



**Lake Norman Charter Board Meeting Minutes**  
***Open Meeting Minutes***  
***August 7, 2014***

**Meeting Called to Order by Mike Manahan at 7:04 PM**

**General Meeting**

Attending: Mike Manahan – Board Chair, Kevin Lambert – Vice Chair, Kyle Burkey – Secretary, James Cuttino, Ricky Jones, Kevin Lambert, Steve Jones, Shannon Stein - Managing Director.

**I. Approval of Minutes**

***Motion by Ricky Jones to approve July board meeting minutes. Seconded by James Cuttino, motion carries.***

**II. Support Organizations**

**a. PTO:**

- i.** The executive committee met about funding and budgets and they were able to approve all of the funding requests from the administration. The middle school added picnic tables for about \$5,400 and they will be able to assist with the senior breakfast, the high school newspaper, the reading plus program and provide an allotment of \$100 to the teachers. They also approved a mid-year allotment for \$100 to give to the teachers.
- ii.** Distribution Day was a success, and parent Tracy Fasel sent an email to new families at Charter. This created a new buddy family program. We have 24 buddy families. Tracy will be providing information to the new families, and we are currently planning a new tailgate for September 12<sup>th</sup> for the new families.
- iii.** The first teacher luncheon is on Tuesday at 12. The hospitality committee has been busy, as well as the lunch committee. Lunch begins on Monday and the first delivery is for September 2<sup>nd</sup>. The notice will be sent to parents tomorrow or on Monday about lunches.
- iv.** In addition to the funding above, PTO also approved to fund the Turn It In program for teachers to use to check if students are or are not copying.
- v.** Over \$28,000 of funding has been approved.

**b. Sports Boosters – No Report - Laurie Fabian will share at the next meeting.**

**III. Public Comments – None**

**IV. Managing Director's Report**

- a.** Shout out to Ms. Costa and Ms. Holland for the scheduling. Due to PowerSchool it was challenging.
- b.** There are no more rubber chips in front of the middle school. There is now artificial turf.
- c.** There is a reminder in your Board notes about the PTO luncheon for the teachers on Tuesday and for Back to School night. Shannon expressed how she would like for the board to at least try to attend one of these events, especially the Back to School night.

Minutes respectfully submitted by:  
Kyle Burkey



- d. Title II Information – We receive \$5,300 next year as long as we apply for it. It does require a lot of paper work. Title II helps support teacher quality and profession development. A large majority of it does go to our professional development. For example, this year Apple is coming to do a presentation for teachers. We also have a PD committee of teachers who also accept or decline other PD for teachers. Charter has 100% highly qualified teachers. We will also be surveying the staff at the beginning of the year to check on degrees again. Sixty percent of our staff has advanced degrees.
- e. The parent expectation guide that has been finalized. The board has given permission to staff to be more direct in relaying how parents should act on campus. It is still professional but it does address some of the areas of challenges faced before.
- f. Shannon will share with the staff about the technology vision. We have great teachers and the I-Pad is just another tool for them to utilize. Shannon will also talk about Schoology and the State budget with the staff.
- g. State Budget – The news has stated that teachers are getting a 7% raise. The Board at LN Charter has already given over 7% in raises through the last few years.
- h. Harrella stated that she would normally have the allotment sheet by now, but the last drop is in late October, early November. As soon as they send it out, she will share with the board.
- i. James Cuttino asked if Shannon thinks the policy on not paying for higher degrees will stick. Shannon does believe it will. At Charter we pay an additional 12% for masters and 7% for National Boards.

## V. Finance Update

- a. We are moving to PayPal. The tech team has been great working with Harrella on making sure are buttons on websites and swiping equipment work. The PTO now has their own PayPal account. We are trying to move all of our payments to this system. It is great for audit purposes and it keeps everything in place. We will get the teachers trained and the button the pages as soon as possible.
- b. Next month Harrella will report the final numbers for the 2013-14 school year. There will be a new audit manager this year due to Donna Taylor retiring. We will now have Sam Leader and still be out of the Concord office. We will also continue to work with Eric. The fee for the audit went up \$100. Kevin Lambert has taken on the role of the chair for the audit committee and Mike Manahan, Cynthia Bush, Ricky Jones, Kyle Burkey, Shannon Stein, and Harrella Wedington round out the committee. The board did discuss adding a non-employee/non-board member to the committee, but no decision was reached.

