



## **Endeavor Charter School Board of Directors**

*Meeting Minutes  
August 24, 2009*

### **Opening:**

The regular meeting of the Endeavor Charter School Board of Directors was called to order at 7 pm on 5/25/2009 at Endeavor Charter School's multi-purpose room by DJ Hill.

### **Present:**

DJ Hill, Heather Reifschneider, Steve McAdams, Christi Whiteside, Andy Kristianson, Christian Nechyba, Larry Woolard, Margaret Holder

### **Chair's Introduction:**

DJ Hill called the regular meeting of the Endeavor Board of directors to order at 7 pm. He thanked all the school's volunteers, and stated that the board was very pleased with the inaugural year's academic performance, including EOG results. The school tested extraordinarily well, especially given 13% of students have an IEP, higher than normative averages for Wake County; 96.5% of tests taken were at grade level or better. There is an ongoing focus to continue to improve and make this year better, with many planned changes including improvements at the middle school level. DJ Hill stated that he has been involved with 16 startup companies. He stated that an absolute and consistent trend in his experience is that the first year is an "adrenalin" year; in the second year, friction points get worked out. He cautioned that this is expected, and that the answer is communication. As problems come up, he urged that individuals take the initiative to sit down and communicate about issues. The mission of the Board remains setting the general direction, whereas the Administration is responsible for the day to day running of the school.

### **Approval of Minutes:**

Christian Nechyba asked for approval of minutes from the June Board meeting. The minutes were unanimously approved.

**PAWS Update:**

Karin Reed reviewed the PAWS budget. Bylaws and operating policies were unanimously approved at the last PAWS general membership meeting. The PAWS Board now includes all chairs of standing committees and a teacher and administrative representative, to develop a greater spirit of cooperation. The technology budget will include funding for an additional LCD projector, and the student activities fund will include a field trip fund in line with the economic inclusiveness policy. PAWS has a good budget for facilities, which will include a new shade structure for the recess area. The mulch has been refreshed and new playground structures have been procured for the K-2 playground. Teachers are getting \$100 grants for classroom supplies. Also, 13 mini-grants for \$350 each will be awarded. DJ Hill stated that teachers were very appreciative of these funds. Steve McAdams will approve these grants. Cultural arts is budgeted for \$8000, which includes the writers in residence program. Money will be set aside for awards and an end of year celebration. DJ Hill expressed appreciation on how PAWS managed last year's end of year picnic; about 500 attended. Karin Reed continued that money is budgeted for Mr. Burt for sports equipment. PAWS has a generous carryover of \$35,000 from the previous school year. The membership drive is currently at 80% participation, with a goal of 100%. The school directory will contain ads from vendors within the Endeavor community. School pictures are this week. Cafe days begin this week, and can be ordered online this year. Spirit night this Wednesday will be held at the Carolina Mudcats game. The Artsonia program is new this year. This is an online arts gallery of student art; PAWS will receive 10% of revenue generated through this program. DJ Hill added that on each Monday of board meetings, a stakeholder meeting (foundation, athletics, enrichment, PAWS) would also be held earlier in the day to work towards coordinating fundraising and schedules.

