



**Endeavor Board Meeting Minutes: October 22, 2018**  
**7:00 PM in ECS Multipurpose Room**

**Present:**

<b>Board Member</b>	<b>Position</b>	<b>Term Start</b>	<b>Term Ending</b>	<b>Present</b>
<b>Jim Hollis</b> Start: June 6, 2016	Treasurer	July 1, 2016	June 30, 2019	Yes
Vacant Start:		July 1, 2016	June 30, 2019	
<b>Bill Kroll</b> Start: May 19, 2016	Chair	July 1, 2016	June 30, 2019	Yes
<b>Tracy DeMarco</b> Start: June 15, 2017	Secretary	July 1, 2017	June 30, 2020	Yes
<b>Ashley Hicks</b> Start: June 15, 2017	Member	July 1, 2017	June 30, 2020	No
<b>Kim Keith</b> Start: May 25, 2017	Vice-Chair	July 1, 2017	June 30, 2020	Yes
<b>Nick Cerullo</b> Start: March 19, 2018	Member	July 1, 2018	June 30, 2021	Yes
<b>Israa Kanfoud</b> Start: July 12, 2018	Member	July 1, 2018	June 30, 2021	No
<b>Jon Fowler</b> Start: July 12, 2018	Member	July 1, 2018	June 30, 2021	Yes

**Call to Order: (~2 min)**

**Bill Kroll**

- Bill Kroll called the meeting to order at 7:06 P.M.
- Mission Statement: Endeavor Charter School’s mission is to engage K-8 students by integrating a challenging, hands-on academic program with multi-faceted fine arts courses in a familial environment.
- Vision 2018: Endeavor Charter School’s vision is a community of educators and families working together to graduate students who are motivated and curious, capable and confident, and prepared to make a positive impact on the world around them.

**Approval of Agenda: (~1 min)**

**Tracy DeMarco**

- October 22, 2018 Agenda
  - Tracy DeMarco moved to approve the agenda.
  - Jim Hollis seconded.
  - Motion passed unanimously.

**Approval of Minutes: (~1 min)****Tracy DeMarco**

- Tracy DeMarco moved to approve the August 13, 2018, September 17, 2018, and October 11, 2018 minutes.
  - Jim Hollis seconded.
  - Motion passed unanimously.

**General Board Matters:****Bill Kroll**

- Bill Kroll explained that Charlie Kennedy has sent in his resignation, and the Board will need to fill an open seat.
- The Board discussed the types of skill sets it would prioritize when selecting a new member.
  - Jon Fowler explained that he has been working on a proposal regarding the ideal Board make-up. He will accelerate the process based upon the vacant seat.
  - Potential skill sets that the Board may target for the vacant seat include facilities management, investment management, and real estate development.
  - The Board agreed to target January or February for selection of a new member.

**Foundation Board Update: (~5 min)****Michael Reinhardt**

- Michael Reinhardt stated that the Foundation Board will hold its second quarter meeting sometime in the next few weeks.
- In light of Charlie Kennedy's resignation, the Foundation Board will also need a new member. Michael stated that he would review the bylaws for the requirements, if any, for a new member.

**PAWS Update: (~5 min)****Natalie Newell**

- Michael Reinhardt spearheaded Lend-a-Paw on Sunday, October 21, 2018. This was the first time Lend-a-Paw was held on Sunday, and it yielded the strongest turnout for a second Lend-a-Paw in the event's history—likely a result of improved communication regarding the event now that it is under PAWS. The group accomplished all the major tasks it had laid out, including:
  - Installing the kindness rock garden;
  - Painting white lines and turning areas in the parking lot;
  - Painting four square lines on the playground;
  - Cleaning the gutters;
  - Raking mulch;
  - Washing windows (the teachers particularly appreciated clean windows after the last Lend-a-Paw, so the group will include that task on each Lend-a-Paw day going forward);
  - Picking up trash; and
  - Assessing storm debris in the wooded area (clearing storm debris will require significant manpower, including proficiency using a chainsaw; PAWS will coordinate a day to accomplish that task in the future).
- PAWS purchased new soccer goals and is working to paint lines for hopscotch and basketball goals (3 point and free throw). The group tried one option for line painting during Lend-a-Paw that did not work, so it is looking at other options.
- PAWS offered a grant to ten (10) teachers. Each of the nine (9) teachers who applied received a grant, and PAWS had sufficient funds to give a final grant to a new teacher.
- PAWS is sponsoring two cultural arts activities in the next quarter:

