

MINUTES

REGULAR MEETING OF THE EVERGREEN COMMUNITY CHARTER SCHOOL BOARD OF DIRECTORS July 17, 2014 – 5:30 P.M.

Meeting called to order at 5:41 p.m. by Dan Leroy.

Present: Board President Dan Leroy, Treasurer Aaron Slate, Secretary Kelly Stephenson, Director Susan Gottfried, Lynn Player, Ron Kelley, Michael Follo, Susan Gottfried, Laura Branch, Ira Starr, Tyson Miller, Eben Heasley, Lori Hilliard, Eric Howard

Absent: Board Vice President Annie Jonas, Murphy Doty

AGENDA:

1. Visitor Recognition

The following visitors were recognized: Shannon Simmons, Laura Simmons

2. Minutes from Last Month

The minutes from May Annual Meeting were approved with corrections with Follo abstaining. The minutes from the June Board meeting were approved with corrections with Player, Starr, Follo, and Branch abstaining.

3. Correspondences Received

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

4. Celebration of Success

The board celebrated our success as an EL school scoring 105/130 on the EL Implementation Review Progress Report. In addition, there has been much positive feedback on the Evergreen Summer Program.

5. Action Items

a. Creation of a Nut Free School Policy Task Force

The Executive Committee brought forth a motion to create a Nut Free School Policy Task Force to research the issue more fully and make a recommendation. There was discussion amongst board members regarding the formation of a Nut Free School Policy Task Force. It is thought that representatives on the Task Force would need to be on both sides of the issue. **Hilliard made a motion to amend the motion to have the Task Force make their recommendation by the October 2014 Board Meeting. Starr seconded. The amended motion was adopted.**

Leroy will chair the Nut Free School Policy Task Force. Heasley and Starr will also serve on the task force. Gottfried suggested School Nurse Amy Dyer and Director of Student Services Robin Elliott also serve on the task force. It was suggested that the task force also interview teachers who have had a child with a severe nut allergy in their classroom.

b. Vote on Staff/Parent Handbooks

The Staff and Parent Handbooks have been revised for the 2014-2015 school year. They are attached, and corrections are shown in a different color or with a strike-through. Gottfried fielded questions regarding the additions and revisions.

The Classroom Money Handling Procedures section of the Staff handbook will need further revision after the Business Manager returns from vacation (p.66).

Gottfried moved to approve the staff and community handbooks with the exception of the portions regarding handling of classroom money. Hilliard seconded. The motion was adopted.

c. Vote on New Hires

Gottfried presented the following new hires for consideration:

Mark Bolden – Part time Information Technology Assistant. (to replace former employee in this position) Mark has an Associate's Degree in Computer Science from ECPI College of Technology. His experience includes working as a

workstation maintenance/ IT specialist at Bank of America, desktop support for Maersk, provision support for Comcast, lead support analyst for Duke Energy and most recently Network Analyst for Peak10. Mark recently moved to the area from Charlotte and has interests in music and sports.

Lorrie Harris-Sagaribay – Part time Temporary Student Services Office Assistant. Lorrie has a Master of Public Health degree from UNC-Chapel Hill. Her experience includes Spanish interpreting and teaching, Health Educator with the Buncombe County Dept of Health, Consultant and Program Manager for Population Services International. Lorrie is an Evergreen parent and has volunteered for several years helping with the Compassion fund and Robin’s Nest.

Doug White – Full time Associate Teacher, 6th grade. Doug has a Bachelor’s Degree in Liberal Studies from the University of Central Florida. He has experience working as a 1:1 assistant and teaching assistant in Haywood County Schools. He has been an Outward Bound wilderness instructor for eight years and has also worked at SOAR as an intervention specialist and as a substitute teacher in VA. He is currently working toward his middle grades teaching license.

Natalie Taggart – Full time EC Associate Teacher to work 1:1 with student with special needs. This position is to be funded with Special State Reserve Funds. Natalie has a Bachelor’s Degree in Elementary Education from University of South Florida. Her experience includes working as an afterschool instructor at Vance Elementary, substitute teaching, head wrangler and outdoor trip leader at S.O.A.R. in Wyoming, and volunteer work with an equine therapy program.

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

d. Vote on Audit Engagement Letter

Slate presented information on the CPA who has offered an engagement letter for the annual school audit. **The Finance Committee brings forth a motion to approve the letter of engagement from Darrell Keller, CPA to perform the annual school audit for an estimated cost of approximately \$9,000. The motion was adopted with Heasley abstaining.**

6. Committee Reports

a. Finance

The Finance Committee minutes were handed out at the meeting. Clarification was needed regarding Acadia, the financial reporting company used by Evergreen. There are often mistakes in their reporting that Gottfried has been catching and correcting. Acadia is unique as they specialize in NC charter school accounting, and can provide the state's required reports. An in-house staff member would cost the school significantly more than we pay Acadia to prepare the required reports. Finance Committee member Eric Levy has agreed to talk to Acadia and report back to the Finance Committee. **Kelley made a motion that a letter be sent to Acadia from the Evergreen Board of Directors expressing concern with the performance we are receiving from their services. Howard seconded. The motion was tabled until the August board meeting with Hilliard abstaining.** Slate recommended directing concern of our Acadia Account Executive’s errors to an upper management official at Acadia.

b. Director

Clarification was needed regarding the state legislator’s consideration of changing the NC Standard Course of Study. Hilliard reported that on Wednesday of this week, a bill passed the NC House directing the State Board of Education to rewrite the Common Core standards for the state's K-12 standards. A new standards advisory commission would be formed to make recommendations to the education board. The commission would be made up of 11 members, some appointed by legislative leaders, one by the governor and others by the State Board of Education.

Clarification was also needed regarding the EL Implementation Review results.

c. Board Staff Liaison Report

No report this month.

d. Development

Gottfried updated that three suitable applicants will soon be interviewed for the Development Assistant Position. Hilliard updated that the Gym Grand Opening will be held on August 14 at 5:30pm. Board members are encouraged and invited to attend. Clarification was also needed regarding the implementation of the Blackbaud program. There are concerns with the integration of Raisers Edge. Ashton is following up with Blackbaud.

e. Nominating & Evaluating

There was no Nominating and Evaluating Committee Meeting. However, Heasley questioned his board status as a staff member representative while on sabbatical. N&E will discuss this further and report back to the board.

f. Facilities / Master Plan / Building

Clarification was needed regarding delays to the gym renovation, Carolina Specialties Construction, and their responsibility to pay Evergreen liquidated damages for the delay. Also, clarification was needed regarding the potential installation of panic buttons which, when pressed, would directly alert emergency officials. These will likely be installed in key areas around the school.

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 was no Diversity Committee meeting.

7. Personnel or Legal Matters (closed session)

Starr made a motion to enter closed session to discuss privileged information. Hilliard seconded. The motion was adopted.

Miller made a motion to come out of closed session, Slate seconded. The motion was adopted.

Heasley made a motion to approve the June 2014 closed session minutes. Hilliard seconded. The motion was adopted with Leroy, Follo, Starr, Branch, and Player abstaining.

8. Items for Next Month's Agenda

Next month's agenda shall include: Report on Acadia (and tabled motion), Vote on money handling procedures, Blackbaud update, TechSoup information

9. Reflection

New board members Michael Follo and Lynn Player were welcomed to the board.

Meeting adjourned by Leroy at 7:38pm.

Respectfully Submitted,
Kelly Stephenson