



Endeavor Board Meeting Minutes: May 13, 2013

Call to Order:

Board President Lisa Springle called the meeting to order at 7:09pm in Endeavor's Multi-Purpose Room.

Present:

Steve McAdams, Lisa Bolton, Bill Borter, Margaret Holder, Kevin Myers, Andy Kristianson, Lisa Springle and Christian Nechyba

Foundation Update

Kristin Hess from HH Architects gave the Board an update on progress on architectural work. Designs and construction documents have been turned over to JD Bean and Town of Wake Forest. Will receive comments over next two weeks, revise, and resubmit after an additional 2-4 weeks depending on extent of the comments. It is expected that the majority of the comments will involve code compliance and external aesthetics.

Frank Highley from JD Beam reviewed proposals for site improvements. He pointed out the similarity of the different bids, which allow the Board to be reassured about the quality of the plans and their potential accuracy. There will be changes to these numbers based on the fact that they are built using an earlier rendering of the site plan, but should be close to the final numbers. Frank also provided a budget update to-date, that summarized the proposals for mechanical / plumbing / electrical along with the site work.

Amy Luciani also took the board through an update of the process with DOT and the Town of Wake Forest road improvement negotiations. Fees-in-lieu process will require us to make a payment of approximately \$128,000 as part of the process due at some point in June. David Clodgo discussed the process the Foundation is going through to delay that payment until closure of the bond.

Final pricing for the project should be available around May 28, with a final budget provided by Frank around the time of the June 3 Board meeting.

Andy Kristianson moved to approve a change amount in the total of \$1,107,888 for site work as listed in Amendment 2 to the Budget as presented by Frank Highley. Christian Nechyba seconded. The motion was approved unanimously.

Kim Kroll updated the Board on the fundraising efforts now underway. The school store will be open each night for the 'moving up' nights, as well as during the school picnic. She reviewed merchandise that will be available. Flyers will also go out to all children tomorrow. The Brick program will kick off this quarter as well, prior to the end of school for our 8th graders.

The Board was also asked about a thank-you email proposed by the Fundraising Committee that would come from the Foundation, potentially also sent by the Board if approved. Draft wording was suggested by members of the Board, to be reviewed by the Foundation Board.

Consent Items:

Kevin Myers moved to approve minutes from the April 15, 2013 Board meeting. Christian Nechyba seconded. The motion was approved unanimously.

Director's Update

Steve McAdams requested a Board member to speak at Endeavor Graduation. Kevin Myers will attend. Had to cancel the seventh grade Falls Lake field trip due to lack of parent drivers. Spanish will cover K-8 next year.

Charlie Kennedy covered the move and storage of all of the donated goods discussed in April. Michael Reinhart negotiated a lowered rate for storage. Steve will reach out again to the insurance agent to understand if additional coverage is needed.

There were no volunteers for the graduation reception, so two teachers (Liz Wood and Beth Gentile) stepped up to organize and serve.

We will have four participants from Endeavor in the "See Spot Read" program.

We are still looking for three teachers (2 in 4th, 1 in 6th), but have good candidates for two of those positions already.

We are working on updates on the Five Year Review for the Charter. Corporate governance and budget items need to be handled by members of the Board.

Treasurer's Report

The 2013 Budget process is underway, there is a draft proposal that Bill will distribute to the Board for review. We are also going to work on a Five Year plan / reserve study that will also become input to thoughts on future budgets for covering the costs of operating the new school.

We are in the process of opening a new checking account. Working with BB&T on this process. Cash Balance is \$1,005,908.36 in our one account.

The Board discussed investigating a credit card for use by staff in making purchases. Bill will investigate proposals around a card with an artificially lowered limit, and around potentially using pre-paid credit cards or a petty cash account for payment options.

Expense Approvals Policy Proposal

Margaret Holder reviewed a proposal for updating the approvals process, including changes to who can approve what and how we handle funding the Foundation. The Board discussed formalizing the members of the Finance committee, agreed that it would be Board President, Treasurer, School Director, and one at-large Board member. Margaret will amend the proposal to include this.

She also reviewed the process for check approvals and signing included in the proposal, incoming cash and deposit preparation. The addendum for the construction period was covered, with discussion about the roles for the Board. It was pointed out that the suggestion for process for the Foundation is inappropriate, as their governance is handled separately. That section will be sent as a suggestion to the Foundation for their approval, and the wording will be updated.

Margaret Holder moved that the updated Endeavor Expense Approval Process without the construction addendum as presented. Andy Kristiansen seconded. The motion approved unanimously.

Staff Survey

The Board discussed potentially creating a survey for staff this year. It was agreed that due to the extent of the working conditions survey that was done last year and discussed in the fall, and the suggestion box being available and circulated to the entire Board, we will not conduct a survey at this time.

Board Position Openings

Steve will let the staff know that now is the time for applying for the position on the Board being left open by the end of term for Lisa Bolton.

Public Comments

There were no public comments.

Closed Personnel Sessions

Kevin Myers moved that the board go into closed session to discuss a personnel issue, pursuant to statute 143.318.11 (a) (6). Andy Kristiansen seconded the motion. The motion was unanimously approved, and the board moved into closed session at 10:05 pm.

Kevin Myers moved that the Board move to open session. Margaret Holder seconded. The motion was unanimously. The board reconvened in public session at 10:10 pm.