



Endeavor Board Meeting Minutes: June 6, 2011

Call to Order:

Lisa Springle called to order the regular meeting of the Endeavor Charter School Board of Directors at 7 pm in Endeavor's multi-purpose room. Although there would be no regular board meeting in July, another board meeting to address the coming year's budget would likely be held in the near future, and a special meeting with the Endeavor foundation might be held if necessary.

Present:

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

Brief Updates:

Treasurer's Report:

Margaret Holder provided the treasurer's report. A surplus of about \$250 - \$270,000 was projected for the 2010-11 school year. Bank balances as of 6/6/2011 were as follows: Regions Bank: \$225,775.70; Harrington Bank: \$225,000.00; Bank of America: \$202,559.18; First Citizen's Bank: \$455,004.04. Despite this year's surplus, the state would likely cut revenues for all North Carolina schools again, perhaps by as much as 6.5%, for the coming school year.

Directors Report:

Steve McAdams reported on the new faculty joining Endeavor for the next year.

403b Task Force Report:

Helen Harris reviewed the school's new 403b plan, which provided teachers with an additional resource for retirement planning. Anyone on staff can participate in the plan, which would be administered through Prudential plan. Costs to administer the plan are less than 1%. The maximum allowable contribution is \$16,500 per year; the minimum contribution is \$25. Helen Harris proposed the following motion: "Whereas, the Endeavor Charter School Board of Directors wishes to provide a qualified defined contribution plan to the employees of Endeavor Charter School. And whereas, the State of North Carolina has established the Supplemental Retirement Income Plan of North Carolina, a qualified governmental defined contribution plan under the Internal Revenue Code § 401(k) for members of the North Carolina Retirement Systems. Therefore, be it resolved that the Endeavor Charter School Board of Directors has adopted the Supplemental Retirement Income Plan of North Carolina also known as NC 401(k) under the terms of the Plan Document and the Third-

Party Administrator Agreement. All employees shall become eligible to defer compensation immediately with membership in the North Carolina Teachers' and State Employees' Retirement System." Christian Nechyba seconded the motion. The motion was unanimously approved. The plan would be available at the beginning of the coming school year.

Teacher Performance Management Process:

Maija McAdams reviewed the teacher performance management proposal (Appendix A). The administration and staff believe that the new observation tool from the state provided one year ago did not meet the needs of reviewing what was going on in classroom. Alicia Rogerson reviewed the professional development plans and goals process. The process of goal-setting for PDP's, the directed action plan process, and professional development were reviewed. Lisa Bolton reviewed the observation and conference process for ILT's and career status teachers. Robin Thoman reviewed the summary evaluation process. Maija McAdams reviewed the use of intent forms and the contract renewal process. Jim Dotson stated that the goal of this process was to have clarity for whole community around performance management. The board discussed the timeline between implementation of a directed action plan and a contract renewal decision, and the role of the director, the curriculum coordinators, the teaching services coordinator, and mentors in the review process. The performance management process would be reassessed in January 2012.

Board Elections:

Andy Kristianson stated that four board terms ended at the conclusion of the 2010-11 school year: two 3-year terms for Christian Nechyba and DJ Hill, and two 2-year terms for Steve McAdams and Christine Northrup. Andy Kristianson moved for the election of DJ Hill to a new 3-year term on the board beginning at the start of the 2011-12 school year and ending at the termination of the 2013-14 school year. Christian Nechyba seconded the motion. The motion was unanimously approved, with an abstention from DJ Hill. Andy Kristianson moved for the election of Christian Nechyba to a new 3-year term on the board beginning at the start of the 2011-12 school year and ending at the termination of the 2013-14 school year. DJ Hill seconded the motion. The motion was unanimously approved, with an abstention from Christian Nechyba. Andy Kristianson moved for the election of Steve McAdams to a new 2-year term as administrative representative on the board beginning at the start of the 2011-12 school year and ending at the termination of the 2012-13 school year. Lisa Springle seconded the motion. The motion was unanimously approved, with an abstention from Steve McAdams. Andy Kristianson moved for the election of Christine Northrup to a new 2-year term on the board beginning at the start of the 2011-12 school year and ending at the termination of the 2012-13 school year. Margaret Holder seconded the motion. The motion was unanimously approved, with an abstention from Christine Northrup.

