



Lake Norman Charter Board Meeting Minutes

December 6, 2012

Attendees: Tom Ghareeb, Cynthia Bush, Ron Jones, Laurie Fabian, Mike Manahan, James Cuttino, Eddie Bethea, (Board Members); Shannon Stein - Managing Director, Lawrence Sullivan – HS Principal, Michelle Harrison – MS Principal, Mike McAlpin– MS Vice Principal, Terri Costa – HS Vice Principal, Harrella Wedington – Director of Business Services, Scott Abel – Director of Facilities, Lori Hughes, Dir. of Pupil Services

1. Call to Order by Ghareeb– 7:01 PM

- a. Approval of Open and Closed Meeting Minutes from November Board Meeting – ***Motion by Fabian to approve open and closed meeting minutes from November , seconded by Cuttino, motion passed***

2. PTO Update

- a. Grab and go lunch
- b. Annual staff cookie walk this Friday
- c. Gift of the season-deadline Monday
- d. Giving gifts on the 13th and the 14th

3. Athletic Boosters update

- a. Fall sports are over
- b. Winter sports started
- c. Started a sportsmanship committee
- d. Fundraiser Feb. 2nd
- e. Next meeting Monday night
- f. January meeting will talk about fundraisers and spring sports

4. Managing Director Report – Shannon Stein

- a. Thanks the PTO
- b. Teams and Individuals recognized
- c. Matt - recognize all the sports across the board; football 10 and 2, golf took 11th, volleyball final rounds, tennis second round, Hannah Archer, a freshman who won the Individual for tennis, beat the champion three times this year, 2nd team to recognize - Justin Valenti and the soccer team, went to NC State and fell short, but a heck of a run
- d. Matt put together a committee of teachers, coaches, admin, and other staff to revisit our athletic code to see what and if we need to change, present it to the board in February
- e. Parent Annual Survey went out yesterday, already a great turn out, added college counseling questions this year
- f. Board retreat-January 10th 5 to 8 pm. In Drop-Box called Board Retreat folder-read it prior to the retreat to use as a discussion, look at the Board proposal too, receive an email from Shannon with an electronic link to a school board self-evaluation to use as a tool for discussion as well.

- g. Shannon has a meeting on the 11th with CMS, Shannon also hosted a local charter school meeting and shared resources, ideas, discussion on topics. The local school districts need to reach out to us a little more. Due to issues in Durham County, legislators have come back to both charter and public schools to get along. Looking to do something with Durham County - a more unified attempt.
- h. Congrats to Mrs. Harrison - been selected to the distinguished leadership program - network with traditional LEAs and others, learning about new ways to benefit our school. Michelle will have more information to share at the Feb. Board meeting.
- i. Early Drop Off - Mr. Sullivan provided an update: plan was to allow parents to drop off kids 30 minutes earlier, goal to pull cars out of carpool, peaked at 16 students and low as 6 students a day, not cost effective so early drop off is to be discontinued. Discussion regarding the right turn only (Manahan questioned), Cuttino suggested conducting a survey about carpool before we cut the early dismissal program, a subsequent suggestion was made to try again in August, but if added back and it is not cost effective then the families are in the bind mid-year. Final suggestion to conduct a summer survey.

5. Treasurer's Report – Harrella Whitehead on behalf of finance committee

- a. State funding is finalized, came in \$7.5 Million -up \$75k Audit completed - report will be in Feb. to the Board. Appraisal came back from about \$28.5 Million for Phase III. Proposed analyzing cost for a new position - technical facilitator

6. Old Business

- a. Strategic Planning Update
 - i. **Communication Report by Mike Manahan** – Moving forward with all plans in place, deadline to the end of the school year for the goals, getting back together 2nd week in January, and still meeting in their small groups
 - ii. **Technology Report by Cuttino** – Committee is having discussions on how it will affect personnel, the need for the staff, and current needs we have for extra support. Committee suggested it may be time to bring in a new person to help with technology, there is a need for expertise in this area, and committee recommends the Board approve resources for a consultant. Discussion regarding a need for updated wireless infrastructure - Scott stated the school has a strong infrastructure from a wireless aspect. Discussion that there will be significant online testing which could reveal the need to update the wireless. Suggested there is a need to launch a pilot program by next fall, planning to begin in March. Mike Manahan questioned the difference between a facilitator and a consultant, answer: the consultant will be laying out the big picture for the plan, and the facilitator will work one-on-one with the staff and teachers and finding out the needs of the staff. Mike also questioned why we are waiting until next year to pilot, answer: the road map will not be established until Feb. or March; therefore cannot pilot it yet, need to understand first what the teachers need to be more effective and then design a program around that, and want to make sure teachers have the professional development. Discussion regarding the term of pilot - a whole grade vs. a teacher's class. Shannon suggested piloting 4th quarter in some classes, questioned the length of the pilot to determine its viability. Further discussion regarding allowing teachers to try it out.
 - iii. **Cross-Cultural report by Cynthia** – Next meeting in January, exchange program,

and preparing for presentation to LNC community

- iv. **College Counseling by Laurie** – Next meeting Monday, working on alumni survey, continue plans on Lake Norman Charter College Conference
- v. **Partnerships by Terri** – Met this week, divided into teams, and going to find two strongest partnerships and meet with those organizations to improve the relationships, working on a script so when they go out everyone is saying the same thing

7. New Business

- a. Approve field trip for the 6th grade
Motion by Fabian to approve field trip, seconded by Cuttino, motion passed
- b. Jim – discussed the need to update the capacity of the wireless network, three bids were discussed to replace the wireless infrastructure which would increase our bandwidth and included both schools. A motion was made to accept the bid by Secure Edge Networks in the amount of \$62,781
Motion by Jones, seconded by Bethea, motion passed
- c. **Technology facilitator** Shannon recommended the hire of a person for this position, suggested the candidate's qualifications include a background in education with further training and a track record of success using technology in the classroom
Motion by Manahan to approve the hire of a technology facilitator, seconded by Cuttino, motion passed
- d. Jim Cuttino made a motion to allocate up to \$8,000 to bring in a consultant to help with planning for technology. Harrella informed the Board funding for the consultant is not currently in the budget so the Board would need to approve the funding.
Motion by Cuttino to allocate up to \$8000 for a technology consultant, seconded by Jones, motion passed
- e. Shannon recommended a teacher pay raise of 3%
Motion by Manahan to approve teacher pay raises of 3%, seconded by Cuttino, motion passed
- f. **Policy Committee by Eddie** - looked at several districts and other compensation policies and submitted a compensation policy to the Board for review. Wording of the second bullet on the policy was reviewed, Shannon suggested a revision. Mr. Cuttino caught an error in one of the bullet points and suggested revision
Motion by Manahan to approve the compensation policy with two stated revisions, seconded by Fabian, motion passed
- g. Board Chair would like to start a discussion about reviewing the managing director evaluation process to ensure consistency; looking at different tools to utilize but discussion tabled until February meeting

8. ***Motion to adjourn by Manahan, motioned seconded by Bethea, motion passed and meeting adjourned at 8:11pm.***

Minutes respectfully submitted by:
Danielle Derwich
Tricia Sisson, Board Secretary