



## Lake Norman Charter Board Meeting Minutes

### Open Meeting Minutes

*September 7, 2017*

#### General Meeting

Attending: Anna Blackwelder, Steve Jones, Thom McElroy, Ricky Jones, Kyle Burkey, Jennifer Johnson, Rick Buckler, Stephanie Painter, Shannon Stein – Superintendent,

Meeting called to order at 7:02 PM by Steve Jones

#### Approval of July Minutes

*Motion to approve July Open Meeting minutes by Johnson, R. Jones seconds, motion carries*

#### I. Support Organization

- a. PTO: Nicole Burton, Elem PTO President and Molly Drouin, MS PTO president and Candice Williams is at the HS. 2017-18. The vision is to work as one PTO with 3 branches with considerations for each campus. Elem had orientations (Aug 1) carpool tags, volunteer sign up, spirit wear sold. Flagship: Aug 9 HS and MS distribution day combined. This went well. Used Sign up Genius to help crowd control and lines. This went very well. Aug 16 Elem Back to School night. Went well as well. Aug 18 Family tailgate. MS and HS finished the principal coffee chats and Elem is upcoming. Budget—allotments: Each teacher and office staff got \$250 to use within their classrooms. Staff funding requests were granted around \$20,000 and PD \$5000. Spirit wear got about \$17000. Bills to be paid still. Greta start of the year. GREAT feedback from parents about the distribution day.
- b. Athletic Boosters: None today. JV game in progress

#### II. Superintendent's Report

- a. We will do an Elementary Invitation only Open House on October 22 in the morning. Various stakeholders will be invited who invested in the process of the elementary school.
- b. Hurricane Harvey partnership with Next Level Readiness and Huntersville FD. Jean Davis and the French club got all campuses involved. NLR had to get a larger truck because of the generosity of our families. They will hold some surplus back for Hurricane Irma.
- c. Hurricane Irma: Administration has an eye on this. The path has been changing, but the school is planning possibly looking at an E-learning day. Sandbags will be in place to help get ready for the storm if needed. Parent to Parent notice has been given to let parents know what the school has going on. Buckler asked if there are any special preparations needed for the Elementary school:
- d. Elementary school: Keeping traffic officers through September, after that, HPD will remove them because there does not seem to be a need at this time. Number of students leaving from this campus on the bus: 40 to Elementary School (300 at Elementary this year) Carpool takes 25 minutes in the AM and PM at Elementary School.

#### III. Finance Update

- a. Haley Wilson: Potter and Company will be here reviewing contracts, EC files, and internal controls. Audit report by Thanksgiving. \$2561.94 per student CMS allotment. December 1<sup>st</sup> or 15<sup>th</sup> is the deadline for the audit for the state.
- b. Rick Buckler: Financial partners held an all-day meeting last Wednesday with stake holders and brought in the 4 financial institutions to interview. Each given an hour and a half to present. After the meeting they were looking for: can they deliver, did they have successful history of doing this refinancing/construction, Leadership within financial teams, services engagement, common approaches as us, post issue and support (annual investor calls, etc.), recommendations, interest rate/spreads, transaction costs. After evaluation of all this, they recommend BB&T. They are one of the market leaders. They have a dedicated market for charter schools. They are well respected from the trading desks based on research. They were most engaged and invested in the process. They will host the investor calls, they will answer questions, support with disclosures, seem to be a good partner in this case.



They had good investment rates and transaction costs. They showed enthusiasm and a “go get it” attitude. This is a change from our current Wells Fargo. Once this is approved, we will start meeting with them. Place the debt on the market in January.

*Motion to approve BB&T as lending partner for upcoming bond refinance by Buckler and R, Jones seconds,. Motion passed.*

#### IV. Old Business

- a. **Building update:** Scott Able: Working through the to-do lists. Overall it is looking great and going well. Outdoor classroom numbers will be here by the end of the week from GL Wilson. R Jones thanked Scott for all that he has done and the way that he has organized everything. The board got him a gift for all the hard work.
- b. **Campus Master Plan:** We have a contract between GL Wilson and our architect (Clark Nexsen) We will have our attorney and GL Wilson’s negotiate terms. Currently we are under a letter of intent with GLWilson. A meeting has been held to discuss the spacing. There is a preliminary design for the field house, but not the elementary school. They wanted to make rooms 1000 square feet, but this is too big, so this will need to be discussed. Greg Fawcett, financial advisor, is going to give us a list of next steps and benchmarks for us. Next month we hope to have a contract for Board review and approval. November we will have better numbers for the financial side of things.

In preparation of the upcoming construction project and the necessary timing for purchases, the committee recommends that the Director of Facilities be authorized to approve purchases, agreements and/or projects for up to \$10,000 and the Superintendent be authorized to approve purchases, agreements and/or projects up to \$25,000. Agreements that exceed \$25,000 will be authorized by both the Superintendent and the Board Chair.

*Motion to approve spending authorizations as outlined by the Campus Master Planning committee by R. Jones, K. Burkey seconds,. Motion passed.*

- c. **Knights Fund:** Sara Lay: Board members let Lay know if you have questions about how to document your volunteer hours so that it can help boost our school and community. There is a volunteer log link she will send out. We ended the year at over \$254,000. The outdoor science classroom was a goal for this as well as technology and supporting teacher professional development.

Folders were passed out at back to school night had resourceful information, calendar on back, invest in excellence information, and intention cards. These were personalized to help make the community connection stronger; 430 intention cards collected so far. This year we will encourage participation and everyone coming together and investing with the school. Ricky: Parents liked the personalization, particularly for split families. Discovery meetings goal: 125 meetings. There was one today and there will be a few more in the next week, then he will take off a bit faster. We have about 54 recurring givers who give personally, through Wells Fargo, and Duke. Many intention cards said that they will be giving as a one-time gift. Sara will pass out thank you cards to have board members personally write thank you notes to recurring givers.

- d. **Strategic Planning Process**  
Ricky Jones: Brian Boone is spearheading the effort as our long time consultant. He knows about the school and we had a session with him tonight about the strategic process. First strategic planning meeting with 16 people will be later this month.
- e. **Diversity:** There was a 2 hour pilot last year, and we made revisions. There will be a half day PD with this same program to train new staff regarding with diversity issues later this school year.



**V. New Business**

i. Staff Recommendations:

Smith Recommendations: Chris Rodden stepped in to help in the English classroom and went above and beyond, and Scire came in and helped with 10<sup>th</sup> grade inclusion, Steele with 11<sup>th</sup> grade inclusion, and McFarland with overall help. Tiffany Cavicchia from Mooresville Graded School District is being recommended to take this position.

*Motion to approve staffing recommendation by Buckler and Painter seconds,. Motion passed.*

*Motion to adjourn by McElroy and Johnson seconds, motion carries.*

*Meeting adjourned at 7:48 pm*