**Foundation Update:**

Steve Santana stated that the Endeavor Foundation officially incorporated as well as completed 501c3 documentation. The Foundation has expanded from five to six positions, which now includes the PAWS president, who will have a voting voice. The Foundation has met with several banks, and selected First Citizens Bank, after a meeting with their vice president. Capital Development has been selected as the consulting firm to manage campaign development, work on a marketing message, and assist with a timeline for implementation. Five sub-committees are meeting on a regular basis. The land development committee is working on various land options 5, 10, and 15 minutes from Endeavor's current location. They are looking at 10, 18, and 30-acre properties, and will start "cold calling" all owners to inquire about these properties. The Foundation meets on the third Sunday of each month at 7:30 pm. Steve Santana then requested a \$25,000 loan from Endeavor as seed money for the 2009-10 fiscal year. This loan should come from last year's budget for new building facilities and will be repaid in one year. This loan will cover legal costs, application costs, payment for the Foundation's fundraising partner (Capital Development), and general operating funds. The \$25,000 loan for the Endeavor foundation was unanimously approved by the board. Larry Woolard asked for more information about the \$13,500 for Capital Development. Steve Santana stated that most foundations have professional fundraising help, and the Endeavor Foundation would require this also. Margaret Holder asked how the Foundation planned to repay the loan and how the Capital Development firm was chosen. Steve Santana stated that the Foundation conducted a three vendor selection process. Capital Development had large roots but had worked for local schools, including St. Timothy's School and Cape Fear Academy, and also had a 25-year track record. The bankers at First Citizen agreed that hiring professional consultants was a first

important step towards a successful capital campaign. DJ Hill stated that he would send Larry Woolard and Margaret Holder the letter of agreement between the Foundation and Capital Development to further address their questions. Andy Kristianson stated that an actual loan agreement would be put in place, similar to the one for the loan given to the sports program. The Foundation's loan is to be repaid by June 30, 2010.

#### **Enrichment Update:**

Tamara Santana gave an update on Enrichment. Enrichment consisted of three programs: before school, after school, and trackout camps. Gross income, number of students enrolled, and teacher salaries were reviewed. Spanish 4-8 was a last minute addition, so teacher's salaries were a percentage of the total revenue generated. Enrichment teachers earn \$50/hour for 8 weeks. DJ Hill stated that for budgetary purposes, Enrichment's budget would need to be set up through Acadia. Tamara Santana stated that 143 students were currently participating with gross income over \$10,000, net income of \$3,547.50, and total enrichment net after administrative overhead of \$1,250. DJ Hill asked if enrollment meets expectations. Tamara Santana stated that it did, although she had been initially concerned that enrollment numbers would be low due to a late start. She highlighted several enrichment programs including Outside the Box, taught by a teacher for Odyssey of the Mind, and Heirloom Portrait. Christian Nechyba inquired about medical and safety procedures for the Enrichment programs, and agreed to meet with Tamara Santana to review these in detail, especially for trackout camps. DJ Hill stated that, as a rule, the Board would always like to see at least two adults in the building during enrichment programs. He also thanked Tamara Santana for getting the program running so rapidly. Christi Whiteside added that she had received lots of compliments about the enrichment programs. DJ Hill stated that the enrichment programs embodied the concept of "learn by doing." Tamara Santana concluded by reviewing the timeline for enrichment programs as they should run each quarter.

#### **Budget & Finance Committee:**

Larry Woolard stated that, from a financial perspective, the school had finished up a great year with \$343,000 in two bank accounts (First Citizen and Bank of America). The school remains very aware of what it spends money on secondary to budgetary cutbacks. He stated that Eileen Underkoffler had done a great job preparing for the upcoming audit, and that he had met with Acadia and everything was prepared for this audit. DJ Hill added that, because parents have donated so much time and effort, it allows the school to run with less staff. He also reiterated the importance of grants, because they either directly offset existing expenses or provide the school with an opportunity to expand services. He stated that Helen Harris had done great job with the grants committee, and asked her to let the Board know whenever she needed assistance. He also added that he would like to have a grant committee liaison to the design committee of the Foundation (green building grants, etc). He added that federal money has eased the burden of state budgetary cutbacks.

#### **Salary Calculation Policy:**

Andy Kristianson stated that the Board had worked through staff and administrative salaries for this year, and that a formal policy was being put in place for setting salaries. Three categories had been established under this policy for full time employees: teachers, front office staff and administrators. The

salary calculation policy (see Appendix A) was unanimously approved, with abstentions from Steve McAdams and Christi Whiteside.