Board Volunteer Disclosure Discussion:

Andy Kristianson stated that a public body is subject to the public records act, with the exception of materials that are protected under the law. A request was made after the last board meeting for the raw data from teacher and parent surveys. Information, which may not be publically disclosed, including information related to individual personnel performance and parent and student names and information, has been redacted from both survey sets. Information pertaining to volunteer records, which includes specifically records pertaining to the volunteers serving on the board of directors, may also be redacted. However, local boards of education can authorize the release of this volunteer information if inspection of board of director volunteer files is essential to maintaining the integrity of a local board of education. Andy Kristianson moved for a determination that the release of the survey data specific to the board of directors to the extent that it qualifies as a volunteer file

pursuant to state law should be released in response to the public records request to maintain the integrity of the ECS board. Margaret Holder seconded the motion. Andy Kristianson, Helen Harris, Christine Northrup, Larry Woolard, Margaret Holder, and Lisa Springle voted in favor of the motion. Steve McAdams, DJ Hill, and Christian Nechyba voted against the motion. The motion was approved.

Minutes:

Christian Nechyba moved for approval of minutes from the May general board meeting. Lisa Springle seconded the motion. The motion was unanimously approved. Christian Nechyba also recommended against appending minutes from the December special board meeting with individual public comment because the board's DPI liaison recommended against including individual public comments in board minutes. As the original public comments in question were not currently available to the board, the board did not take any further action on this question at this time.

Personnel Topics:

Christian Nechyba moved that the board go into closed session to discuss personnel topics, in accordance with statute 143.318.11 (a) (6). Andy Kristianson seconded the motion. The motion was unanimously approved. The board went into closed session at 9 pm. The board returned to open session at 9:50 pm.

Budget Review:

The board would likely not get to the approval of a final balanced budget this evening, but would schedule another special meeting in the near future in order to be able to submit a balanced budget to DPI by June 30. The board was currently working with two preliminary budgets; the first included a plan for a 6.5% reversion in state funding and the expiration of a large federal grant, and the second assumed no reversion of state funding. Both preliminary budgets currently projected a deficit, and the board would continue to work through these budgets until a balanced budget proposal was achieved and approved. The priority of the board in budget discussions was to maintain the educational integrity of the K-8 program. The board discussed whether carrying costs for a potential land purchase in the coming school year should be included in this budget, whether the addition of students should be considered, and whether staffing changes should be considered in order to achieve a balanced budget. Specific cuts in many other budget line items, including technology, educational supplies, and volunteer background checks, were being considered, and PAWS was providing assistance in supporting some technology budget line items for the coming year. New teacher laptops would be purchased as a capital expense from this year's budget surplus.

Public Comments:

Tamara Santana spoke in support of including land carrying costs in next year's budget, and suggested a detailed letter from the board to the ECS community once a final budget has been approved.

Personal Topics:

Lisa Springle moved that the board go back into closed session to discuss personnel topics, in accordance with statute 143.318.11 (a) (6). Christian Nechyba seconded the motion. The motion was unanimously approved. The board went into closed session at 11:11 pm. The board returned to open session at 11:53 pm. Back into closed 11:11 pm.

Adjournment:

Lisa Springle adjourned the meeting at 11:53 pm.

Appendix A: DRAFT 2011-2012 Teacher Observation Process

The Observation Process Committee has suggested hiring a part-time or full-time administrator to oversee performance management and to remove performance management from the Curriculum Coordinator's job description. This idea is also supported by Director and Curriculum Coordinators. The board will help us reach this goal once we expand in the next few years. Until that time, the Director, Curriculum Coordinators, Teacher Services Coordinator, and mentors will continue to complete observations. The following plan will be put in place:

The Teacher Observation Process will encompass four important aspects:

- 1) Professional Development Plans and Opportunities (for all staff)
- 2) Observations and Conferences (only for staff who are working with students and certified)
- 3) Summary Evaluations (for all staff)
- 4) Contract Renewal

*This plan was written in a joint effort by the Observation Process Committee, Director and Curriculum Coordinators and the Board of Directors. All individuals have reviewed drafts of this process and have agreed to the final draft presented below. If you have questions about this process, please ask one of the people listed below.