- Story Ship is geared toward grades K-4
- Professional theater group, geared toward grades 5-8, will present a program focused on *Brown v. Board of Education*.
- Mane Event is this Wednesday, October 24, 2018. This will be the first time the event has been held in the morning. PAWS will be offering coffee and muffins from 8:10-8:40, and the meeting will start meeting at 8:45. The hope is that parents who are unable to attend a 2 P.M. meeting will be able to attend and participate at the new morning time.
- Lunch blitz will continue until Friday, October 26, 2018. 7<sup>th</sup> grade is already full. As an incentive for participation, PAWS is offering a popsicle party for each grade that reaches 100% participation before track out. Historically, participation is low in upper grades, so it is exciting for 7<sup>th</sup> to be filled.
- PAWS is adding Mellow Mushroom to Café Days beginning in January. Mellow Mushroom will have gluten free option.

### **Committee Updates:**

- **Finance Committee (~10 min)** **Jim Hollis**
  - Jim Hollis stated that the Finance Committee met just before the general Board meeting.
  - Expenses are on track and income is showing a bit of a surplus.
  - The committee needs Board approval for one purchase order relating to the E-Rate program. Every year, the School receives funds from the federal E-Rate program that must be used for expenses relating to telecommunications and information services. The purchase order for the Board's consideration is for wireless access points. As continue to add more devices throughout the school, additional access points will help maintain a high level of connectivity. This is a subscription services, and the school will receive device and maintenance along with it for three years. The total cost is \$8589.16 for 16 access points.
  - Jim Hollis moved to approve the purchase order for 16 wireless access points.
    - Bill Kroll seconded.
    - Motion passed unanimously.
  
- **Governance Committee (~10 min)** **Tracy DeMarco**
  - Admissions Policy
    - The Governance Committee is considering three updates to the current Admissions Policy:
      - First, families who receive an offer of admission currently have 48 hours to determine whether to accept. Under the newly proposed policy, starting the week before the first day of classes, families would have only 24 hours to accept after receiving notification by email and phone call. The effective notification date and time will be that set forth on the email.
      - Second, children of staff currently have first priority in the lottery when there's a spot open. Because this benefit can be a valuable recruiting tool, the Committee is considering whether the School can guarantee a seat to children of staff members—even when the teacher is hired after the start of the school year. In some cases, this could result in an exceedance of the grade level number. In

those cases, the School would not fill a spot if/when a child leaves that grade level.

- The Board discussed that there would need to be some kind of means to safeguard the maximum size of each class.
- Finally, the Committee discussed adopting a policy addressing grade level assessment for children who matriculate from home school or a smaller, less sophisticated school system. Although rare, the School has faced some situations where a child has been more or less advanced than the grade level for which he/she received admission through the lottery. In many instances, these children end up leaving the School. To help such children succeed, the Committee is considering whether to require a public school report card, EOG test results, or a grade level placement test for children joining the School in grades 1-8. Kids who come to school from home school or smaller system.
  - Christi is planning to discuss this proposal with our attorney.
- Field Trip Guidelines
  - Kim Keith circulated a draft of the Guidelines to Christi and the teachers. She will process their feedback and then send a doodle poll to parents and others for a community meeting in first two weeks of November.
  - Under the Guidelines, selection of field trip locations will still be the responsibility of the individual teachers. The Guidelines simply provide some criteria for how to consider locations.
  - In addition, the Guidelines attempt to clarify child safety standards and set forth criteria for when a bus must be used.
- **Community Engagement Committee (~10 min)** **Lauren Manfreda**
  - Fall Fun Fest Report (Lauren)
    - Lauren Manfreda stated that Fall Fun Fest was a great success from both a financial and community building perspective.
    - The event netted \$22,513 for the School—an amount which far exceeded the goal of \$15,000.
    - The Development Committee is already brainstorming ideas for next year, including how to keep the event fresh, fun, and exciting, and how to engage corporate sponsors.
  - The Annual Fund is just over 33% to goal. Lauren is considering ways to increase giving, including Giving Tuesday, which was a huge success last year. Since the School did not receive any matching funds last year after the Gates Foundation ran out of funds in the first minute of giving, Lauren is trying to obtain matching from some internal groups.
  - Lauren is putting together corporate sponsorship packages for 2019 and has already reached out to several engaged businesses.
  - Spring Fun Run
    - The Development Committee and Indy Harris are meeting on Friday to begin working on pulling the Fun Run together. Lauren has visited other schools in the area—including North Forest Pines, Jones Dairy, and Durant Road—who moved away from Boosterthon to learn from their successes and failures.

