



Endeavor Board Meeting Agenda: November 15, 2010

Call to Order:

DJ Hill

The regular meeting of the Endeavor Charter School Board of Directors was called to order at 7:05 pm in Endeavor's multi-purpose room by DJ Hill.

Present:

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

October Minutes:

Christian Nechyba

Christian Nechyba moved for the approval of the minutes from the October minutes. DJ Hill seconded the motion. The minutes were unanimously approved.

Audit Report & Tax Return:

Amanda Habich

Amanda Habich reviewed the audit report and financial statement for the past school year. She stated that the audit went very well, and that her auditing firm had provided an unqualified opinion, which meant there were no significant concerns. The audit was performed in accordance with government auditing standards. She stated that compliance with internal controls was also tested and revealed no findings. She stated that her firm audited 10 public charter schools and 3-4 private schools. She stated that ECS has performed exceptionally well compared to other schools.

She next reviewed the board communications letter: No disagreements with management were found. She also reviewed the school's IRS Form 990.

DPI Presentation & Discussion:

Joel Medley

Joel Medley from the Department of Public Instruction provided a review of the role of a charter school board and public meetings laws. If a regular meeting schedule was created, it needed to be posted on the school website. He stated he would review: (1) suggestions for helping board meetings run more smoothly; (2) the roles of the board vs. the administration; (3) open meetings laws; and (4) grievance processes. He suggested circulating relevant information to board

members in advance of a board meeting. He defined three board types: (1) the "meddlesome" board which micromanaged the school; (2) the "rubber stamp" board which rubber stamps all of the administrator's actions and (3) the "steward" board which provided stewardship for long term goals and focused on the vision and mission of the school. Board committees should present recommendations that were not binding on board. He recommended no interaction with the public during board meetings. Instead, he recommended establishing a policy for public comment, such as a sign in sheet at the door, in which individuals could sign up to comment on a specific topic with a specified time limit. Individuals should bring comments in writing, so that written comments could be submitted to the board if the time limit was exceeded. Clear roles and responsibilities should be defined for committees. Committee meetings should be open. He recommended as few standing committees as possible. Final decisions become policy for the entire board, and he stated that trust created successful boards. Boards are not responsible for day to day school operations. He stated that boards need to trust the administrators they hired. The Board sets the long-term and strategic vision of the school, and the administration carries this out. The Board sets policy, and the administration sets procedure. He stated that ECS was doing phenomenally well, when compared to other successful charter schools during their first few years. He added that ECS has high academic scores, a long waiting list, and operating surpluses which show that the school has been successful. However, he added that he considered a staff member, the director, or parents as board members to be potential sources of conflict.

Regarding open meetings law, he recommended seven days of public notice for board meetings and two days of public notice for committee meetings. Reasons for going into closed session should be publicly stated. Votes on employee hiring should occur at public board sessions. He recommended that the ECS board avoid excessively lengthy board meetings.

Most problems with charter schools involve board issues, financial issues, difficulties acquiring a long-term facility or academics. DPI expects a floor of 60% EOG proficiency or growth 2 out of 3 years.

Academic Goals Presentation:

**Christi Whiteside
Melissa Dougherty**

Christi Whiteside and Melissa Dougherty presented the academic goals plan for the 2010-11 school year. [This plan is attached in its entirety as "Appendix A"]. Christi Whiteside emphasized the importance of setting goals for the entire school. She also stated that staff member each have an active professional development plan. All teachers have already had administrative observations twice or more this school year. Academic goals would be presented at the beginning of the school year next year. The academic goals summarized by the administration would be reviewed with the faculty, and a final presentation of goals would be made at the next board meeting. The Board expressed support of the academic goals presented.

Leadership Team Report:

Brad Ezell

Brad Ezell discussed 7th and 8th grade curriculum, including student benchmarking, a mystery unit including the creation of a detective handbook, a unit on student rights and free speech, and a chemistry unit on chemical reactions.

Boosters Update:

Lori Tolson

Lori Tolson thanked the school community for their support of the recent Fall Fest, and reported a \$7500 profit from this event for the Pride Boosters. The Board expressed its appreciation for this event as an excellent example of a well-organized event which provided a sense of community for all Endeavor families.

Security Task Force Report:

Steve Santana

Steve Santana reported that the new security system would be installed the week after Christmas at a cost of \$24,947, which included staff training.

