



## **Endeavor Board Meeting Agenda: January 25, 2010**

### **Call to Order**

**DJ Hill**

The regular meeting of the Endeavor Charter School Board of Directors was called to order in Endeavor's multi-purpose room by DJ Hill at 7:06 pm.

### **Approval of Minutes**

**Christian Nechyba**

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

### **PAWS Update**

**Karin Reed**

Karin Reed provided an update from PAWS. The PAWS board has voted to take the revenue from the book fair in scholastic dollars (about \$5000). This can be used on supplies other than books also. The nominating committee has been selected to search for next year's PAWS officer candidates. Maija McAdams met with the PAWS board to discuss eighth grade graduation, and asked if PAWS would be willing to contribute funds for this event (facility rental). Lifetouch has different options for awards for graduation. PAWS will purchase an automated external defibrillator to provide to the boosters on a permanent loan basis. A cafe days vendor is donating pizza for a pizza party for the class collecting the most donations in the "Pennies for Haiti" drive. Popcorn parties will be provided by the school for the other classes. Christi Whiteside thanked PAWS on behalf of the staff for the staff luncheon at C & H Cafeteria.

### **Grants Update**

**Helen Harris**

DJ Hill asked Helen Harris to provide an update from the grants committee. Helen Harris reported that two potential grants from Glaxo Smith Kline were being pursued, which could be sizeable. This grant could generate \$3500 over three years. The National Council for Teacher of Math grant could generate \$4000 to \$7000. The grants committee was going after a lot of foundation grants. DJ Hill asked Helen Harris if she believed she had enough support from the board and administration. Helen Harris stated that she did. DJ Hill thanked her for her work.

**Enrichment Update****Tamara Santana**

Tamara Santana provided an update from the enrichment program. So far this academic year, the enrichment program has generated \$11,492.73. Enrollment numbers were going up steadily every quarter. The program was offering more classes and filling them. DJ Hill asked if the 15 enrichment students from outside Endeavor were siblings of Endeavor students. Tamara Santana stated that some are siblings, but most are not. DJ Hill asked if she expected the fourth quarter to break even or run a deficit. Tamara Santana stated that the band/music enrichment programs would generate \$2000 less for fourth quarter because of a discount which Heather Scott had set up through which band and music enrichment students who had enrolled for the school year would get the fourth quarter enrichment classes for free. Tamara Santana stated that she hoped for \$15-20,000 in enrichment revenue by the end of the year. DJ Hill thanked her for her excellent job in administering the enrichment program. He added that he never heard the administration talking about any conflicts with the enrichment program.

**Audit & Tax Return Update****Margaret Holder**

Thomas, Judy, &amp; Tucker

Margaret introduced Amanda Habich from Thomas, Judy, and Tucker to review the firm's audit report on the school. Amanda Habich stated that the firm had rendered an unqualified opinion, and that the school's financial statements are consistent with general accounting principles as well as single audit requirements. The audit was also conducted in accordance with government auditing standards. She then provided a brief, page-by-page executive summary of the 46-page audit report [please see separate report for details]. DJ Hill asked for a general summary comment based on the firm's experience with audits at other schools. Amanda Habich stated that the first thing that was notable to her was that in its first year of operations, Endeavor had a waiting list for school entry. The school's net surplus was also impressive. DJ Hill stated that this was attributable to the school's administration, staff, and volunteers. She noted that there were no other specific concerns to bring up. Margaret Holder advised continued vigilance on the appropriate allocation of state and federal funds.

Amanda Habich concluded that there were no significant audit findings. Overall, she stated that it was a very smooth audit, and that working with Acadia had been a great experience. She thanked Steve McAdams, Eileen Underkoffler, Margaret Holder, and DJ Hill for their assistance.

Amanda Habich proceeded to summarize the schools Form 990 [please see separate report for details]. Andy Kristianson was drafting a document destruction and retention policy. Andy Kristianson stated that on the list of officers, Steve McAdams should not be listed as an officer, but as a key employee. Christi Whiteside should also be listed as a key employee. Steve McAdams was the highest compensated employee also. DJ Hill asked how long the board had to review the report. Amanda Habich stated that February 15 was the deadline.

DJ Hill asked that by February 1 board members submit all comments to Margaret Holder. Amanda Habich proceeded to summarize the rest of the 990 document.

DJ Hill moved to approve the audit and 990 form contingent on Margaret's final revisions. The motion was unanimously approved.

### **Treasurer's Report**

**Larry Woolard**

Larry Woolard stated that the school had \$545,507.04 in its First Citizens account. The Bank of America CD would come up for automatic renewal and had a balance of \$202,256.44.