- Because Boosterthon houses all of our historical data, we will engage them for the 2019 Fun Run for technology, only. With this reduced role, they will take just 10% of the funds we raise, rather than the 50% they have taken in years past.
- CEC
  - Nick Cerullo explained that the Community Engagement Committee is working to begin publishing “Mission Moments,” which will gather great stories about our community to help us engage the community in a different way. The group will share Mission Moments with the ECS community as well as corporate sponsors.
  - The Community Engagement Committee is also working to gather stakeholder input for the five-year plan the Board will prepare.

**Approval of Winter Coach Contracts (~2 min)**

**Bill Kroll**

- Josh Burt – Boys Basketball
- Robert English – Girls Basketball
- Bill Kroll moved to approve coaching contracts for Josh Burt and Robert English.
  - Kim Keith seconded.
  - Motion passed unanimously.

**Director’s Update: (~15 min)**

**Christi Whiteside**

- Carolyn Southard gave a brief update on the increased advanced math class size in 8<sup>th</sup> grade.
  - Carolyn explained that ECS has a great math program and, as a result, this year there were a larger number of students in the advanced math class.
    - This year there are two classes of Math 1, one of which has 26 students and the other has 24. The large class size is the result of a number of factors, including, but not limited to: (1) three new 8<sup>th</sup> graders joined the school this year, and each were placed in Math 1; and (2) four 7<sup>th</sup> graders joined the class.
  - Carolyn has taken a number of steps to ensure that the students in that class are receiving the high level of instruction we expect at ECS.
    - Although there is limited data available this early in the year, the data we do have suggests that the kids are performing on track. For example, last year, 59% of the Math 1 class received A’s in the first quarter. The same percentage received A’s in the first quarter of this year. In addition, the percentage of students who received B’s rather than C’s increased by two students this year. While this data is imperfect, it suggests that the kids are excelling at expected rates.
  - Performance data aside, Carolyn and Kate have implemented a number of measures to ensure each child receives the attention he/she needs.
    - Kate offers extra help each day during morning carpool and recess, although the children rarely take advantage of this opportunity.
    - Carolyn joins the class on Fridays to help and float with the kids.
- Christi Whiteside gave the Director’s Update
  - Enrollment is 506.

- The drama position has been filled after 8 applicants and 5 interviews. She started last Friday but will have a sub through this week to allow time to adjust and observe.
- The Spanish position has been posted on our site and the state site. We are looking for good candidates and hope to being interviews soon.
- Tomorrow we are hosting a high school information night for parents of current 8th graders. Lara Rice organized the invite and invited the families at Envision and Wake Forest Charter. We hope this will be a new partnership.
- I've gotten requests from staff for the Board to continue looking at field trip safety and pay scale for those with Boards and Masters.
- The State has required updates to each school's Beginning Teacher policy. For us, the changes were minimal and made practices we've already been doing requirements such as mentors teachers being successful teachers. The only significant change for us is that we are now allowed to observe beginning teachers with the observation form we already use with the rest of the staff. My draft has already been approved by the state BT Coordinator, but also requires Board approval
- We've also spent some time looking at our admissions policy based on some issues we've run into over the last couple of years. Those issues were discussed during the Governance Committee Update.
- **Tracy DeMarco moved to approve Beginning Teacher Policy.**
  - **Jon Fowler seconded.**
  - **Motion passed unanimously.**

### **Closed Session**

- Bill Kroll moved to go into closed session at 8:23 pursuant to N.C. Gen. Stat. § 143.318.11(a)(4).
  - Jim Hollis seconded.
  - Motion passed unanimously.
- Bill Kroll moved to go into open session at 9:05.
  - Jim Hollis seconded.
  - Motion passed unanimously.

### **Additional Items**

- The Board once again discussed the skill set needed for the next Board and Foundation Board member. Generally, the Board agreed that an ideal Board make-up would include:
  - Two attorneys;
  - Two individuals with education and/or youth development background;
  - IT expertise;
  - Development expertise;
  - Finance expertise;
  - Other needs: HR/Grants/Development.
- Jon Fowler volunteered to be the third Board member on Foundation Board.

### **Adjournment:**

- Bill Kroll moved to adjourn the meeting at 9:21 P.M.
  - Jim Hollis seconded.

**Bill Kroll**

- Motion passed unanimously.