

## MINUTES

### REGULAR MEETING OF THE EVERGREEN COMMUNITY CHARTER SCHOOL BOARD OF DIRECTORS

June 19, 2014 – 5:30 P.M.

Stuart's Classroom

Meeting called to order at 5:47 p.m. by Lori Hillard.

Present: Secretary Kelly Stephenson, Treasurer Aaron Slate, Director Susan Gottfried, Lori Hillard, Eben Heasley, Murph Doty, Ron Kelley, Tyson Miller

Absent: Board President Dan Leroy, Board Vice President Annie Jonas, Ira Starr, James Kilbourne, Laura Branch, Stuart Miles, Eric Howard

### AGENDA:

#### 1. Visitor Recognition

The following visitors were recognized: Board-Staff Liaison Chris Weaver, Business Manager Gordon Simmons, Laura Simmons, Shannon Simmons, Beth Davis, Brian Davis, Jerry Lubos, Laura Lubos, Lauren Brunk, Kathy Norris

#### 2. Minutes from Last Month

**The minutes from last month were approved as submitted.**

#### 3. Correspondences Received

There were two correspondences included in the Board Packet. They are attached.

#### 4. Celebration of Success

Evergreen graduates were celebrated. The Moving Up and Graduation ceremony were a big success, all who were involved were thanked. It was reported that the staff end-of-year closing circle was exceptionally warm & enjoyable.

#### 5. Update on Summer Program

Sixty-six children are enrolled in the Summer Program. 65% of those enrolled are Evergreen students. A total of \$5,500 has been awarded in grants to be used for scholarships for non-Evergreen students. Four of the five scholarships have already been taken advantage of (through Open Doors). The scholarships will offset tuition, transportation and meals. A counselor and a teacher (as a reference through Open Doors) have been hired for the summer program. Reduced tuitions have recently been added in an effort to fill all the slots. The net profit of the program will be known by the end of July.

#### 6. Action Items

##### a. Vote on New Hires

Gottfried presented the following new hires for consideration:

**Lydia Crystal – Kindergarten interim associate teacher, part time.** Lydia has experience as a Title I teacher at Sand Hill Venable Elementary. She holds a NC elementary teaching license.

**Stephanie White – 1<sup>st</sup> grade associate teacher, part time.** Stephanie recently graduated with a degree in elementary education from UNCA. She student-taught with Heather Tate this past fall.

**Lauren Reynolds – 4<sup>th</sup> grade interim associate teacher, part time.** Lauren has 3 years of experience at Holy Innocents Episcopal School in Atlanta, GA as an assistant teacher and after-school program instructor. She has also worked as camp director and outdoor trip guide. She holds a B.S. from Appalachian State in recreation management with a concentration in experiential education.

**Catherine “Katie” Smith – 7/8 interim Language Arts teacher, full time.** Katie holds a M.A.T. in English Education from Piedmont College in GA. She has experience teaching English and writing at the high school level in GA and SC as well as 6 years of experience teaching language arts at Jefferson Middle School in Jefferson, GA. She most recently worked as a curriculum consultant at The Chandler School in Greenville, SC.

**Gottfried made a motion to approve the new hires. Heasley seconded. The motion was approved.**

**b. Vote on Criminal Background Check Policy**

The state is now requiring all schools to have a Criminal History Check Policy. Evergreen's policy must mirror the policy adopted by the Buncombe County Dept of Education. Director Gottfried and Business Manager Simmons recommend that the Business Manager look at our procedures each year to be sure they comply. The current Buncombe County Policy is attached. Evergreen can also have their own procedures for following the Buncombe County policy. The Exec. Committee discussed adding a waiver to do background checks on field work drivers, board members and other volunteers. A procedure draft for following the Buncombe County Policy will be composed by Gottfried and Simmons, and this draft will be brought to the Executive Committee at a future date.

**The Executive Committee brought forth a motion to adopt the following policy (below). Gottfried fielded questions regarding the policy. The motion was adopted.**

**New Hire Criminal History Checks Policy**

**The Business Manager shall at least annually and at any time upon having knowledge of statutory of policy changes applicable to New Hire Criminal History Checks pertaining to charter schools, review Evergreen's New Hire Procedures to verify those procedures mirror the policy adopted by the Buncombe County Board of Education that requires an applicant for employment be checked for a criminal history, as defined in G.S. 115C-322. Upon completion of any review or change in procedure the Business Manager shall, in writing, confirm compliance to the Executive Director and that the policy is applied uniformly for all applicants for employment before an applicant is given an unconditional job offer. Evergreen may employ an applicant conditionally while the board is checking the person's criminal history and making a decision based on the results of the check.**

**c. Vote on Title One Application**

Gottfried explained the Title I and Title II programs to the board. These are Federal Funds to assist students who are having trouble meeting academic expectations. The Title I and Title II application was presented to the board. Gottfried then fielded questions regarding the Title I and Title II programs.