### **Boosters Update**

**Lori Tolson**

Lori Tolson provided an update from the Endeavor Pride boosters. She stated that Josh Burt has been the unofficial athletic director. Steve McAdams had made Josh Burt the official athletic director. The administration and boosters had also worked out an agreement on release of students participating in athletic events that started early. The students would get a study hall one day each week on Tuesday. If students had to leave a little early, the boosters would schedule those games for Tuesday. The boosters had applied to the Triangle Middle School Conference for next year. They hoped to hear a response on February 5th. There was a \$50 conference fee. Andy Kristianson asked how many schools were in the conference. Lori Tolson listed a number of schools, including Kestrell Heights, Magellan, St. Timothy's, Cary Academy, and Trinity Academy. The conference would take into consideration the size of the school and the level of its players. Christian Nechyba asked if the conference would be open to requests, such as scheduling early games on Endeavor's study hall day. Lori Tolson stated that they would be able to make schedule requests and would probably be able to work this out. The conference usually required that an athletics program has been in existence for two years, but that requirement may be waived. Spring sports start on February 15. Christian Nechyba added that he would like to schedule a time to train coaches on AEDs once these arrive.

### **Foundation**

**Steve Santana**

Steve Santana reported that the foundation had held planning sessions over trackout. They were reviewing the capital development report and getting ready to ramp up momentum to get the official quiet phase of the campaign going by April. They did receive 5013(c) approval, which means that tax-deductible donations to the foundation can now be made. An organization would be needed to run the campaign. Capital Development had recommended 22 to 24 people. Key positions in this organization would include a half-time individual to run the "operations hub." Capital Development had recommended that this be a paid position, but the Foundation would like it to be a dedicated volunteer. A development manager would work accounts receivable, process deposits, and write thank you letters to donors. There would be 2-3 campaign chairs. These individuals would be the "face of the campaign." Donor development leaders would also do follow up with donors. Campaign chairs won't be doing a lot of operational work; donor development leaders will

do a lot of operational work. There would be a campaign data base manager. DJ Hill mentioned a free ware recommendation from an earlier consultant. Steve Santana continued that there would be a grant development position, a marketing leadership position - these individuals would put together the power point presentations, folders, etc. for meetings with potential high-level donors.

The foundation is coming up with a calendar for the campaign, anticipating that we would lose some time over trackouts. At this time, the first "donor enrichment meetings" would start in April 2010 and run until July 2010. The public phase of the campaign would start in October. This timeline may be adjusted based on the outcome of the donor enrichment meetings. The foundation had received three unsolicited donations in December totaling \$2079 (2 donations of \$1000 each, one of \$79). DJ Hill asked if the foundation needed anything from the board in the next 30 days. Steve Santana stated that they did not. Margaret Holder asked if the foundation had made sure that individuals donated to the foundation and not to the school. Steve Santana stated that donations so far have come unsolicited, but to his knowledge had been made to the foundation. The school website should have easy giving "links" to various stakeholder groups set up. DJ Hill stated that it was very encouraging from a board perspective that the foundation is taking the time to do the capital campaign right. Steve Santana stated that the process was very important.

#### **Nominations for Board Position Update**

**Andy Kristianson**

Andy Kristianson stated that there had been a number of talented applicants for the open board position, and that the application deadline for candidates was on February 1 at the end of the day. The board would start interviews for candidates this weekend. The board would also send an e-mail to announce this deadline. DJ Hill thanked Heather Reifschneider for her unflinching service to the board. He stated that her real legacy was her complete willingness to serve in almost any capacity - technology, substitute teacher, modular units, liaison to Weingarten, etc. He stated that she was always an advocate for what she believed was right for the school. [A presentation of flowers and a gift certificate was made].

#### **Consent Votes**

**Andy Kristianson**

Andy Kristianson stated that existing policies had been reviewed by an employment attorney. The staff grievance policy had been revised. There were not very many substantive changes, but the policy was tighter than before, was more self-explanatory, and provided a smoother procedure for the staff and the personnel committee. The revised grievance policy was unanimously approved (see Appendix A). The extended leave policy had also been reviewed with minor revisions. The revised extended leave policy was unanimously approved (see Appendix B).