**Staff Attendance Policy:**

Steve McAdams reviewed the proposed staff attendance policy (see Appendix B), which defines a half day and full day for salary purposes. The staff attendance policy was unanimously approved.

**Background Checks Policy:**

Steve McAdams reviewed the proposed background check policy (see Appendix C) to insure student safety on field trips. Volunteers with three or more driving infractions in the past five years would be excluded from transporting students for field trips. Volunteers within the building would be subject to background check standards as noted in the policy, but would not be affected by the driving infraction standard. Christian Nechyba asked how many volunteer drivers had been rejected due to this standard, and whether it had affected the school's ability to transport students. Steve McAdams stated that he did not have specific numbers, but that field trips were progressing without incident at this time. Andy Kristianson added that the policy was driven first by an effort to insure student safety, but also to limit school liability. The background check policy was unanimously approved with one abstention from Heather Reifschneider

**Committee Review:**

DJ Hill provided a review of standing board committees, committee memberships, and board liaisons (see Appendix D).

**EOG Final Results 2009:**

Steve McAdams stated that Endeavor did fantastically on EOG's. The school was named as an Honors School of Excellence (93.5% pass rate). Grades 3-7 took EOG's, and the school ranked third among K-8 schools in the state, which is an amazing statistic for a first year school with a 13.5% IEP rate.

**Curriculum Update:**

DJ Hill suggested that Christi Whiteside and Maija McAdams provide a curriculum update at the September board meeting to allow for other topics to be covered at this meeting.

**Athletics Update:**

Heather Reifschneider provided an update on the Endeavor athletics program. The fall season started on August 3. The first soccer match was just held vs. Trinity Academy; nice comments were received from Trinity staff and parents, who appreciated the great showing of Endeavor fan support, given this was the team's first game. Girl's tennis was cancelled due to rain. Cross country begins on August 27th. Basketball signups begin soon for the winter season. Parent e-mails have expressed support for the program. DJ Hill stated that athletics was brought to the board as a top request on parent surveys, and was created by volunteers who have been highly organized. Christina Cermin added that the Athletics

Board non-profit status has been established. Appreciation was also expressed for Mr. Burt's contributions.

#### **Modulars Update:**

Joseph House reported that despite a delay in the first week of school, students are now in the modular classrooms. Final bills were being settled.

#### **Part-time Positions:**

Christi Whiteside reported that Mrs. Scott was exploring her options for possible part-time employment for maternity reasons. She might be interested in splitting the music instructor position. Christian Nechyba stated that part-time employees would probably not be offered medical and other benefits. DJ Hill referred the issue of making recommendations on part-time staff positions to the personnel committee.

#### **High School Update:**

DJ Hill reported that a provision for high school expansion was not included in the school's charter. He had scheduled a meeting with representatives from DPI next Monday and would discuss, among other topics, the feasibility of amendments to the charter. Margaret Holder asked for a timeline on a decision, and DJ Hill stated that the question could be discussed further at the next board meeting. DJ Hill also stated that representation of the board to DPI or the media should always go through either the Director or the Board Chair.

#### **Parking Update:**

Christian Nechyba provided an update on parking arrangements for this school year. He reported that he had reached a verbal arrangement with Mr. James Panter, the manager of C & H Cafeteria, which would open its doors by mid-September. Under this arrangement, Endeavor is likely to receive permission to use about 40 additional parking spaces towards the right side of our building, and Endeavor would pledge to help enforce the agreed upon parking arrangement. He also asked Steve McAdams if the school was planning any additional 2 pm releases (which have been cleared by C & H) for staff development or faculty meetings. Steve McAdams stated that no additional early releases had been planned at this time.

#### **Medical Update:**

Christian Nechyba provided a medical update. The school was currently close to 100% compliance on immunization requirements. After completing vision screening for Endeavor students last year, he planned to organize hearing screening for Endeavor students this year, with a plan to screen hearing and vision in alternating years in the future. About 20 staff members and coaches were completing formal CPR training and certification last week and this week. A heat policy had been formulated to guide recess cancellation decisions. He also reviewed the epidemiology of pandemic influenza in response to an audience question, and stated he might be able to offer influenza vaccination at school if these

became readily available. Christi Whiteside suggested a half-time school nurse position in the future once the school budget allowed for this.

