



## Lake Norman Charter Board Meeting Minutes

### *Open Meeting Minutes*

February 6, 2014

#### **Meeting Called to Order by Mike Manahan at 7:01 PM**

#### **General Meeting**

Attending: Mike Manahan - Vice Chair, Laurie Fabian, James Cuttino - Secretary, Cynthia Bush, Michael Putman, Eddie Bethea, Kyle Burkey, Shannon Stein - Managing Director

Meeting called to order by Manahan at 7:01 PM

- I. Approval of Minutes from January  
***Eddie Bethea motions to approve the January Minutes, Laurie Fabian seconds, motion carries.***
  
- II. Support Organization Update
  - A. PTO
    1. Staff allotment: \$100 to each teacher to use by April.
    2. Parent Ambassador program is getting ready to reach out to families who will be joining LNC
    3. Coffee Chat this week went well
    4. Hospitality Committee is making plans for staff appreciation week (breakfast and luncheon)
  
  - B. Athletics
    1. Spring sport seasons start on February 12.
    2. Congrats to divers Payton Friz and Erin Lee.
    3. Middle school boys and girls won championship.
    4. High school basketball starting playoffs, start week of February 17.
    5. Senior Night is February 14.
  
- III. Public Comments – none
  - A. Managing Director's Report
    1. Mrs. Hammond recognized Rebekah Blackwelder as the third runner up for the Charter School Bee. She beat 7th and 8th graders. Mrs. Harrison thanked Mrs. Hammond for coordinating the spelling bee for the fifth year.
    2. The lottery will be held on February 13. Shannon stated that LNC has grown in applications. They are taking a different approach this year. They will enroll some students at several grade levels instead of wait-listing all students other than 5th grade. Last year they had 254 openings, with 200 openings being for the fifth grade, and 72 openings at the high school. Cynthia Bush asked why there was a drop in the fifth grade applications for the first time, and Shannon

stated this could be due to new charter schools starting at the lower level grades.

3. There was continued discussion regarding diversity. Shannon held a focus group with nine African-American families from a range of different ages. The feedback was interesting but will hold this information until Dr. Lewis from the Urban Education Center (UNCC) comes on Tuesday to complete Diversity Assessment. Shannon stated how we want to make sure all of our students are culturally competent and hold an environment where diversity is celebrated.
4. Sara Lay showed a video that promotes LNC and the Casino Night. Sara stated we have sold up to 56 tickets. The hope is to get about 250 people to attend. The event is on Saturday, March 29 at the North Stone Country Club at 6:00pm. The room can hold up to 300 people. The tickets right now are \$50 each, but the price will rise to \$60 after February 15. The email blast went out this week about Casino Night. Angie and Christy have helped Sara along with other parents. We have raised 11 sponsorships. It costs \$500 to sponsor a table, and the platinum level of sponsorship is \$1,000. We have 9 out of 10 sponsorships sold, and 2 out of the 3 are platinum. The funds are going to PTO, Band Boosters, and Athletic Boosters.
5. Shannon pointed out that you will see a 10 to 13 page article in the Board's packet that will be submitted to the State School Board. The article is all about LNC's strategic planning process. English teacher Danielle Derwich helped write the article with DPI.
6. Shannon recognized Danielle Derwich for being selected by the State to attend the Emerging Issues the Great Economic Debate Forum from NC State this Monday and Tuesday.
7. Apple was on campus last Friday and will be on campus tomorrow to teach our teachers about Challenge-Based Learning.
8. There is also another article in the Board's packet by the Association of NC Public Charter Schools. It talks about the charter school performance.

#### IV. Finance Update

##### A. Annual Audit Report by Potter & Company

Potter & Company presented the Board with the annual audit for 2013. The audit included a bound document, a summary document, and a few letters in the audit report. If you compare it to last year it looks different. The audit standards have changed to be more easily understood by the general public. Paragraph two points out that LNC is responsible for the documents in here. Most charters do not have someone capable on staff to prepare this, but we do with Harrella. The net fund balance was \$5.8 million. The second page presents the revenues and expense. The local funds are in the first column and the shaded column is the total revenue and expenses. On June 30 we had \$11.9 million of revenue. Summary page indicates that we have no deficiencies; according to Potter & Company, that earns us an "A" on our "report card."

