Endeavor Board Meeting Agenda: June 11, 2012

Call to Order:

Lisa Springle called to order the regular meeting of the Endeavor Charter School Board of Directors at 7:09 pm in Endeavor's multi-purpose room.

Present:

Lisa Springle, Steve McAdams, Christian Nechyba, Helen Harris, Andy Kristianson, (DJ Hill arrived at 7:50 pm)

Approval of Minutes:

Christian Nechyba moved for approval of minutes from the May general board meeting, the May 20 special board meeting, and the May 23 special board meeting. Andy Kristianson seconded the motion. The motion was unanimously approved.

Director's Update:

Steve McAdams provided a director's update. The graduating eighth grade class was donating a library tree, open to the community, to the school. Workday schedules and handbooks for next year were being completed. The Relay for Life had raised $2,300; Endeavor had placed first and second for kids' fundraising in this event. The play *Annie, Jr.* had been a great success.

New Teacher Contract Votes:

Steve McAdams moved to approve 2012-13 contracts for Wendy Smith (3rd grade) and Rohini Muthusubramanian (7th & 8th grade 50% math teacher). Christian Nechyba seconded the motion. The motion was unanimously approved. A substitute would be needed to cover for maternity leave in the 7/8th grade science position at the beginning of next year.

2012-13 Budget Proposal:

Steve McAdams recommended creation of a 20% position to assist the front office manager who is frequently working overtime to complete duties. He moved to approve this position as per the proposal described in Appendix A, which was submitted to the board in writing prior to the meeting. Andy Kristianson seconded the motion. The motion was unanimously approved.

Board Elections:

Andy Kristianson moved to elect Margaret Holder to a three-year board term from summer 2012 to summer 2015. Steve McAdams seconded the motion. The motion was unanimously approved with an abstention from Margaret Holder. Lisa Springle moved to elect Andy Kristianson to a three-year board term from summer 2012 to summer 2015. Steve McAdams seconded the motion. The motion was unanimously approved, with an abstention from Andy Kristianson. DJ Hill and Helen Harris were leaving the board at the end of the current school year. The board was seeking two new members, and would send out a communication publicly thanking those stepping down and soliciting applicants. Board candidate interviews would be announced and held publicly.

Board Meeting Dates 2012-13:

Board meeting dates for 2012-2013 are scheduled for the following dates: 8/20, 9/10, 10/22, 11/19, 12/17, 1/14, 2/11, 3/18, 4/15, 5/13, and 6/3. Special board meetings may be held over the summer, and would be posted on the school website.

Treasurer's Report:

Margaret Holder provided a treasurer's report. Bank balances were as follows:

First Citizens Bank:	$566,689
Regions Bank:	$226,212
Bank of America:	$400,812
Harrington Bank:	$202,790

The last payroll of the school year (about $100,000) would come out of the First Citizens account. Margaret Holder moved to renew the contract for the school's current auditor Thomas, Judy & Tucker for the 2012-2013 school year. Steve McAdams seconded the motion. The motion was unanimously approved.

Survey Update:

Lisa Springle reported that Jim Dotson was still compiling results from the 2012 parent survey. Broad themes from survey results would be discussed at the August board meeting. About 140 surveys were returned. Results from the working conditions staff survey should be online soon.

2012-2012 Budget:

Margaret Holder reported that a surplus of $18,202 was projected for 2012-13. The school had accumulated $985,820 in savings over the previous 3 years. A surplus of about $189,000 was projected for this year. The board discussed funding some large hardware and non-operational software technology items from this year's budget. Margaret Holder moved to pay for technology needs for the 2012-13 school year out of the current year's surplus up to $70,000.

Christian Nechyba seconded the motion. The motion was unanimously approved. Increased expenses for the coming year included carryover from the teacher development budget, the 50% math position, the 20% front office position, increased health care costs, increased retirement costs, increased technology costs, and increased unemployment costs. Of $985,000 savings from the previous three years, $480,000 were reserved for the foundation, $400,000 were allocated to a cash reserve, and $105,000 was unallocated. A possible position to administer fundraising was discussed. $25,000 was allocated for this position in the budget. Margaret Holder moved for the approval of the 2012-13 budget as presented. Lisa Springle seconded the motion. The motion was unanimously approved.

Land Search Update:

Jeff Bandini reported that he had received the sellers' signature, on a contract for the property at Burlington Mills Road and One World Way. The property is located off Capital Boulevard just at the 20-minute drive parameter for a school site. The site was north of the Neuse River, and was bordered by light industrial property to the north, and residential property to the south. The property was 29 acres, and the purchase price was $2.75 million. The earnest money deposit was $25,000. The due diligence period was 90 days, with closing 30 days after this. During the 90-day due diligence, the bank underwriting process would be initiated, initial architectural planning would occur, and title, environmental, survey, and entitlements work would be pursued. Site plan approval from Wake Forest was anticipated, and no changes in zoning were needed. Closing could occur as soon as September or October. Discussions with BBT bank had begun regarding financing, and the school would need to provide 10% equity. Construction could begin by spring. The contract could be terminated at any time in the next 90 days. The board discussed the contract presented. Christian Nechyba moved to approve the contract as presented on the 29-acre property located at 2675 Burlington Mills Road for $2.75 million. Steve McAdams seconded the motion. The motion was unanimously approved.

Lease Renewal:

Andy Kristianson stated that the current lease on the Forum Drive building extended through the end of the 2012-2013 school year. The original lease had an option for a 12-month extension through the 2013-14 school year. Weingarten Realty had verbally given the option to increase this to a 2-year extension through the 2014-15 school year. The option had to be exercised by June 30, 2012. Andy moved to exercise the option to extend the original lease through end of the 2013-14 school year. Christian Nechyba seconded the motion. The motion was unanimously approved. The lease on the modular classrooms could be extended for as long as needed on the same the terms, and a written notice to the lease agent for the extension of the modular lease until the summer of 2014 would be provided.

Public Comments

Lisa Springle publicly thanked DJ Hill for his four years of service to the board and his three years of service as board chair. She also thanked Helen Harris for her board service.

Closed Personnel Session:

Andy Kristianson moved that the board go into closed session to discuss personnel topics, in accordance with statute 143.318.11 (a) (6). Christian Nechyba seconded the motion. The motion was unanimously approved. The board went into closed session at 9:05 pm. The board returned to open session at 9:21 pm.

Adjournment:

The meeting was adjourned at 9:21 pm.

Appendix A: Proposal For Office Help

Purpose

Create an office TA position of 1 ½ hours a day to assist the Office Manager so she can complete her duties during the regular work day without disruption.

Duties

Work Monday through Thursday during lunch, and Fridays at the end of the day because of all the early sign-outs.

The TA position will help with

- dispensing medicines to students
- assisting parents at the window
- answering the phone
- overseeing the storage, dispensing, and preparing of medications (as needed on field trips, etc.)
- assisting parents with sign in/sign out and other questions at the window during lunch time and on Friday afternoons
- answering phones
- assisting with admissions paperwork in April – July
- assisting with the lottery paperwork December – March

Salary

TA's make $12.22 an hour, so 1 ½ hours = $18.33 a day, or $91.65 a week.