**Gottfried made a motion to accept the application for Title I and Title II. Heasley seconded. The motion was adopted.**

**d. Vote on Finance Committee Recommendation Regarding Associate Compensation**

**A motion was brought forward from the Finance Committee that Evergreen compensate next year's associate teachers with a one-time bonus to supplement current pay. The bonus would be spread out over the 2014-15 employment year. Discussion ensued with particular questions revolving around the semantics of "bonus" or "salary", and the long-term effects of having this for other staff members. Miller amended the motion to change "one-year bonus" to "one year salary adjustment". Heasley seconded the amendment. The amended motion was adopted.**

**A motion was brought forward from the Finance Committee that the total bonus amount for all associates not exceed \$10,000 of gross pay (the cost to the school could be around 12k because of benefits). Discussion ensued. Gottfried made a motion to amend the motion that the term "bonus" be changed to "one-year salary adjustment". Heasley seconded. The amended motion was adopted.**

**The Finance committee brought forth a motion that the proposed \$10,000 bonus and related benefit costs come from the 1% unforeseen expense line item built into the fy 14-15 budget. Gottfried amended the motion to read that the term "bonus" be changed to "one-year salary adjustment". Slate seconded. The amended motion was adopted.**

**7. Discussion Items**

**a. Nut-free School Proposal:**

Evergreen Parent Brian Davis gave a presentation proposing that Evergreen become a nut-free school. Davis fielded questions from those present. Gottfried will speak with other nut-free schools to gain more information. Hilliard will speak with a lawyer regarding the legal aspects of such policy. The decision making process was discussed. The board would like to examine this issue further at future meetings.

### **b. Proposed Payscale Development Timeline**

Gottfried has drafted a timeline for associate pay decisions that spans over the next fiscal year and works in conjunction with plans to implement the Holistic Model Strategic Goal. She discussed her timeline with the board.

Board-Staff Liaison Weaver asked how the approved one-time salary adjustment for associate teachers would be implemented. Gottfried shared three different proposals that she is considering. Gottfried will look at all alternatives and report her decision to the board at the July board meeting. Any comments or suggestions can be directed to Gottfried.

### **c. Increasing EC Part-time Position to Become Full-Time Position**

Director of Exceptional Children (EC) Kathy Norris presented a request for additional EC funding. A potential of five students next year will need to be taught on an alternative curriculum (with 1:1 needs). These instruction models are federally mandated. Currently, 66 students have Individualized Education Programs (IEPs), and this number will likely increase in the coming year. Norris fielded questions regarding the EC program and students who benefit from the program. **Gottfried made a motion to approve the elimination of the recently approved new EC Associate position and increase the current ½ time EC position to a Full Time position. Stephenson seconded. Discussion ensued. The motion was adopted.**

## **8. Committee Reports**

### a. Finance

Clarification was needed regarding the pay scale progression of the associate teacher whose salary needs to be adjusted as the result of a salary progression gap. The wording of the Finance Committee minutes needs to say “the associate teacher worked full-time in 2006-2007 and then took one year off. When the teacher returned to work in 2008-2009, she was part-time. The following year, 2009-2010, her salary stayed at the 06-07 full time rate. If she has been full time rather than part time in 08-09, her salary would have increased from \$18,574 to \$19,317 (4%). Adjusting for that year, and giving the board-approved percent increases each subsequent year, this particular associate would be earning \$21,309 at the current time, resulting in an adjustment of \$1,416.37 + \$108.32 (FICA) + \$208 (Retirement) for a total increase of \$1,732.00.”

### b. Director

Clarification was needed regarding EoG test summaries, as well as the Teacher Working Conditions Survey. Staff turn-over was discussed as it seems high. One reason are the sabbaticals, but the chart in the Director’s report includes those who are leaving their current positions, but being reassigned due to sabbaticals.

### c. Board Staff Liaison Report

No clarification was needed.

### d. Development

Stephenson clarified a discrepancy in the Development report: the Glass Foundation grant was in the amount of \$25,000 (not \$15,000), and the Rolander Family Foundation was in the amount of \$1,500 (not \$1,5000). Clarification was also needed regarding the marketing section of the report. The board requested that the Development chair change the wording regarding the presence of mold at Evergreen, when there is actually no presence of mold at Evergreen. There was concern with this error being made public record.

### e. Nominating & Evaluating

No clarification was needed.

### f. Facilities / Master Plan / Building

Clarification was needed regarding financial adjustments due internal renovation. Also, clarification was needed regarding the possibility of break-out space for children outside of the classroom (which is currently happening in the hallways). The gym renovation could create more spaces for student interactions once renovation is complete.

### g. Grievance

There was no Grievance Committee meeting.

### h. School Improvement Team

There was no School Improvement Team meeting.

### i. Executive

No clarification was needed.

j. Diversity  
There were no clarifying questions.

**9. Personnel or Legal Matters** (*closed session*)

**Hilliard made a motion to enter closed session to discuss a personnel issue. Stephenson seconded. The motion was adopted, and the board entered closed session.**

**Gottfried made a motion to come out of closed session. Heasley seconded. The motion was adopted.**

**Minutes from the May 2014 Closed Session meeting were approved.**

**The Nominating and Evaluating Committee brought forth a motion to approve Michael Follo as a board member. The motion was adopted with Doty abstaining.**

**10. Items for Next Month's Agenda**

Next month's agenda shall include: Associate One-Time Salary Adjustment, Nut-Free Policy Possibility, Staff/Parent Handbooks, Approve Minutes from Annual Meeting

**Meeting adjourned by Hilliard at 9:10pm.**

Respectfully Submitted,  
Kelly Stephenson