Cynthia stated that we as a school have borrowed millions of dollars to fund our facilities, and banks, when looking at our credit worthiness, are interested in our

lottery to see how many people have applied. This ties in to why this is so important. The lenders do pay close attention.

***Laurie Fabian motions to approve Audit Report, Jim Cuttino seconds, motion carries***

- B. Harrella presented the Board with a project called CapEx (Capital Expenditure Projection) to review. This is a plan to help budget our money for larger ticket items. The school looked at three different companies to help with this project. The first company, Clark Nexsen, worked with LNC for phase three. They were the most thorough and came in at a \$9,500 price. The second company was Teracon, who was recommended by Dan Watson. This was more like if we were going to buy a fixer upper home. We did not get much detail from them and they came in at \$7,950. The third company was LS3P and they came in at \$23,000.

***Cynthia Bush motions to engage in the CapEx exercise and to use Clark Nexsen to conduct the maintenance assessment for the facility. Laurie Fabian seconds, motion carries***

- C. Harrella stated that we are running close to our projected budget, although there was a report shared with the Board of moving monies to different line items.
- D. Financial Contribution Report: Shannon made a point of reference. The 2010-2011 year was the budget rally, and we made \$300,000 that year despite it being our first attempt and having ideas for improvement. If you make a compelling case and tell parents how it will directly affect their children, she believes we can generate even more.

***Cynthia Bush motions that the Board approve the second quarter budget amendment. Eddie Bethea seconds, motion carries***

#### V. Strategic Planning Committees

- A. Cross Cultural – met recently with Shannon, who came in and gave results from a UNC Charlotte study. Working on getting a plan together to help students and parents. Planning to have professionals come in as part of the Serve<sup>10</sup> and present to the students. Committee is investigating joining the World Affairs Council of Charlotte, which has in its portfolio counsel scholar programs, international career panel, a young explorers essay contest, and global ambassador programs.
- B. Partnership – continuing to develop different opportunities for students. Partnered with the Boy Scouts, and surveyed all 8, 9, 10, and 11 graders to determine levels of interest in different fields. March 5th is the engineering speaking panel, and looking to do a business speaking panel in April.
- C. Communications – none
- D. College Counseling – Program growing with changes this year. In the midst of their junior meetings, juniors have been given “homework” to prepare before meeting with their counselors. Have begun pulling the 10th grade class into small groups, planning correspondence with parents, alumni survey going out in the next few days, a big push for the National College Fair, March 9 taking some kids down, studying how to make the most of the college fair, bigger marketing plan.

E. Technology - continue to move forward. Held an all-day retreat last month, went through several presentations on learning management systems (LMS). Really excited to see this technology firsthand. Will be choosing an LMS soon, finished the technology strategic plan and forwarded that to the state, starting to gear up for the full iPad rollout next year. Bandwidth will tentatively be increased around March 2.

**VI. New Business**

A. Shannon made two staff recommendations. One to hire Kyle Pierce as the High School Assistant Principal, and the other to welcome back Cynthia Kmidowski as the Spanish teacher, replacing Kelly Penninger who has resigned to return to a position closer to her home.

B. New Property Acquisition – Working with Robert Tripp to move forward with development of the new property. Robert has a good relationship with Huntersville. Merrit & Co. has developed a phased plan for \$32,500, and Robert is going to come up with a plan to discuss with Huntersville, including the options of private and shared drives. The contract goes from development through the permit stage.

***Eddie Bethea recommends Robert Tripp to do the phase plan, Laurie Fabian seconds, motion carries***

C. State Technology Use Plan Approval

***Michael Putnam motions to approve State Technology Use Plan, Cuttino seconds, motion carries***

***Motion to adjourn by Laurie Fabian, motion seconded by Eddie Bethea. Meeting adjourned at 8:19 pm***

Minutes respectfully submitted by:  
James F. Cuttino