#### **NC Alliance for Charter Schools**

**Steve McAdams**

Steve McAdams stated that he had attended a meeting last week at Raleigh Charter High School at which a combination of two previously established groups representing charter schools were organizing to create the North Carolina Alliance for Charter Schools to have a

greater voice. He stated that their proposal sounded very good. A state senator was on their board, as well as several ex-DPI leaders. The organization was promising to fight for charter schools and planning a conference this year, which is especially significant because the state would not hold a charter school conference this year. The cost to join the organization is \$3 per student, not to exceed \$1500 per school. Andy Kristianson asked if the organization's agenda included lobbying for funding for school facilities. Steve McAdams stated that it did. He added that our state needed to take further action to benefit from the federal drive to support charter schools. Christian Nechyba asked if joining the organization would grant the school access to its board, including the state senator who is involved. Steve McAdams stated that this would be a benefit of joining the organization. The board unanimously approved the allocation of \$1500 to allow Endeavor to join the North Carolina Alliance for Charter Schools.

### **Financial Analysis on High School Expansion**

**Margaret Holder**

Margaret Holder stated that she had looked at the possibility of implementing an early high school addition before construction of Endeavor's permanent facility from a financial perspective. She estimated that a deficit of about \$260 per student could result from implementing a high school at such an early date. This estimate didn't include capital up fit (costing about \$40 per square foot/75 square feet per student). She stated that there might be problems with achieving a quality high school if we rush. The high school would need AP classes and a diverse curriculum. She stated that she could not recommend early implementation of a high school after this analysis. A motion to cease exploring a high school launch before the K-8 school moves out of its current building and into a permanent facility was unanimously approved. Lisa Springle suggested forming a high school task force and to revisit its recommendations in several months. A motion to create a high school task force was unanimously approved. Although board members agreed in principle that a reasonable timeframe to pursue a high school launch would be one year after a move into a permanent facility, there was some debate about whether to make a formal commitment to this timeline. Margaret Holder suggested that the school and the foundation needed a firm commitment from the board. Christian Nechyba stated that if financial realities forced the board to revise its timeline for high school implementation, a firm prior commitment from the board might lead the parents of students who would be affected by a change in plans to feel misled or betrayed by the board. Andy Kristianson stated that a commitment from the board on a high school timeline would not be enforceable in a legal sense. DJ Hill stated that most charter high schools run on a really tight margin. After this discussion, the board unanimously approved the following motion:

The target date for expansion to a high school program is one academic year after the Endeavor K-8 school takes occupancy of its permanent facility.

### **Curriculum Update**

**Christi Whiteside**

Christi Whiteside provided a curriculum update. The food drive achieved more than twice its goal. About 2700 books had been collected in this year's book drive, which also exceeded

the set goal. There has been an emphasis on service led by the student council. The Pennies for Haiti drive is an example of this service emphasis. The upper grades had a "sabotage other classes" twist to the fundraiser, which has been effective in promoting student interest. A number of middle school electives had been launched. The Burning Coal Theater had been leased for a school production. PAWS has funded another cultural arts performance ("Hollie's Harps"). Students will get to play mini-harps themselves. The school is still looking for a music substitute teacher during Mrs. Scott's maternity leave. The middle school Spanish position, which will be the third eighth grade teaching position for next year, has been posted. The sibling lottery will be held this coming Thursday at 5 pm. Open houses are scheduled for the next two Saturdays. After the sibling lottery, it is estimated that there will be six openings in kindergarten. There will unfortunately not be enough second grade positions for siblings of all current students.

### **Closing**

### **DJ Hill**

DJ Hill announced that the stakeholders meeting times will alternate between Sundays on which the foundation meets and Mondays on which the board meets. DJ Hill adjourned the board meeting at 9 pm.

## **APPENDIX A:**

### **Staff Grievance Policy**

*Revised January 2010*

1. It is the policy of Endeavor Charter School to provide an effective and acceptable means for Endeavor staff members to bring problems and complaints concerning their employment to the attention of the administration and/or the Board of Directors.
2. For the purpose of this policy, a "grievance" is any complaint or conflict over an alleged violation of an approved personnel policy, procedure or practice, or applicable law,

including but not limited to harassment or discrimination. For any issues regarding the reporting of Fraudulent or Dishonest Conduct, or Illegal Conduct, please see the Endeavor Charter School Whistleblower Policy.

