

Charter Day School



Charter Day School, Inc., Board of Trustees

Minutes of the Board Meeting

1:00 PM; Thursday, January 21, 2016, South Brunswick Charter School, Bolivia NC

Attendance	<p>Trustees:</p> <p>Bob Spencer Chad Adams- phone Jeremy Dickinson- phone Melissa Gott- phone</p> <p>Others:</p> <p>Baker Mitchell, President, RBA, Inc. Jesse Smith, Director of Quality Control, RBA, Inc. Sawyer Batten, Public Information Officer, RBA, Inc. Michelle Mena, Headmaster, South Brunswick Charter School Barbra Jones, Headmaster, Douglass Academy Ted Bodenschatz, invited guest Suzanne West, invited guest Colleen Combs, invited guest</p>
Call to Order	Bob called the meeting to order at 1:09pm with a quorum of 4 Trustees present.
Agenda Modification	n/a
Approval of Minutes	Melissa moved, with Jeremy's second, to approve the minutes of the November 19, 2015 meeting. The motion was unanimously approved.
RBA Reports:	
Update on January Open Enrollment	<p>Charter Day School— for the Open Enrollment period ending January 31, 2016, Baker reported that as of January 21, 2016, Charter Day School had received 143 applications for 118 availabilities across grades K-8. Upon the end of the Open Enrollment period, all applicants in grades not requiring a lottery are accepted. An enrollment lottery will be held in February for grade levels with more applicants than available seats. All students selected in the lottery are accepted and remaining applicants are placed on a waitlist. Applications for remaining available seats are accepted until the beginning of the 2016-2017 school year on a first-come, first-served basis.</p> <p>Columbus Charter School— for the Open Enrollment period ending January 31,</p>

	<p>2016, Baker reported that as of January 21, 2016, Columbus Charter School had received 63 applications for 117 availabilities across grades K-8. Upon the end of the Open Enrollment period, all applicants in grades not requiring a lottery are accepted. An enrollment lottery will be held in February for grade levels with more applicants than available seats. All students selected in the lottery are accepted and remaining applicants are placed on a waitlist. Applications for remaining available seats are accepted until the beginning of the 2016-2017 school year on a first-come, first-served basis.</p> <p>Douglass Academy— for the Open Enrollment period ending January 31, 2016, Baker reported that as of January 21, 2016, Douglass Academy had received 19 applications for 98 availabilities across grades K-4. Upon the end of the Open Enrollment period, all applicants in grades not requiring a lottery are accepted. An enrollment lottery will be held in February for grade levels with more applicants than available seats. All students selected in the lottery are accepted and remaining applicants are placed on a waitlist. Applications for remaining available seats are accepted until the beginning of the 2016-2017 school year on a first-come, first-served basis.</p> <p>South Brunswick Charter School— for the Open Enrollment period ending January 31, 2016, Baker reported that as of January 21, 2016, South Brunswick Charter School had received 47 applications for 103 availabilities across grades K-4. Upon the end of the Open Enrollment period, all applicants in grades not requiring a lottery are accepted. An enrollment lottery will be held in February for grade levels with more applicants than available seats. All students selected in the lottery are accepted and remaining applicants are placed on a waitlist. Applications for remaining available seats are accepted until the beginning of the 2016-2017 school year on a first-come, first-served basis.</p>
<p>Annual Parent Surveys</p>	<p>Baker presented data summaries of the 2015 Annual Parent Surveys conducted at all four campuses. In addition to 2015 results, a comparison to prior years’ results is provided for each of the 12 components for each campus.</p> <p>Charter Day School—Baker reported that for 2015-2016, satisfaction in 12 of 12 components increased. 612 parents participated in the survey.</p> <p>Columbus Charter School— Baker reported that for 2015-2016, satisfaction in 11 of 12 components remained consistent or increased. 607 parents participated in the survey.</p> <p>Douglass Academy—Baker reported that for 2015-2016, satisfaction in 5 of 12 components remained consistent or increased. In 12 of 12 components, satisfaction was 93% or higher. 57 parents participated in the survey.</p> <p>South Brunswick Charter School— Baker reported that for 2015-2016, satisfaction in 5 of 12 components remained consistent or increased. 156 parents</p>