Lisa Bolton

Ashley Brooks

Katie Piercy

Melissa Dougherty

Alicia Rogerson

Beth Gentile

Robin Thoman

Cindy Landwehr

Whitney Wallace

Maija McAdams

Christi Whiteside

Steve McAdams

Corrie Wiedmann

Christine Northrup

A special thanks to Jim Dotson for his assistance

I. Professional Development Plans and Opportunities

1. Writing Professional Development Plans

- a) Will take place during the workdays before each school year begins*
- b) Will be based on themes from subject/departmental focus areas, school academic goals, school initiatives, individual needs, etc; Suggestions will be provided on workdays that reflect these options.*
- c) Employees will write 4 goals and choose 2 of these goals on which to focus. If one or both of the goals is mastered before the end of the school year, the employee will be asked to begin developing one or both of the remaining goals.*

2. Levels of Professional Development Plans

- a) Individual - employees will choose their own goals, which may be approved by the Director and Curriculum Coordinators*
- b) Monitored (IL Ts, Renewal Years, those with 1 unsuccessful observation) - employee will work with their mentor and the Director to tweak and pick appropriate goals. After 2 successful observations, the employee will be moved to an individual plan.*
- c) Directed Action Plan (2 unsuccessful observations, job at risk) - The Director will pick goals. Employee will be observed weekly for progress and will be directed toward possible "experts" in house (see Section I.4.c) Goals do not need to be mastered before the end of the school year, but significant and documented evidence of growth must be made toward the goals in order to retain employment. Failure to show documented evidence of growth could result in the termination of employment after 6 months of being placed on the Directed Action Plan. Contract violations can result in immediate employment and do not require the school to wait 6 months. After 6 months, if goals have been mastered, the employee will be moved to an individual plan. If goals have shown significant and documented growth, the employee will be moved to a monitored plan.*

3. Purpose of Professional Development Plans

- a) To expand expertise in areas of strength (at least one of the four goals)*
- b) To improve in areas of difficulty (at least one of the four goals)*
- c) To use in conferences, mentor meetings, department meetings, faculty meetings, etc as a reference*

- d) To be included as part of the Director's, Curriculum Coordinators', mentor's or Teacher Services Coordinator's comments during observations*
- e) To serve as a performance management document for non-certified staff and staff not working with students*
- f) All employees will meet with Director and/or Curriculum Coordinators a minimum of 3 times annually to discuss the PDP (before the student school year begins, first semester, and second semester). The second semester PDP discussion may occur simultaneously with the Summary Evaluation.*
- g) PDP goals will be collected and listed in a notebook located in the Director's and Curriculum Coordinator's offices in order to share goals with other teachers so that groups may choose to work on goals as a group (Please note the type of PDP an individual is on will be confidential).*

4. Professional Development

- a) Will be offered annually in-house to align with school's academic goals*
- b) Funds made available to individuals to seek opportunities off campus based on board's budget (currently \$350 per full-time, certified staff member per year)*
- c) Collaboration between employees is expected, even if it is informal. A list of teachers who have volunteered themselves to provide guidance and expertise in various skills and subject areas will be available in the Director's and Curriculum Coordinators' offices and can be viewed at any time for anyone who wants assistance (Individual PDPs, Monitored PDPs, Directed Action Plans).*

II. Observations and Conference

1. Observations Process

- a) Observations for all teachers will use Endeavor's Observation Form.*
- b) Formal observations will occur a minimum of once per year.*
- c) Additional observations beyond the below requirements can be requested by teacher or given by the Director, Curriculum Coordinators, mentors, Teacher Services Coordinator or peers at any time. This does not necessarily indicate that there is a problem within the classroom. Multiple observations or visits are preferred so that the Director and Curriculum Coordinators can help continued staff growth.*