3. Grievances should be brought to the Director in writing in a timely, professional manner. Such grievances should be logged and addressed in a timely manner by the Director, as required by the applicable Endeavor personnel policy, procedure or practice, or applicable law.
4. If the staff member believes that a grievance should not be brought to the Director because the Director may have a conflict of interest in addressing the grievance or the staff member otherwise feels uncomfortable, the staff member may bring the grievance in writing directly to a member of the Personnel Committee of the Board of Directors. Any grievance received by any member of the Personnel Committee should be logged and addressed in a timely manner, as required by the applicable Endeavor personnel policy, procedure or practice, or applicable law. These corrective steps may be undertaken by the Personnel Committee as a whole, or if necessary by the full Board of Directors.
5. It is the policy of Endeavor Charter School that any grievance received by the Director or the Personnel Committee that involves the actual or potential violation of any applicable state or federal law shall be brought to the immediate attention of the full Board of Directors.
6. If the Director is presented with a grievance in which he believes he has a conflict of interest, he should bring that grievance directly to the Personnel Committee of the Board of Directors to be addressed as set forth in Paragraph No. 5 above.
7. If a staff member believes that a grievance presented to the Director was not resolved in a satisfactory manner, he or she may appeal the Director's decision to the Personnel Committee. Such an appeal should be presented in writing to a member of the Personnel Committee within 30 days of the Director's decision. The Personnel Committee will respond to the appeal in a timely manner, and will communicate that response in writing to both the Director and the staff member presenting the grievance.
8. If a staff member believes that a grievance presented to the Personnel Committee was not resolved in a satisfactory manner, he or she may appeal the Personnel Committee's decision to the full Board of Directors. Such an appeal should be presented in writing to the Chairman within 30 days of the Personnel Committee's decision. The Board of Directors will respond to the appeal in a timely manner, and will communicate that response in writing to the staff member presenting the grievance.
9. The Whistleblower Protection set forth in the Endeavor Charter School Whistleblower Policy is incorporated into this Grievance Policy as if fully set forth herein. As such, Endeavor Charter School, its administration, its employees, and members of the Board of Directors will not retaliate against any staff member who reports any violation of state or federal law. "Retaliation" means materially and adversely altering the terms and conditions of the staff member's employment. Staff members who believe that they have been retaliated against should notify the Director or any member of the Board of Directors in writing.

10. Grievances will be kept confidential to the extent possible. It is typically necessary, however, to disclose some grievance information to individuals in order to investigate or remediate the concerns raised by the grievance. Endeavor Charter School takes very seriously its obligation to investigate any grievances raising any issues of federal or state law, and confidentiality concerns cannot prevent the school from meeting our investigation obligations.
11. Nothing in this policy is intended to or does prohibit any staff member from exercising his or her rights under federal or state laws.
12. Members of the Personnel Committee for the current academic year who should be presented with grievances as described above are:

Andrew Kristianson: [akristianson@endeavorcharter.com](mailto:akristianson@endeavorcharter.com)

Christian Nechyba: [cnechyba@endeavorcharter.com](mailto:cnechyba@endeavorcharter.com)

Margaret Holder: [mholder@endeavorcharter.com](mailto:mholder@endeavorcharter.com)

If you have any questions or concerns, please feel to contact us, the Director, or any other board member at any time.

## **APPENDIX B:**

### **Paid Time Off and Unpaid Family Medical Leave Policy**

*Revised January 2010*

The Board of Directors at Endeavor Charter School hereby adopts the following policy regarding paid time off and extended leave from Endeavor.



- (1) This policy shall govern paid time off requests only from full-time faculty and staff. Paid Time Off requests from part-time faculty and staff shall be addressed on a case-by-case basis, and leave availability shall be in the sole discretion of the Director.
- (2) All full-time faculty and staff shall be granted 6 full Paid Time Off days per semester, or one-half academic year. Notice of desired leave time shall be given to the Director or his designee with 30 calendar days advance notice when the need to take time off is reasonably foreseeable. When such need is not foreseeable, notice should be given as soon as practicable to the Director or his designee. An employee must be present for a minimum of 50% of the school day or teacher workday, or the employee shall be considered absent from work for the day. This policy does not distinguish between Paid Time Off days taken for medical, personal, or any other reasons.
- (3) An employee may accrue a total of up to 20 unused Paid Time Off days. Paid Time Off days above a total of 20 days that have accrued may be taken only during the semester during which they are earned. Paid Time Off days must be taken in half-day or whole-day increments.
- (4) Due to the high value we place on our faculty and staff, Endeavor will provide all faculty and staff who have been employed at the school for at least 12 months with Unpaid Family Medical Leave. Employees who have been with Endeavor for less than 12 months at the time a need for Unpaid Family Medical Leave arises will be dealt with on a case-by-case basis.
- (5) Unpaid Family Medical Leave includes the following:
  - a. Any full-time employee is entitled to 12 total weeks of leave every 365 days for any one or more of the following reasons (day 1 is the day leave commences):
    - i. The birth of a son or daughter, and to care for the newborn child
    - ii. The placement with the employee of a child for adoption or foster care, to care for the newly placed child
    - iii. To care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition

