



Endeavor Special Board Meeting Minutes: **December 5, 2012**

Call to Order:

Lisa Springle called to order a special meeting of the Endeavor Charter School Board of Directors at 7:35 pm in Endeavor's multi-purpose room.

Present:

Steve McAdams, Lisa Springle, Lisa Bolton, Jim Dotson, Margaret Holder, Christian Nechyba, Andy Kristianson, Bill Borter. (Proxy vote for Kevin Myers held by Margaret Holder).

Staff Lottery Bypass Proposal:

Jim Dotson reviewed a lottery bypass proposal. After board discussion, the following changes were recommended: (1) Change the word "testing" to "testing or other functions" in section 5. (2) Exclusion of long-term substitute teachers from lottery bypass in section 5. (3) Switching the order of a. and b. in Section 1. (4) Change the definition of teacher in section 3 to "any teacher, administrator, or curriculum coordinator." (5) Add the phrase "For the purposes of this policy" to the beginning of section 4. DPI's description of teaching assistant duties would be amended to the policy. Lisa Springle moved to approve the lottery bypass policy as amended with the changes listed. Jim Dotson seconded the motion. Jim Dotson, Christian Nechyba, Bill Borter, Margaret Holder (proxy also for Kevin Myers), and Lisa Springle voted in favor of the motion. Andy Kristianson voted against the motion. Steve McAdams and Lisa Bolton abstained. The motion was approved. [policy as amended is attached]

Loan Agreement:

Andy Kristianson reviewed the proposed loan agreement with BB&T Bank. The current loan was for \$2.2 million specifically for the Burlington Mills site. The ECS Foundation was the guarantor of the loan. Only interest would be paid until the construction loan was received in several months. The interest only payment would be about \$5500 monthly. Reporting requirements for the loan were briefly discussed. The environmental certification was briefly reviewed. Andy Kristianson moved to approve the form of the loan documents that were provided by counsel subject to any changes our counsel might make prior to closing. Steve McAdams seconded the motion. The motion was unanimously approved. There would be further votes at the general board meeting on December 17 regarding the purchase of the land and authorizing the board chair to sign needed documents. In recognition of fact that Endeavor would need to be ready to pay \$800,000 within the next three weeks for land closing, Andy Kristianson

moved to authorize Margaret Holder to consolidate bank funds for the purposes of closing. Lisa Springle seconded the motion. The motion was unanimously approved.

Public Comments:

There were no public comments.

Adjournment:

The meeting was adjourned at 8:11 pm.



Attachment A: Lottery Bypass Policy

(1) Consistent with the laws of the State of North Carolina, Endeavor Charter School will give enrollment priority only to:

- a. Children of the school's principal, teacher, and teacher assistants.
- b. Siblings of currently-enrolled Endeavor students; and

(2) For a child to qualify for enrollment priority under subsection (1) a., the qualifying employee must work no less than a 50% FTE schedule.

(3) For the purposes of this policy, Endeavor Charter School shall define a teacher as any teacher, administrator, or curriculum coordinator.

(4) For the purpose of this policy, Endeavor Charter School shall define a "Teacher Assistant Class" of employees each of which performs significant teacher assistant duties as described in the attached document from the North Carolina Department of Public Instruction as part of their employment. Each position within this class will include the following statement in their employment contract: *"This position is in the teacher assistant class which means the primary function is to serve and assist students and teachers as necessary to protect them and help them maximize the instruction of the students in the classroom. In addition your main job function is... with the following roles and responsibilities..."*

(5) Only direct employees of Endeavor Charter School shall be eligible for the lottery bypass under section (1) a. Independent contractors (including speech therapists, occupational therapists, psychologists, long-term substitute teachers, or seasonal employees who help with testing or other functions) and employees of Endeavor-affiliated organizations (including coaches employed by the Endeavor Pride) are not eligible for lottery bypass under section (1) a.

Drafted December 2012

Attachment to Lottery Bypass Policy: North Carolina DPI Teacher Assistant Description

NATURE OF WORK

An employee in this class provides support to the teacher in the instruction of students. A wide variety of

tasks are performed to support the teacher in the teaching-learning process for students. The work is directed by specific instructions, precedents and established policy. Problems are solved through the exercise of judgment in selecting the best course of action to be taken. Errors are expected to be recognized promptly by the supervisor and corrected with little negative consequence. The work is performed under the limited supervision of the teacher and/or principal.

ILLUSTRATIVE EXAMPLES OF WORK

Academic Assistance

- Gives group instruction as prescribed by teacher.
- Provides individualized instruction.
- Demonstrates various instructional activities.
- Monitors work assigned by teacher.
- Checks and corrects students' work while in progress.
- Keeps students on task.
- Praises and reinforces achievement of students.
- Reports student progress to teacher.

Instructional Preparation/Support

- Serves as substitute teacher.
- Arranges classroom furnishings and equipment.
- Prepares visual aids.
- Duplicates materials.
- Reorganizes materials at the end of day.
- Serves as proctor during testing.
- Attends workshops.
- Scores students' papers as instructed by teacher.
- Distributes and collects instructional materials.

Report And Records

- Checks and reports attendance.
- Enters data in health record.
- Records student behavior.
- Files data according to regulatory requirements.

Monitoring Student Behavior

- Supervises students in the classroom and other locations.
- Creates and distributes awards for positive behavior.
- Promotes student self esteem.
- Teaches citizenship, social skills and respect for others.
- Reconciles minor student conflicts.
- Participates in development of discipline policy.
- Disciplines misbehavior through approved methods.
- Reports discipline problems to teacher or principal.
- Reports to supervisor significant change or lack of change in student behavior.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of effective methods of dealing with children.
- Working knowledge of the core subjects at the grade level to which employment assignment is made.
- Some knowledge of the school organization and its community.

Some knowledge of expected behavior of children, that is, basic characteristics of ages and stages.
Skill necessary to operate audiovisual equipment and common office machines.
Skill to make learning aids which will strengthen lesson plans.
Ability to comprehend the purpose of teacher designed strategies as a fulfillment of the instructional objective.
Ability to discern significant student behavior and refer this to the supervisor.
Ability to impart information to the child's level of comprehension.
Ability to apply impartially and consistently proper methods of recognition, reward and punishment.
Ability to solve independently most minor problems.
Ability to follow minimally detailed written and oral instructions without constant supervision.
Ability to record and store data accurately.
Ability to maintain confidentiality of student information

SUGGESTED TRAINING AND EXPERIENCE

Graduation from high school. Possession of an equivalent combination of training and experience which provides the required knowledge, skills, and abilities for the position.

Such alternatives to the above qualifications as the local board may find appropriate and acceptable.