



Endeavor Board Meeting Minutes: November 19, 2012

Call to Order:

Lisa Springle called to order the regular meeting of the Endeavor Charter School Board of Directors at 7:05 pm in Endeavor's multi-purpose room.

Present:

Steve McAdams, Lisa Springle, Margaret Holder, Christian Nechyba, Andy Kristianson, Kevin Myers, Bill Borter, Jim Dotson (arrived at 7:10 pm)

Foundation Reports & Discussion:

David Clodgo introduced Kristen Hess from HH Architecture to present the proposed footprint for the K-8 ECS facility on the Burlington Mills site (see Appendix A). Ms. Hess reviewed the plan, with emphasis on the three-wing design for grade clusters; the front administrative, fine arts, and multipurpose space; the north-south orientation to maximize natural light; and the flexibility to add a fourth classroom per grade to the ends of the wings at a future date if the board elected to do so. The board briefly discussed alternate footprint options, including a rectangular design, but the cost savings from such alternate designs were unknown and the architectural disadvantages were reviewed. All foundation members present (Steve McAdams, David Clodgo, Lisa Springle, Andy Kristianson, and Kim Kroll) were comfortable with the footprint plan as presented. Kevin Myers moved to approve the footprint as presented by HH Architecture. Christian Nechyba seconded the motion. The motion was unanimously approved. Lisa Springle stated that the board would need to approve the site plan next, leaving enough time to address possible concerns or needed revisions so that the approved site plan could then be submitted to the town of Wake Forest for approval by the first week of January. A joint foundation/school board meeting would be held for this purpose on November 28 at 7 pm., with a possible second meeting on December 5 at 7:30 pm if revisions needed to be discussed. The need to create a direct exit from the parking lot that does not pass through the carpool lane was briefly discussed.

Approval of Minutes:

Christian Nechyba moved for approval of minutes from the October general board meeting. Andy Kristianson seconded the motion. The motion was unanimously approved.

Director's Update:

Steve McAdams provided the director's update. The school's day of reading this month drew a lot of enthusiasm and 100% staff participation. Upcoming events included cultural arts week and a second day of service at the end of the quarter. Results of the 8th grade version of the ACT (called Score), would be distributed in the next few weeks. There had been good staff

participation in the Foundation's capital campaign meetings. The boys' basketball team had won the basketball championship for their conference. As a conclusion to the capital campaign meetings of the last several weeks, letters regarding the campaign, FAQ sheets, and pledge cards would be sent out to all families in Tuesday folders this week.

Treasurer's Report:

Margaret Holder gave the treasurer's report. The year to date surplus at the end of October was \$69,874. Final state revenues were slightly higher than budgeted. The projected end of year surplus was \$80,000. Wake County revenues would come in this month. The audit had been accepted. Cash balances were as follows:

First Citizens Bank:	\$593,721.20
Regions Bank:	\$226,344.39
Harrington CD:	\$227,724.88
Harrington Checking:	\$98,643.20
<u>Bank of America:</u>	<u>\$202,798.95</u>
Total	\$1,349,230

Funds had not been transferred to BB&T Bank yet. Early cancellation fees on CDs at other banks would be researched further before transfers were made.

Education Grants Subscription:

Steve McAdams reviewed a monthly education grants alert newsletter published by Robert Miller & Associates. This publication promised to list all educational grant opportunities and provide daily updates. The cost was \$395 per year. The board agreed that this was a worthwhile investment if the school's grants coordinator, Dr. Hubert Bray, agreed.

Board Officer Declarations:

Andy Kristianson asked for board candidates for the three officer positions for the term beginning January 1, 2013 and ending December 31, 2013. Bill Borton agreed to be a candidate for treasurer. Kevin Myers agreed to be a candidate for secretary. Lisa Springle agreed to be a candidate for chair. Officer elections would be held at the December general board meeting.

Staff Travel/CE Reimbursement Policy:

Kevin Myers proposed a Professional Development Reimbursement Policy (Appendix B). He proposed using the IRS reimbursement rate for mileage. Other key points of the policy were reviewed. Reimbursement for substitutes when staff attends continuing education was discussed. This portion of the policy would be readdressed with administration and staff and a final proposal would be made at the December general board meeting.

Public Comments:

There were no public comments.

Closed Personnel Updates:

Christian Nechyba moved that the board go into closed session to discuss personnel topics, in accordance with statute 143.318.11 (a) (6). Lisa Springle seconded the motion. The motion was

unanimously approved. The board went into closed session at 8:50 pm. The board returned to open session at 9:25 pm.