**New Staff Positions:**

Steve McAdams reviewed new staff positions at Endeavor this year, including Melissa Bonsted, (technology), Jennifer Peters (Kindergarten), Amy Wilson (2nd grade) Carolyn Burns (6th grade math), Brad Ezzell (7th grade grammar/composition 7th grade), Colleen Tavalacci (7-8th grade literature), and Jennifer Owens (art). Lori Tolson asked if Melissa Bonsted would be teaching students. Steve McAdams replied that she would both be teaching students and training teachers. Tamara Santana also discussed a keyboarding enrichment class. Christi Whiteside stated that Mrs. Bonsted would co-teach with classroom teachers. It was also noted that the 8th grade computer skills test has been cancelled by the state.

**Closing:**

DJ Hill adjourned the meeting at 8:40pm.

## **Appendix A: SALARY CALCULATION AND APPROVAL POLICY**

Endeavor Charter School strives to attract the most talented personnel it can find to fill teaching, ministerial, and administrative positions. In order to hire and retain these individuals, and subject to any budgetary restrictions or limitations, it is Endeavor's goal to offer competitive salaries to all current and prospective employees. In order to meet this goal while still staying within the School's annual budget, the following policies should be adhered to:

### Teachers

1. When setting initial salaries for the coming school year for teachers, the School Administration shall investigate current salaries for each position in comparable markets. This likely means an inquiry into the current salaries to teachers in Wake County Public Schools, as well as any charter school teachers for which this information can be obtained. Acadia should also be consulted for any useful information. The purpose of this investigation is to arrive at a fair salary that, in most situations, will be competitive for the entirety of the school year. In unusual situations, the salary for an individual teacher may warrant a merit-based increase or decrease of the calculated starting salary.
2. Once a preliminary salary for each teacher has been calculated in the manner set forth above (including any merit-based increase or decrease), the Finance Committee of the Board of Directors shall vote to approve or disapprove the proposed salary for each individual teacher. If any proposed salary is not approved, the Finance Committee shall authorize a new salary inquiry for that individual, and then revote the issue as necessary.
3. Once the salaries of all Endeavor teachers have been approved by the Finance Committee, the Chair of the Finance Committee shall:
  - a. Authorize the administration to communicate individual salary amounts to individual teachers, preferably with the teaching contract for the coming school year;
  - b. Authorize the Endeavor Charter School Treasurer to communicate teacher salary amounts for the coming school year to Endeavor's Acadia representative.
4. Absent a compelling reason to the contrary, Endeavor will not adjust any teacher's salary at any point after an employment contract has been signed.

### Employees

1. When setting initial salaries for the coming school year for any non-teaching, non-administrative personnel, the School Administration shall investigate current salaries for similar positions at comparable charter schools. Acadia should also be consulted for any useful information. This information shall be balanced against an objective assessment of a particular employee's performance of the duties assigned to his or her position to arrive at a fair salary that will be competitive for the entirety of the school year. In the absence of any comparable salary information for a particular position, the Administration shall, at a minimum, determine what a fair Cost of Living Adjustment is

- for the coming school year, and weigh this adjustment against the merits of the individual employee's performance for the prior year.
2. Once a preliminary salary for each employee has been calculated in the manner set forth above (including any Cost-of-Living adjustment or merit-based increase or decrease), the Finance Committee of the Board of Directors shall vote to approve or disapprove the proposed salary for each individual employee. If any proposed salary is not approved, the Finance Committee shall authorize a new salary inquiry for that individual, and then revote the issue as necessary.
  3. Once the salary of an individual employee has been approved by the Finance Committee, the Chair of the Finance Committee shall:
    - a. Authorize the administration to communicate individual salary amounts to individual employees, preferably with the employment contract for the coming school year;
    - b. Authorize the Endeavor Charter School Treasurer to communicate employee salary amounts for the coming school year to Endeavor's Acadia representative.
  4. Absent a compelling reason to the contrary, Endeavor will not adjust any employee's salary at any point after an employment contract has been signed.