Public Notice: Board/Foundation Meeting: DJ Hill

DJ Hill announced that there would be a joint Board & Foundation meeting on November 18 at 7 pm in the ECS multi-purpose room to discuss permanent facility plans.

Volunteer Project Update

Karin Reed

Karin Reed presented the results of the volunteer project survey, which was created to determine volunteer capacity and better leverage the skill and talent of the parent population. There were 128 respondents. 90% were women. 70% stated that they could volunteer during school hours, 75% could volunteer at classroom events, 69% at lunch/recess. and 64% at PAWS committees. 98% had done lunch/recess duty, and 92% had volunteered at classroom events. The survey identified 15 potential venues for ECS events. 80% of respondents volunteered >3 hours per month, 36% more than 3 hours per month. The number of students a parent had at ECS positively correlated with volunteer time. The Board discussed showcasing volunteers to the wider community and sharing concrete volunteer data with relevant ECS stakeholders

Magellan Board Visit

Christian Nechyba

Christian Nechyba reported on a visit to a Magellan Board of Directors Meeting. The meeting provided insight on various charter school management issues. For example, Magellan's board structure is less formal. The Magellan board also shared their experiences about academics, volunteerism, and their annual Board project. At the conclusion of the meeting, the Magellan Board expressed interest in maintaining an ongoing relationship with the Endeavor Board to exchange ideas.

Treasurer's Report

Larry Woolard

Larry Woolard reported a Regions Bank account balance of \$225,324.06, a Bank of America balance of \$202,576.38, and a First Citizens Bank balance of \$282,093.84. A net surplus of \$186,719 was projected for the end of this year. In order to provide a purchase card for the school, Larry Woolard made the following motion: The director, chairman or treasurer can apply for credit on the school's behalf solely for the purpose of applying for a purchase card from Regions Bank to a maximum of \$10,000, apportioned as \$10,000 each for the director, the board chair, board treasurer, and office manager. The motion was seconded by Christian Nechyba. The motion was unanimously approved.

Officer Declarations 2011

Andy Kristianson

Andy Kristianson presented officer candidates for 2011. Lisa Springle would be the candidate for chair, Margaret Holder for treasurer, and Christian Nechyba for secretary. A vote would occur at the December board meeting. New officer terms will commence beginning January 1, 2011.

Consent Vote: Vehicle Use Policy

Christian Nechyba

Christian Nechyba moved for the adoption of a revised vehicle use policy with specific recommendations for booster seat use, seat belt use, front passenger seating, and driver cell phone use [see Appendix B]. DJ Hill seconded the motion. The policy was unanimously approved.

Conference Update

Steve McAdams

Steve McAdams gave a brief report on the Harvard conference for charter school leaders, which he attended last week. 75 schools were represented. He reported that he had gained many useful insights and ideas from the conference.

Board Calendar Review

Helen Harris

Helen Harris requested that board members review and update board calendar items.

Committee Structure

DJ Hill

Due to time constraints, discussion on this issue was deferred until a future meeting.

Public Comments

DJ Hill

Tamara Santana invited parents to a workshop on drug use this Wednesday. Bill Gentile thanked DJ Hill for his service as Board chair.

Adjournment

DJ Hill

DJ Hill adjourned the meeting at 10:25 pm.

Appendix A: Endeavor Charter School's Academic Goals for 2010-2011

Goal 1: Solidify the Middle School program to best prepare our students academically, socially, and emotionally for high school while following Endeavor's hands-on, experiential philosophy.

How we will accomplish this:

