



## Lake Norman Charter Board Meeting Minutes

### *Open Meeting Minutes*

November 7, 2013

#### **General Meeting**

Attending: Bill Farber – Board Chair, Mike Manahan, Laurie Fabian, James Cuttino, Cynthia Bush, Michael Putman, Kyle Burkey, Shannon Stein - Managing Director

#### **I. Meeting called to order by Bill Farber at 6:14 PM**

- A. Board conducted governance training.
- B. Christen St. Martin and Sue Messerschmitt visited – Christen is starting a charter school, and LNC was recommended as excellent governance board model, so she was visiting.
- C. Board listened to recording of Board Wiser presentation and discussed.
- D. Training completed. Bill Farber welcomed audience to regular meeting at 7:04 PM

#### **II. Approval of Minutes**

*Laurie makes motion to approve October meeting minutes, motion carries*

#### **III. Support organization update**

- A. PTO:
  - 1. Junior Ring Ceremony was this week; it went well
  - 2. Contacted Solution Plus to put an online spirit store found on the school's website
  - 3. December gifting program for staff and cookie walk coming up soon
- B. Athletic Boosters: None

#### **IV. Public Comments – no public comments**

#### **V. Managing Director's Report**

- A. Matt S. - This year the school was in a new conference, and so far we have won 5 out of the 7 conference championships. We have soccer playing this Saturday, cross country, volleyball and tennis went to regionals, and one golfer placed. The Knights are hanging in there! The middle school cross country boys and girls won both championships as well. The Wells Fargo Cup was given to the top athletic programs in the state, and we won that for last year for the 1A division.

- B. Bill Farber presented Matt Schlegel a plaque on behalf of the school for recognition and appreciation for leadership of the athletic program.
- C. Shannon
  - 1. Welcomes Mara Starnes from High School Student Council
  - 2. The 5th grade teachers presented a trip that will take place in April where students will attend Colonial Williamsburg for three days. Deanna Thomas said they are aiming for 75% of students to attend, and the students and parents are really excited.
  - 3. Blackboard connect was sent out about the successful search with the drug dogs. They searched the parking lots and both schools on October, and did not find any substances. We will continue to partner with them regularly.
  - 4. Support groups for the tech pilot are starting. We will hold sessions after school for students and we are starting our YouTube channel. Lindsay Sipe and Sarah will put up videos about helpful tips in regards to the iPad and other things to specific to LNC. A member of the tech committee will serve as the parent tech liaison. Her blog will be linked to our website and the Knights News.

**VI. Finance Update-Ms. Wedington**

- A. Budget Amendment; reverse entry is the bulk of the \$581,000 and some draws in July and August. We received \$40,000 from the iPad fees. We charged \$100.00 to each student and sold back \$10,000 in Surfaces for \$250.00 each. We used Brian Boone more than expected this year, and the new bus driver testing program, which is a federal requirement, cost us some money.
- B. The 2nd quarter – will discuss the raises as well as look at the construction project as a whole.
- C. Mrs. Bush asked to explain why we are charging a fee for the iPads. Harella stated that we are charging a few because of the Apple iCare we purchased and the in-house support we provide.
- D. The finance committee is working on the investment policy and cap x reserve (trying to methodically process for saving money when major components need repair). They are meeting with some engineers to see if they could view the plans and get a budget-coming back to the board to discuss some proposals to contract with a firm to give us a baseline, then Scott would maintain it.
- E. PayPal Account: No one carries cash anymore so we have been getting a lot of requests to get an electronic payment system. The high school will be beta test for the PayPal account. Harella requested that we open a new bank account for general account for another level of protection. We want to have a separate account where all PayPal transactions go.

**VII. Old Business**

- A. Construction Update: making progress on parking lot and sand filter. December 1 is the completion date. There is a wait list for the parking spots.
- B. Due Diligence-land survey, property land searched, to see what part of the land we want to purchase, get some soil samples to test-trying to get a new entrance and parking lot, discovered an ancient septic field, a quote is in the packet, part of the land purchase agreement, Bill - \$20,000 number is not for just the land survey but for all of it, cheaper to keep the contract then generate a new contract.

***Mike Manahan motioned to approve the cost of the necessary land survey to complete the due diligence on the potential property purchase from CHS, Laurie Fabian seconds, motion carries***

#### **VIII. Strategic Planning Committees**

- A. Cross cultural – Putman – At the October 14 meeting we had four families answer the call asking for people who had cultural experiences to come and speak to our students. He has interacted with them several times and it getting it all planned. They are trying to get it ready for late second/early third quarter. Bob Graham held an information meeting for the Japanese Exchange Program, and he had two students come and three parents contact him. LNC needs six students to make the trip work. March 31-April 22 the kids from Japan will visit LNC. We are currently planning ideas for a professional development activity for staff.
- B. Partnership – Shannon -met a few weeks ago, partner more with the college counseling group, areas of interest career paths, they will be looking for businesses in the area to provide job shadows, mentorships and internships.
- C. Communications – none
- D. College Counseling –Laurie- had meeting last month, creating college cheat sheets geared to schools that are geared to careers and interests, scholarship information, it will be online as well, using the information to come up with the 60 schools we will strive to make relationships with
- E. Technology- Jim-pilot program continuing and has had some growing pains, get together to discuss it for next year, has had some challenges with infrastructure, some too excited, infrastructure for the 400 pilot structure but some other teachers are trying to experiment with the technology but have experienced slow bandwidth, bandwidth restricted by the state, have to show a certain level of usage for 30 days before we are bumped up to the next level, they only bump you up periodically, do we investigate the opportunity to buy some overflow space or do we just wait until we get bumped up.

#### **IX. New Business**

- A. State Scores: Terri  
Talked last month about the expectations about what the state thought, 1st chart -

last year, blue is above the state average, column in green we are above state average in every subject area. It is about being proficient. The state dropped a lot, 39.5% since last year. These are not national norm scores. If you look at our ACT scores compared to the state, we are above the average. Student growth is much more important; we exceeded expected growth. Once we get more data back we can decide on where we need to improve and see why certain kids receive the scores they do.

B. Staffing Recommendation

Shannon introduced Sarah Lay as the new Director of Communications. She starts on Monday 18.

***Mike Manahan motions to approve Sarah Lay for the Director of Community Relations; Cynthia Bush seconds; motion carries***

C. First Quarter Budget Amendment

***Mike Manahan motions for first quarter budget amendment; Cynthia Bush seconds, motion carries***

D. Pay Pal Account Set-Up

***Mike Manahan motions for separate bank account to be opened for PayPal electronic transactions; Cynthia Bush second; motion carries***

***Motion to adjourn by Mike Manahan; second by Laurie Fabian and meeting adjourned at 8:08 pm.***

Minutes respectfully submitted by:  
Jim Cuttino (assisted by Danielle Derwich)