#### Administrators

1. When setting initial salaries for the coming school year for any administrator, the Finance Committee of the Board of Directors (absent any administrator on the Committee) shall investigate current salaries for similar positions at comparable charter schools. Acadia should also be consulted for any useful information. This information shall be balanced against an objective assessment of a particular administrator's performance of the duties assigned to his or her position to arrive at a fair salary that will be competitive for the entirety of the school year. In the absence of any comparable salary information for a particular position, the Finance Committee shall, at a minimum, determine what a fair Cost of Living Adjustment is for the coming school year, and weigh this adjustment against the merits of the individual administrator's performance for the prior year.
2. Once a preliminary salary for each administrator has been calculated in the manner set forth above (including any Cost-of-Living adjustment or merit-based increase or decrease), the Finance Committee of the Board of Directors (absent any administrator on the Committee) shall vote to approve or disapprove the proposed salary for each individual employee. If any proposed salary is not approved, the Finance Committee shall conduct a new salary inquiry for that individual, and then revote the issue as necessary.
3. Once the salary of an individual administrator has been approved by the Finance Committee, the Chair of the Finance Committee shall:
  - a. Communicate individual salary amounts to individual administrators, preferably with the employment contract for the coming school year;
  - b. Authorize the Endeavor Charter School Treasurer to communicate administrator salary amounts for the coming school year to Endeavor's Acadia representative.



4. Absent a compelling reason to the contrary, Endeavor will not adjust any administrator's salary at any point after an employment contract has been signed.

## **Appendix B: STAFF ATTENDANCE POLICY**

The definition of a "full" work day will vary depending on the school calendar. For a standard school day, including early-release days and work days, a full day lasts from 8:15 a.m. to 3:45 p.m.

A "half" work day is defined as one-half the time allotted for a full work day, so long as Employee begins or ends the day on schedule. For example, on a standard school day, a half day lasts either from 8:15 a.m. - 12:00 p.m. or 12:00 p.m. - 3:45 p.m. If a weather-shortened school day begins at 9:15 a.m., a half day lasts from either 9:15 a.m. - 12:30 p.m. or 12:30 p.m. - 3:45 p.m. If a weather-shortened school day begins at 10:15 a.m., a half day lasts from either 10:15 a.m. - 1:00 p.m. or 1:00 p.m. - 3:45 p.m.

So long as Employee works at least a "half" work day, but less than a "full" work day, Employee will only lose half a personal leave day from his or her accrued leave. Failure to work at least a "half" work day means Employee will lose a full personal leave day from his or her accrued leave.

## **Appendix C: PURPOSE OF BACKGROUND CHECKS:**

THE ENDEAVOR CHARTER SCHOOL ("ENDEAVOR") understands the enormous value of having qualified individuals assist as volunteers and that a strong volunteer program contributes to the overall strategic success of the school. ENDEAVOR also realizes the importance of providing a safe school environment to ensure the well-being of all of its students. Therefore, ENDEAVOR has developed a volunteer policy and background screening process to help provide for safety of these children. Background checks serve as an important part of this process and this type of information is collected as a means of maintaining a secure school setting. Background checks also help ENDEAVOR determine the applicant's overall character, ensuring the protection of the current students, staff, property, and integrity of the school.

### **VOLUNTEER POLICY:**

At ENDEAVOR, criminal background and driving records checks shall be required of all school volunteers. All volunteers will sign ENDEAVOR's Volunteer Release Form prior to completing the online application process. All volunteers will then complete an on-line application which allows a third party agency hired by ENDEAVOR to conduct these background checks. The type of information that can be collected and verified by this agency includes, but is not limited to name, date of birth, social security number, current and former addresses and driver's license number.