## VI. Old Business

- a. Strategic Planning Committees
  - i. Cross cultural – They discussed the success and goals for the future, as well as how to make the program more effective for the new year. They are also looking to parents about their heritage to have with the LNC community, as well as a book on diversity for the community to participate in. They want to hold a focus group meeting to document needs about diversity, and to address the news by Dr. Lewis and his reports and the focus group information that was received.
  - ii. College Counseling – The committee continues to build on the success from last year. They have implemented a model on how we interact with student and will focus on



improving the communication with our families. They want to see how they might be able to better communicate, as well as getting together with peer institutions to collaborate best practices for the counseling model. The new goal for this year is taking the idea for a model for how we interact with students and now take that to how we interact with colleges and institutions. They want LNCharter to have more recognition with institutions so we can foster better relationships and have them participate in our programs on campus. The third area of focus is further exploring experiential learning opportunities with the students.

- iii. Technology – They met a few weeks ago to start laying out the plans for this year. They have full deployment coming out this year which is really exciting. They started working on designing goals set up for this year, drafted from the strategic plan, launch of the school system one-world technology program, development of the survey system, getting tangible things surveyed, excited to get devices out to the students, survey will go out throughout the year to see the progress, and to monitor it now and throughout the years, designing survey for longevity
- iv. Living the Mission -Balance of service and leadership is something Charter is looking in to. The committee was created to see if we are living up to our mission. Anna Blackwelder is going to set up a committee and make sure we address those gaps and we are adhering to LNC in the most appropriate way, focus groups and surveys to determine where we are and we needs to be done
- v. Direct Give - What is the vision and wish to accomplish? Sara Lay talked about capital expenditures as well as more items to support our strategic goals, Brain Boone shared a great piece to model from another school that have some legs for our campaign. The Giving Campaign committee includes with and Ricky Jones.  
  
Mike Manahan commented that these committees ride on our shoulders as a board, what we questioned was do we have enough robust discussion on these committees. One thing moving forward is that Shannon is going to put together a calendar, someone will be assigned that month to dive deeper to make sure as an organization we are all comfortable with what is going on with Charter.

## **VII. New Business**

### **a. Staffing Recommendations**

- i. Natasha Miles left to take a more of a leadership role at another school and Lee Kidder's husband got transferred creating vacancies.
- ii. Mrs. Leanne Painter comes to use from ECU and has worked at Hopewell and in Cabarrus County as an EC teacher. She has taken a few years off to raise her kids.
- iii. Bethany Kiley who is currently our volleyball coach comes to us with a degree in sports management and PE from Gardener Webb. She has taught in previously in Florida.

***Motion to approve the two staff recommendations by James Cuttino, seconded by Kevin Lambert, motion carries***

### **b. Audit firm selection - to retain Potter & Company.**

***Motion to approve the selection to retain our audit company by James Cuttino, seconded by Ricky James all approve, motion carries.***

Minutes respectfully submitted by:  
Kyle Burkey



**c. Data Dashboard Review**

- i. Discussion was held regarding various data sets which are available to the administration and board of directors, and how monitoring this data can be used as tool to gauge the success and effectiveness of the school in fulfilling its mission. Data includes various standardized tests which including MAP, EOG/EOC, SAT, and AP. Graduation rate, school wide discipline, percentage of high quality teachers, working conditions, and financial ratios are other data included in the dashboard which will be reviewed by the board and administration regularly.

*Motion to adjourn by Jim Cuttino, seconded by Kevin Lambert, motion carries*

*Meeting adjourned at 9:03 PM*