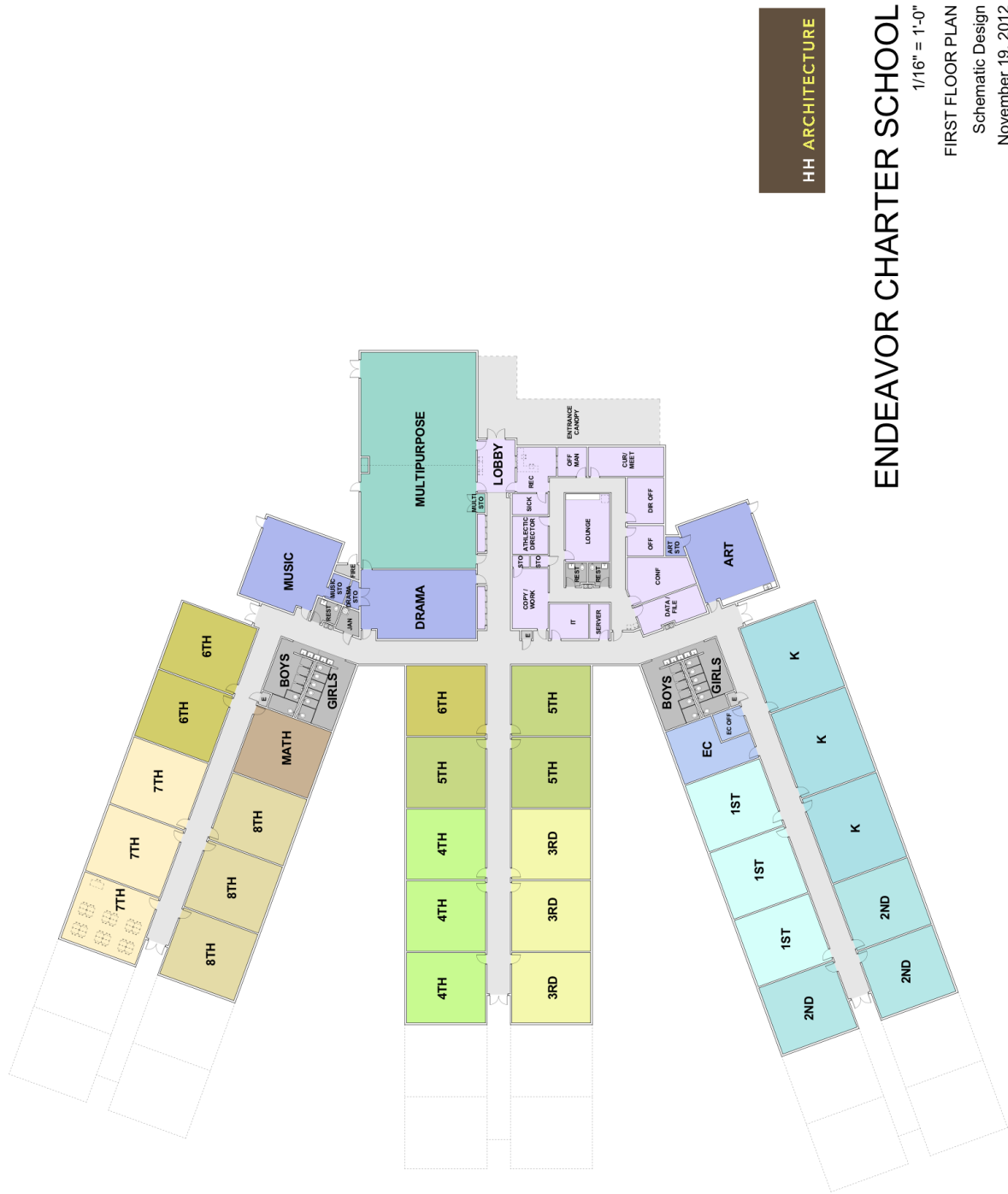
Personnel:

Given that Julie Thomson had expressed a desire to resign her position as data manager at the end of the second quarter, the director would make a proposal to the board regarding revising this position at an upcoming board meeting.

Adjournment:

The meeting was adjourned at 9:29 pm.

Appendix A: ECS Footprint Architect's Proposal:



HH ARCHITECTURE

ENDEAVOR CHARTER SCHOOL

1/16" = 1'-0"

FIRST FLOOR PLAN

Schematic Design

November 19, 2012

Appendix B: Professional Development Reimbursement

Consistent with the policy set by the Board of Directors, professional development funds are set aside for all certified teachers on an annual basis. Those funds can be accrued for up to three (3) years before expiring.

Professional development funds can be used both for the reimbursement of costs associated with the professional development activity, and for reasonable travel expenses associated with travel to and from the development opportunity.

Approval for use of professional development funds must be attained from Administration in advance of the opportunity, and reimbursement will be up to the amount accrued by the individual teacher, not to exceed the three-year funding total allotted by the Board.

Reimbursement under this policy is limited to:

- Conferences or course fees
- Sub fees to cover classes while at a conference / course
- Meals at a rate of \$25 per day
- Mileage expenses calculated as outlined below
- Hotel costs for conferences or courses held more than 75 miles from Endeavor Charter School

Mileage

Mileage will be reimbursed at the IRS Standard Mileage Rate in effect at the beginning of the school calendar year. Mileage will be calculated by using the shortest suggested route using Google Maps from Endeavor Charter School to the conference location and back, less the length of the employee's daily commute using the same method. Gasoline charges are not reimbursable, as cost of gas and wear-and-tear on the vehicle are included in the mileage reimbursement rate.