



Endeavor Special Board Meeting Agenda: September 6 2010

Opening:

DJ Hill called to order a special meeting of the ECS Board of Directors in Endeavor's multi-purpose room on September 6, 2010 at 8 pm.

Present:

DJ Hill, Christian Nechyba, Larry Woolard, Andy Kristianson, Margaret Holder, Helen Harris, Lisa Springle, Steve McAdams, Christine Northrup

Front Office Staffing:

DJ Hill discussed the limited scope of this meeting to front office staffing needs and discussion of open meetings laws compliance.

Steve McAdams stated that the two full-time front office staff had been overworked and that additional staffing was needed. In light of Eileen Underkoffler's departure, he recommended the employment of both a full-time office manager for 8 1/2 hours per day with a 30 minute lunch break responsible for invoicing, purchase orders, accounts payable, payroll, employee benefits, audit preparation and other typical office duties. The salary for this position would remain unchanged. He proposed the addition of a part-time receptionist for 4 hours daily in the afternoon, to follow the Wake County noncertified pay scale.

The Board discussed that the part-time position should be paid on an hourly basis. The Board agreed that the new position should minimize the need to pay overtime.

Christian Nechyba moved to allocate \$12,500 total compensation on an annualized basis, for the hire of additional clerical/reception support for the school on an hourly employment basis, with maximum employment time of 50%. DJ Hill seconded the motion. The motion was unanimously approved with an abstention from Christine Northrup.

Christian Nechyba moved that the Director would be asked to create an hourly employee policy. Helen Harris seconded the motion. The motion was unanimously approved.

Open Meetings Laws:

DJ Hill reviewed the Board's intent to fully comply with open meetings law. He stated that finance and personnel committee meetings would be publically posted, open to the public, and that minutes for these committee meetings would be retained by committee chairs. The Board agreed that every board member should have a full understanding of open meetings laws. The Board would approach DPI to ask them to consider meeting with the Board for the purpose of board training. DJ Hill expressed an intention to simplify the Board's committee structure. Personnel and finance committees would be retained, and the corporate governance and audit committee would meet on an as needed basis.

Adjournment:

DJ Hill adjourned the meeting at 9:45 pm.