- 6th grade schedule is reorganized without electives to gain approximately 250 minutes for core classes.
- Middle School EC teacher (also a certified middle school math teacher) co-teaches one period of math daily to provide second teaching style and opportunity to meet the needs of all learners.
- Sixth grade math teacher attends two day National Math Conference to increase her knowledge of content and methodology.
- Pursue unique scheduling options for fourth quarter fine arts in the sixth grade.
- Request the Athletic Director re-examine the idea of opening athletics to all sixth graders.
- Support the Athletic Director's plans to create an intramural program when our facilities include necessary space.
- 6th, 7th, and 8th grade implement Daily Reading Practice as on-going EOG preparation.
- Reading teachers in 6th, 7th, and 8th encouraged and supported in their efforts to provide individualized reading conferences to better assess each reader's strengths and areas of need.
- 7th and 8th grade implement A Day/B Day schedule to allow for longer periods of instruction.
- 7th and 8th grade implement Spanish as sixth core course as requested by the Board in the 2008-2009 school year to better prepare students for high school.
- 7th and 8th grade implement Monday extra period as a period of remediation or enrichment.
- 7th and 8th grade implement "zero period" for geometry in order to serve seven students with our existing staff, space, and schedule.
- 8th grade spring semester extra-curricular virtual school geometry option for qualified students seeking an additional math course
- 7th and 8th grade implement consistent policies and procedures for late work, behavior, and the implementation of a detention program for repeat offenders. This maximizes instructional time through decreased distractions.
- 7th and 8th grade implement 7 Habits of Highly Effective Teens for Morning Meeting to address the social and emotional needs of adolescents while also preparing students for a successful high school experience.

- Support plans of the Boosters to provide two middle school dances and offer an out of school social opportunity for our entire middle school.

How will we know we've accomplished this:

- Positive reviews on end of year surveys from parents
- Positive reviews on end of year surveys from teachers
- Survey former ECS students and their parents about their high school readiness after their first semester of high school.
- Add questions about the transition from elementary school to middle school to the end of year parent survey.

Goal 2: Maintain our standard as an Honor School of Excellence (meaning at least 90 percent of our students' scores are at or above achievement Level III, the school makes or exceeds its expected growth goal, and the school has achieved Adequate Yearly Progress).

Maintain a school-wide passing level of 95% or greater.

Achieve growth in all subjects in all grade levels tested; always aim for high growth.

How we will accomplish this:

- Using Study Island benchmarking in math and reading throughout the year, by the end of third quarter, all students without special learning needs will be predicted to score a level III or IV on the End of Grade tests.
- Provide intense remediation during fourth quarter for any students not predicted to score a level III or IV.
- Utilize the “extra” Monday period (when there are no electives) in 7th and 8th grade for remediation or enrichment to meet the needs of all students.
- Encourage the use of DRP (Daily Reading Practice) as on-going EOG preparation for reading.
- Encourage the use of Study Island as on-going EOG preparation for reading and math.
- Reorganize the school day to maximize teachable time. (A Day/ B Day for 7th/8th grade and 6th grade schedule without electives)
- Seek additional resources that support NC SCOS instruction on differing ability levels (such as EOG Test Maker and new math text series).
- Restructuring for 2011-2012 school year will provide one dedicated teacher for each EOG tested subject per grade(one teacher for 4th-8th reading, 4th-8th math, and 5th/8th science; shared teaching of social studies and writing). Teachers were notified of this change on September 1, 2010.

- Encourage and support the use of many types of formative and summative data in all subject areas to drive instruction. (EOG data from DPI, EVAAS data from SAS, SRI, Study Island,...)
- Curriculum Coordinators will complete the on-line NC FALCON training for implementation ideas for the staff.
- Continue to use the Five Year Plans as tools to direct our growth.
- Continue the use of the Scholastic Reading Inventory to assess lexile and reading growth.

How we will know we've accomplished this:

- Review EOG data for 2010-2011 school year.

Goal 3: Ensure that all teachers can articulate the meaning of "hands-on, experiential" learning at Endeavor and how they use "hands-on, experiential" experiences to best teach the Standard Course of Study.

How we will accomplish this:

- Staff work together to write a definition for this phrase.
- Leadership team approves of the final definition (see below).
- Five Year Plan committees meet and form best practices lists.
- Lists are published on staff resources section of the webpage and shared at faculty meeting.
- Seek resources which support these practices and further the Standard Course of Study. Teachers may seek resources as a group or may request assistance from a curriculum coordinator. Teachers attending State or National Conferences should also seek resources.

How we will know we've accomplished this:

- All the above will have occurred.
- Teachers will be able to access the list.
- Each group will have presented their list at a faculty meeting.

At Endeavor Charter School, we define "hands-on, experiential" activities as those in which students are physically and mentally engaged in acquisition of the North Carolina Standard Course Of Study through the use of a variety of materials, resources, ideas, and methods. We value educational activities which prepare students for a life in the 21st century through critical

thinking, analyzing and gaining a global perspective. Our teachers seek activities based upon:

- Discovery
- Collaboration
- Creation
- Simulation
- Investigation

Goal 4: Each year, select one subject area for an additional on-going focus to increase the academic program for all students.