- d) *Formal observations (at least 45 min) will be followed by a conference and PDP check-in. Informal observations (20 - 44min) do not require conference, but the teacher or observer can request one.*
- e) *A visit (less than 20 minutes) is not considered an observation and will receive no written feedback. If Director and Curriculum Coordinators is co-teaching or "pushing in" to work with students, it is not considered an observation and will receive no written feedback. If a problem was noticed, the employee will be contacted that day via email to discuss.*
- f) *The first observation will always be formal and announced, subsequent observations can be announced or unannounced as well as formal or informal. However, visits may occur prior to the first observation. The focus of formal and informal observations will be on the PDP.*
- g) *All observations will be marked as successful or unsuccessful.*
- h) *One unsuccessful observation will require the employee to be moved to a Monitored PDP (if the employee is not already there).*
- i) *Two consecutive unsuccessful observations will require the employee to move to a Directed Action Plan (if the employee is not already there) and will require the Director to notify the Board of Directors that an Action Plan has been assigned to the individual.*
- j) *All observations will be signed by an administrator (or mentor) and the teacher. The document will then be copied so that the observer and teacher can each have a copy. The teacher will then receive the paper copy for his or her records.*

2. Teachers in ILT Years (Years 1, 2 and 3 of a valid SP I license)

- a) *IL Ts will follow the observation process listed in Section II.1 above, and will receive, at minimum, a formal observation once per quarter. The Director will observe 2nd and 4th quarters, the mentor will observe 1st quarter, and the Teacher Services Coordinator will observe 3^d quarter.*
- b) *IL Ts will also be evaluated simultaneously using the State Evaluation Rubric, and IL Ts will be required to input a self-evaluation and their PDP into the state's online observation system. The State Rubric will be entered into the system by mentors and administrators. A Final Summary Assessment will be completed at the end of each year by the Director using the online evaluation system.*

3. Career Status Teachers in Renewal Years (Year 5 of a valid SPII license) or other Monitored PDPs

a) Career status teachers in renewal years will follow the observation process listed in Section II.1 above, and will receive, at minimum, a formal observation twice first semester and once second semester. The Director will observe once each semester and a Curriculum Coordinator will observe once first semester during a class period that is not aligned with his/her subject areas.

4. Career Status Teacher in Non-Renewal Years (Years 1, 2, 3 and 4 of a valid SPII license)

a) Career status teachers in non-renewal years will follow the observation process listed in Section II.1 above, and will receive, at minimum, a formal observation once per year by the Director.

5. Non-certified staff or Staff Members Not Working With Students

a) These individuals will receive one PDP conference first semester before the Summary Evaluation.

III. Summary Evaluations

1. Purpose

- a) To provide an overall view of the school year and progress on the PDP*
- b) To provide required documentation for ILTs to send to DPI for license renewal*

2. Process

- a) During the conference following the last formal observation of the year, employees will complete, with the Director, the Development Summary Page of the PDP.*
- b) An ILT will also complete the state's online Summary Evaluation Form with the Director.*

IV. Contract Renewal

1. Request Forms

- a) Request forms will be distributed during 3rd quarter and do not guarantee employment or specific jobs titles.*
- b) Employees may request to remain in their current position, change positions within the school, indicate they do not plan to return, or select a combination of these options.*
- c) Currently employed staff members may request and may be moved, upon the discretion of Director and Curriculum Coordinators, to any current positions that are vacated by other staff members or any positions that are the result of an expansion of a grade level or department currently in existence (i.e., the school expands and one teacher is added at grades K-8). Currently employees can be moved to these types of positions rather than these positions being made open to the public; therefore, employees are highly encouraged to indicate any and all of their interests on Request Forms. Before filling any "in-house" positions, an email will be sent announcing open positions. If you are interested in an open position and have not indicated this on your preference form, please contact the Director immediately so you may also be considered.*

d) Positions that are new positions to the school (not a teaching or TA position that is the result of an expansion) must be posted on the website for a minimum of two weeks, although currently employed staff members are welcome to apply and indicate interest on their Request Form.

2. Contracts

a) Each employee will receive one of the following by ? from the Board of Directors:

- (1) An Intent to Hire Form indicates position and grade level for which the employee will receive a contract later in the year. Specific positions offered each year are at the discretion of Director and Curriculum Coordinators and may or may not reflect the preferences made on Request Forms.
- (2) A Letter of Notice indicates that the timeline for a Directed Action Plan has not expired and not enough progress has been made to determine if the employee will be re-hired or have employment terminated.
- (3) A Letter of Termination indicates that employment will be terminated upon the conclusion of the current school year (please note that contract termination can occur before this time based on Section I.2.c).

b) Actual contracts will be handed out prior to the last day of school after approval from the Board of Directors.