ENDEAVOR will ensure that all background checks are held by its third party agency in compliance with all federal and state statutes, such as the Fair Consumer Reporting Act. ENDEAVOR will not actually view the results of the volunteers' background investigative report. Instead, ENDEAVOR has developed guidelines regarding what are ACCEPTABLE AND UNACCEPTABLE volunteer criteria and the third party agency will apply these criteria to establish ENDEAVOR's volunteer roster.

Any potential Volunteers with a background check that demonstrates a risk to the safety or well-being of ENDEAVOR students will be denied participation in volunteer activities. THE FOLLOWING CONDITIONS WILL RESULT IN AUTOMATIC EXCLUSION FROM THE VOLUNTEER ROSTER for the school year in question:

- KNOWINGLY PROVIDING FALSE OR INCOMPLETE INFORMATION ON THE VOLUNTEER APPLICATION
- CONVICTION OF OR PLEA OF NO CONTEST TO ANY FELONY
- A REGISTERED SEX OFFENDER OR ANY SEX CRIME CHARGES
- CONVICTION OF OR PLEA OF NO CONTEST TO ANY MISDEMEANOR
- ANY CURRENT PENDING CRIMINAL CHARGES
- 2 OR MORE CRIMINAL CHARGES WITHOUT CONVICTION (i.e. DISMISSED)

In addition, while a Volunteer may be generally eligible to volunteer at or for ENDEAVOR, THE FOLLOWING CONDITIONS WILL RESULT IN AUTOMATIC EXCLUSION FROM THE VOLUNTEER DRIVING ROSTER for the school year in question, limiting the Volunteer to the transportation of his or her own child(ren) to or from any ENDEAVOR activities:

- 3 OR MORE TRAFFIC VIOLATIONS(WHICH REFLECT DISREGARD FOR THE SAFETY OF SELF AND OTHERS) WITHIN PAST 5 YEARS
- REVOCATION OR SUSPENSION OF THE DRIVER'S LICENSE WITHIN THE PAST 10 YEARS

· ONE OR MORE DRIVING WHILE IMPAIRED CONVICTIONS WITHIN THE PAST 10 YEARS

Upon being denied full or partial placement on the volunteer roster at ENDEAVOR, a volunteer applicant will be notified of this decision by the third party agency. The applicant may also request the details of the background investigative report from the third party agency. The applicant may then contact the third party agency to provide any corrections to the information used to make the determination or to provide extenuating data.

ENDEAVOR considers that all information obtained from the investigative background check process to be confidential and will only be used as part of the volunteer application process. ENDEAVOR will maintain a copy of every applicant's release form.

All volunteers shall sign in when arriving on campus. They will confirm that they are on the volunteer roster and that they have completed the background check application process. Each volunteer shall wear a school-developed volunteer tag while participating in volunteer activities, and shall state where they will be during their visit. Volunteers shall sign out when departing the campus.

**Appendix D: ECS COMMITTEE MEMBERSHIP**

**ECS  
Committee  
Membership**

	<u>DJ</u>	<u>Larry</u>	<u>Margaret</u>	<u>Heather</u>	<u>Christian</u>	<u>Joey</u>	<u>Andy</u>	<u>Steve</u>	<u>Christi</u>
<b><u>Standing Committees</u></b>									
Corporate Governance / Legal	X						C	X	
Finance Building Personnel	X	C	X	X	X		X	X	X
			X	X	X	C	X		
<b><u>Liaisons</u></b>									
PAWS Foundation	X				X		X	X	
Sports Technology Weingarten Enrichment				X					
DPI - Press Contact	X			X				X	
Cafeteria Acadia First Citizens		X			X				
Audit Firm			X						