How we will accomplish this:

- For the 2010-2011 school year, the academic focus subject will be writing. Our goal is to expand Endeavor's use of writing to demonstrate learning. Writing was selected for this first year as it is easily applied to all subjects and is an effective tool for "raising the bar" in sharing content knowledge in all subject areas. In addition, effective communication through writing is a companion to effective communication through public speaking.
- Support all teachers in their efforts to provide their students at least one poetry experience each quarter and at least one formal writing piece each quarter in all subjects and in all grades 3-8. Support the teachers in grade K-2 in the same writing experiences each semester.
- Lead staff in poetry writing activities they can then take back to their classes (introduction clerihews, first day team poems, quick writes, etc.)
- Celebrate the National Day on Writing in all subjects and all grades.
- Introduce and encourage monthly *Tales from the Pride* family writing opportunities.
- Provides writing examples throughout the building in places students gather.
- Publish Endeavor's first annual literary magazine to celebrate original writings.

How we will know we've accomplished this:

- Teachers will be able to articulate the ways in which they've highlighted this subject in their classroom this year in at their post-observation conference as well as end of the year review.
- Other activities will be self-evident when they occur.

Goal 5: Expand experiences between members of our community which empower, educate, and unite.

Why is this important?

- This is one of our core values.
- We believe it important to develop the culture of Endeavor and that now is the time to make culture building a focus as we transition from our start-up to our long term.
- We must continually seek ways to enrich the academic program and provide our students opportunities to look at content in new and unique ways.
- Students who feel supported and are committed to a school will take more risks academically and grow in new ways.
- Families who are committed to a school will seek ways to aid the school's efforts.
- Teachers who are committed to a school will continually seek ways to grow their program.

How we will accomplish this:

- Participate in the National Day on Writing.
- Consider additional academic immersion days. *(Staff voted in favor of celebrating the National Day of Reading on January 24 and the World Maths Day on March 3.)*
- Consider "discovery term" period at the end of the year.
- Host a Music and Art Extravaganza.
- Support and encourage grade level service projects including the 7th/8th Food Drive for the Food Bank, 2nd grade Ronald McDonald House service, 5th Grade Relay for Life, etc.
- Host parent information sessions through the staff and the Enrichment Program.
- Support the Foundation's Grandparent's Day plans.
- Support the Booster's Fall Fun Fest and middle school dances.
- Support the Enrichment Program's efforts to grow the program offerings.
- Create and encourage the weekly Endeavor Awesome Teacher award.

How we will know we've accomplished this:

- Activities will be self-evident when they occur.
- Questions about the effectiveness of these events will be added to the end of year staff survey.

- We will see an increased number of community building events (immersion days, community service events, etc.) at the end of the year as compared to last year.



Vehicle Use Policy

(1) This policy applies to:

- Vehicles owned, leased, or rented to Endeavor Charter School.
- Personally owned vehicles driven by volunteers on behalf of Endeavor Charter School.

(2) The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Endeavor Charter School.

- All drivers must have a valid North Carolina driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your volunteer commitment to the organization will be terminated.
- Steve McAdams (smcadams@endeavorcharter.com) must be notified of any change in your license status or driving record.

(3) When operating your own vehicle for Endeavor Charter School business:

- Your Personal Auto Liability insurance is the primary payer. Endeavor Charter School's insurance is in excess of your coverage.
- You should carry at least \$100K liability per person/\$300K bodily injury per accident and \$50K property damage per occurrence liability coverage. Evidence of insurance coverage is to be provided to ECS each year, by a copy of your policy's Declaration page or Certificate of Insurance.
- Endeavor Charter School is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.

(4) When transporting ECS students in your vehicle, it is required that:

- All students under 8 years of age shall be restrained by a shoulder and lap seat belt while seated in an age-appropriate booster seat.
- All students shall be restrained with a seat belt while the vehicle is in motion.
- Student under 12 years of age shall not be seated in the front passenger seat. However, although it is not recommended, parent drivers have the right to seat their own children in the front seat if they

choose to do so.

- The driver may not use a hand-held cell phone while driving students. If use of a hand-held cell phone is required, the driver should stop in a safe location before initiating a call.

(5) In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Don't assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to Endeavor Charter School as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

Volunteer's Name (please print)

Date

Volunteer's Signature

Date