to support the band. Discussion by Mr. Veneble and Pam on historical costs and rentals. Question by Bonnie on policy to charge participation fee for all extracurricular - Harrella clarified she suggesting a blanket fee that gets lumped together and spread across all activities - looking to review all activities and put one fee in place at one time. Harrella noted that course selection cards are going out and the band program fee would have to be included in the course selection. Mike gained clarity that this was a course vs. an extracurricular. Ms. Stein clarified the participation fee included buses to Carrowinds and materials

for class. She reiterated the band boosters still supported, but that school now had a piece of the investment. Ms. Bush wanted to understand if there were any other class fees. Ms. Stein indicated no, but some classes had supply packs, such as Art. Harrella suggested that band was unique in that band had to have some very expensive instruments to have a full band, and that rental fees would be cost prohibitive on the high end instruments. Shannon also assured board there was a plan for ensuring all students of economic need would be provided for. Eddie asked for clarification by council that fees can be charged. Shannon clarified this was in line with Senate bill 8.

***Motion by Ron Jones, seconded by Mike Manahan to institute the fee, motion passed***

## V. Old Business

- a. Construction Committee Update.
  - i. Scott reported Steel going vertical, on track, tight but confident will be open for next school year
  - ii. Trailers out by April 1, plan in place to accommodate
- b. Strategic Planning Committees
  - i. Communications committee - Mike reported materials in drop box - documents provide overview - key highlights: communications touches everything.
    1. Student portion - putting together dialogue with students to get feedback and input
    2. Two segments on current families - tactical (LNCharter Knightly News) - strategic (Coffee Chats continue)
    3. Revamp website
    4. Prospective families - educate what LNCharter delivers
    5. General Public - formal process around press releases
    6. All-encompassing for Media and prospective families with summer web launch (Power School)
  - ii. Technology Committee Update - Harrella
    1. If pilots selected are viable will need to launch in 4<sup>th</sup> quarter (15 teachers have applied to test these pilots), may need to make purchases before the next board meeting. Estimated \$50k in hardware, \$10k in ancillary software, total \$60k on new technology. Will eventually make \$1Million investment but need to test hardware and software to ensure the major investment is the most optimal. Scott noted the testing could be sold back for a lesser amount, so essentially the purchases are "rented" to ensure the right hardware and software are in place. Committee committed to be diligent with the pilot and its outcomes as well as the schools finances.

***Motion to approve \$60k technology pilot program by Tricia Sisson, seconded by Laurie Fabian, motion passed.***
  - iii. College Counseling - Laurie Fabian reported April 27 opened to LNC families with 29 presenting, college fair in the afternoon. 45 surveys from alumni on college process to identify programs that would assist. Next meeting on Monday will continue discussion.

VI. New Business

a. Audit Review by Potter & Company

- i. Donna Taylor introduced by Bill Farber, she introduced Eric ?. Donna pointed out bound financials document and referenced board to Independent Auditors Report page. She pointed out management discussion and analysis, summary of information page 7. Also pointed out p. 42 compliance section. Donna pointed out the school received an A on their report card with total compliance with regard to state assistance. Donna referenced a two page summary document titled Financial Summary for Board Presentation. Donna explained the difference between Modified Accrual and Full Accrual. Fund balance on Modified Accrual is about \$7Million = 8 months of expenses. Donna reviewed revenue and expenses for the year. Total revenue for June 12 year \$11.8 million due to increase in allotment of students. Total Expenditures of \$10Million comparable, added \$1.4 million to fund balance, which are slated to fund projects for technology and building needs.
- ii. Donna thanked Harrella for preparing financial statements and all her hard work for her first full year.

***Motion to approve Audit by Mike Manahan, seconded by Laurie Fabian, Motion passed***

b. LNC Board Confidentiality Agreement

- i. Shannon explained this coming out of retreat. Shannon asked each board member to remove the agreement from binder, sign and turn in.

c. Staff Recommendations

- i. HS Dance/Drama: Mr. Cody Willets
- ii. HS Spanish: Ms. Heather Gerhart
- iii. Instructional Technology Facilitator - board had approved position to support tech initiatives in classroom - very difficult to hire with the qualifications put in place. Successfully hired Ms. Lindsay Sipe to begin on March 1st.

***Motion to approve all three hires by Mike Manahan, seconded by Tom Ghareeb, motion passed unanimously.***

d. Policy committee - shoring up policies for insurance purposes, will go in staff handbook

- i. Molestation Prevention Policy Recommendation
  1. Suggestion made by Tom Ghareeb to have Gill Middlebrooks review the policy revisions - table until review

***Ron Jones made a motion to approve Molestation Prevention Policy with the wording to include "up to exclusion" and review of legal counsel, motion seconded by Tom Ghareeb, motion passed unanimously.***

ii. Beginning Teacher Support Program

1. Terry outlined the need for this program so teachers can be licensed

***Mike Manahan motioned approval of the beginning teacher support program, Ron Jones seconded, motion passed unanimously***

iii. Board of Education Policy Recommendation

***Ron Jones Motioned to approve the Board of Education Policy, Mike Manahan Seconded, motion passed unanimously***

iv. Managing Director Performance Review

1. Copies of proposed performance review template handed out to board members, template reviewed, format consistent with other schools

- a. Discussion of some of the components, mentioned board would go into executive session today to discuss and make some tweaks.

***Motion to change format to new evaluation format for Managing Director by Laurie Fabian, seconded by Mike Manahan, motion passed unanimously.***

***Motion to go into closed session by Mike Manahan, seconded by Laurie Fabian, motion passed unanimously and meeting moved to closed session at 8:37pm***

***Meeting moved back to open session at 9:33 pm***

***Motion to adjourn by Mike Manahan, seconded by Tom Ghareeb, motion carried and meeting adjourned at 9:33 pm***

Minutes respectfully submitted by:  
Tricia Sisson, Board Secretary