Annual Parent Surveys, continued.	participated in the survey.
Charter Renewal for Columbus Charter School	Baker reported that Columbus Charter School is currently involved in the mandatory 10-year charter renewal review process. On January 15, 2016, the school received a letter from the NC Department of Instruction stating that CCS was in full compliance in its review for a 10-year renewal. Formal granting of renewal will be voted on by the State Board of Education later this year.
Budgets	<p>Baker reported that there were no material changes since the November 19, 2015 meeting.</p> <p>Baker reported that the Key Man Insurance policy on his life would not be renewed due to significant changes in rates and terms.</p>
Traffic and Parking Considerations	<p>Bob briefed the Board on a series of three requests related to traffic and parking at Charter Day School that was submitted to him by a parent who was referred to him by Lisa Edwards. The first item on the request was to pave a gravel parking area near the middle school. Bob confirmed that the area in question is property of Coastal Habitat Conservancy, who in the past had allowed the area to be used as an athletic practice field. For the Board’s consideration, Bob presented an estimate for paving the area, which projected the potential project to be in excess of \$150,000. This verbal estimate was provided to Mark Dudeck by Seablue Development, Inc. a North Carolina licensed general contractor. The Board asked RBA to explore the impacts of either closing or maintaining this area by conducting a traffic study, and to present the results to the Board at a future meeting. The second item of the request asked for improvements to the elementary drainage system. Bob reported that maintenance staff had identified debris blockages as a contributing factor. The Board asked RBA to oversee monitoring of the system on rainy days to gauge effectiveness. The third item of the request was to install covered walkways at the middle school. Bob asked the Board to consider the project for discussion at the February Board meeting.</p>
NCDPI Annual Charter Schools Report	<p>Sawyer briefed the Board the recently proposed NC Department of Public Instruction (NCDPI) Charter Schools Report, submitted annually by NCDPI’s Office of Charter Schools to the State Board of Education and General Assembly. Sawyer explained that the report made news by being rejected in its review session by Charter School Advisory Board (CSAB) members for inconsistent and incomplete characterizations of data. Sawyer attended a meeting in Raleigh with members of the CSAB and other charter school officials to make recommendations to the report to be presented by the CSAB at a future meeting.</p>
Proposed Booster Club Project	<p>Sawyer briefed the board on a proposed new project for each campuses’ Booster Club for the Board’s consideration. Sawyer reported that the proposed project is to assemble a group of parents at each campus to promote their school to the public through social media. Sawyer explained that the group would meet with her regularly to be provided with in-depth knowledge of school operations and charter school issues in general. The group would then serve to educate their peers, the public, and the media on these matters.</p>

<p>Board Action:</p> <p>Proposed Calendars for 2016-2017</p>	<p>Year-round: Jesse presented to the Board the proposed 2016-2017 year-round calendars for Charter Day School, Columbus Charter School, and South Brunswick Charter School. Melissa moved, with Jeremy’s second, to approve the calendars as presented. The motion was unanimously approved.</p> <p>Traditional: Jesse presented to the Board the proposed 2016-2017 traditional calendar for Douglass Academy. Melissa moved, with Jeremy’s second, to approve the calendar as presented. The motion was unanimously approved.</p>
<p>Board Action:</p> <p>Proposed Policy Changes</p>	<p>Teacher Communication and Conferences policy: Jesse presented to the Board the proposed modifications to the policy. Jeremy moved, with Melissa’s second, to approve the policy as presented.</p> <p>Withdrawal policy: Jesse presented to the Board the proposed modifications to the policy. Jeremy moved, with Melissa’s second, to approve the policy as presented.</p> <p>Student Records policy: Jesse presented to the Board the proposed modifications to the policy. Jeremy moved, with Melissa’s second, to approve the policy as presented.</p> <p>Grievances policy: Jesse presented to the Board the proposed modifications to the policy. Jeremy moved, with Melissa’s second, to approve the policy as presented.</p>
<p>Introduction of Invited Guests</p>	<p>Bob introduced the meeting’s three invited guests: Mrs. Colleen Combs, Mrs. Suzanne West, and Mr. Ted Bodenschatz. The guests are prospective Board candidates, invited by the Board to this meeting to describe their backgrounds and interests regarding the work of CDS, Inc.</p>
<p>Old Business</p>	<p>n/a</p>
<p>New Business</p>	<p>n/a</p>
<p>Ratification of Actions Taken</p>	<p>Jeremy moved, with Melissa’s second, to ratify all actions taken since the last regular meeting. The motion was unanimously approved.</p>
<p>Adjournment</p>	<p>The meeting was adjourned at 3:42pm</p>