- iv. When the employee is unable to work because of a serious health condition
- b. A “serious health condition” is defined by any illness, injury, impairment, or physical or mental condition that involves:
- i. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility.
  - ii. A period of incapacity requiring absence of more than 3 calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider.
  - iii. Any period of incapacity due to pregnancy, or for prenatal care
  - iv. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective.
  - v. Any absences to receive multiple treatments, e.g. chemotherapy or infusion therapy (including any period of recovery) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated.
- c. Endeavor Charter School reserves the right to request a physician’s note prior to granting Unpaid family Medical Leave for a serious health condition of the employee or the employee’s immediate family member. If such a request is made, the employee has 15 calendar days from the date that leave is requested to obtain the physician’s note.
- d. Endeavor Charter School will maintain group health insurance coverage, including family coverage, for an employee on Unpaid Family Medical Leave on the same terms as if the employee continued to work, as long as the conditions for leave required in this policy are met and the leave does not exceed 12 total weeks per 365 days.
- e. Upon return from Unpaid Family Medical Leave, Endeavor Charter school will restore an employee to his/her original job, or a similar job.

- f. Endeavor Charter School requires 30-day advance notice of the need to take Unpaid Family Medical Leave when that need is foreseeable, or as soon as practicable when the need to take such leave is not foreseeable.
  - g. Any faculty or staff member shall have the right to use accrued paid leave at any point during their Unpaid Family Medical Leave. The Director reserves that right to require the use of accrued paid leave simultaneously with Unpaid Family Medical Leave. Thus, the employee would be compensated during time off of work, but would also use unpaid leave days.
  - h. Endeavor Charter School reserves the right to count workers' compensation leave against an employee's Unpaid Family Medical Leave total. This policy does not enumerate the procedures governing workers' compensation leave, but Endeavor Charter School will abide by all laws governing workers' compensation leave in the State of North Carolina.
- (6) Employee absence due to jury duty or court appearance under subpoena shall not be counted against an employee's Paid Time Off or Unpaid Family Medical Leave. All employees shall maintain their salary during jury duty or mandated court appearances, minus any necessary substitute pay deduction as deemed appropriate by the Director. Whenever possible and appropriate, the employee shall submit adequate lesson plans to cover the period of his/her absence.
- (7) An employee may continue to accrue Paid Time Off days during any leave taken due to jury duty, court subpoena, public health exclusion, workers' compensation or active duty training for the U.S. Armed Forces or National Guard.
- (8) When the director of the county health department, in order to control the spread of a contagious disease or to protect the health of the employee, orders an employee to leave his/her work environment, the Director shall place the employee on Paid Time Off, minus a substitute pay deduction as deemed appropriate by the Director, for a period of time to be determined by the medical subcommittee of the Board of Directors in consultation with relevant public health authorities. Such paid leave shall not be counted towards an employee's Paid Time Off or Unpaid Family Medical Leave.

- (9) If the Director of Endeavor Charter School or the Board of Directors finds it necessary and appropriate to suspend an employee (with or without pay, as deemed appropriate) for a period of up to 90 days, such suspension shall not count toward an employee's Paid Time Off or Unpaid Family Medical Leave.
- (10) Leave with pay, minus substitute pay deduction as deemed appropriate by the Director, shall be granted to the reserve components for the U.S. Armed Forces or National Guard for periods of active duty training for up to 15 days per school year. Such leave shall not be counted against an employee's Paid Time Off days or extended leave as defined by this Unpaid Family Medical Leave Policy ¶¶ 5(a) i-iv. Procedures governing extended leave for active military deployment shall be guided by applicable federal and state law. Endeavor Charter School shall abide by its responsibilities under the Uniformed Services Employment and Reemployment Rights Act of 1994 and other applicable federal laws.
- (11) Any employee may, with approval and at the discretion of the Director of Endeavor Charter School, donate Paid Time Off days to any other employee at Endeavor Charter School during a period of unpaid extended leave. The Director reserves the right to deny such a donation if it is not felt to be in the best interests of the school.
- (12) A bona fide effort has been made to create this policy in accordance with federal, state and local law. If any portion of this policy unintentionally conflicts with such law, then the mandates of such law take precedence and are fully supported by the Board of Directors.
- (13) The Board of Directors reserves the right to amend and revise this policy in the future. Any revisions shall not be retroactive in nature, and every effort will be made to notify all employees if such revisions are made.
- (14) Any grievances relating to this policy shall be submitted in writing to the Director of Endeavor Charter School. The Director shall provide a timely written response to the grievance. Any decision made by the Director may be appealed to the Board of Directors, which shall provide a written response within 30 days of the appeal.