

INVEST Collegiate Consortium, Inc.
d/b/a INVEST COLLEGIATE – Transform
and
d/b/a INVEST COLLEGIATE – Imagine

Board of Directors

OPEN MEETING MINUTES

Meeting Date: April 21, 2016 6:30pm,

Location: Invest Collegiate Transform

Directors Present: Linda Comer, Patricia Robinson, Dr. Eddie Hoover, Debra Frazier, Megan Medley

Directors Absent: Carolyn Smith

Others Present: Dr. Thomas Miller, executive director

- **6:30pm** Linda Comer calls the meeting to order. Welcome to all board members and advisory members present.
- **Agenda**
 - **Motion** by Megan to approve agenda. Second by Debra.
 - **Vote**
 - Unanimous approval, motion carried
- **Meeting Minutes**
 - **Motion** by Dr. Hoover to approve meeting minutes from March 10, open and closed minutes and March 16, emergency open meeting. Second by Debra.
 - **No discussion.**
 - **Vote**
 - Unanimous approval. Motion carried.
- **Public Comment**
 - Community members make public comment
 - Concerns include consistency in classroom, teacher follow-through, consistency in uniform policy an discipline; desire to reestablish the arts programs
- **ICT Updates and Head of School Report**
 - **Enrollment**
 - Will have firms numbers by next week; can send a report by next Friday
 - Marketing strategies
 - Sent 1000 mailers

- Parent focus group meetings
- Open house
- Getting to local preschools and government buildings
- Look to K-5 charters
- **Discipline**
 - No current data, but will follow up
 - PBIS—positive behavioral program
 - Dojo system—allows parents to be involved and support what is happening in the classroom; point system that students earn
 - Middle school—collegiate cash; earn points for leadership behaviors
 - Student of the week
 - Patricia asks for a copy of the discipline policy
- **Academics**
 - K-2 and 3-5 analysis of performance on benchmarks
 - Hired consultant to help implement core knowledge curriculum
 - Lesson plans are due every two weeks—used in teacher observations
 - Board receives copy of the observation guide
 - Linda adds that she wants to see curriculum at the beginning of the school year
 - Implement Saturday academy to help students that are behind
 - Need to communicate benchmark data to the parents
- **Operations**
 - Alex Hayes has taken over a role as director of operations/finances
 - Ms. Lulilka has been teaching 4-8 music
- **Professional Development**
 - Focus on professional development during faculty meetings—on using data, feedback; looking into professional development during the school week for teachers—behavior management, classroom management, teachers
- **Parent Meetings**
 - Held 3 focus groups—over 50 parents; good insight about communication, lack of college prep atmosphere; consistency—have followed up with individual meetings and with teachers
 - Last Thursday of the month at 8:00am
- **Personnel**
 - **Closed Session**
 - *NC General Statute 143-318.11(a): A public body may close a session for the following purpose: to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or of a proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other*

materials terms of an employment contract or a proposed employment contract.

- **Motion** by Patricia that the board enter into closed session to discuss a personnel matter. Second by Dr. Hoover
- **Vote**
 - Unanimous approval. Motion carried.

➤ **Personnel Action**

- Linda Comer states: We received a letter of resignation from Dr. Antoinette Ellison. Regrettably, we have accepted that resignation. We extend to her the very best in her future endeavors. I thank her for the dedication that she has demonstrated to Invest Collegiate Transform. She has served the school, staff, children, and parents for three years and we must give her credit for the work that she has done at the school.
- Dr. Miller will be the interim acting Head of School for the remainder of this year. Mr. Young will assist in that role as Head of School. Ms. McKinny will also be here to assist as a consultant.
- This is an opportunity for a new beginning and fresh start. I think that we can prevail in our work and we want our children to be educated and safe.
- We need leadership at the top and leadership from our teachers. For next school year, so that we can have the best and brightest teachers, we will not offer contracts to anyone; teachers need to interview for those positions.
- We will be working immediately a search committee to locate a new head of school.

➤ **Personnel**

- We have a new K-2 music teacher. Megan asks about her expired license. Dr. Miller says we are ok with our percentages for teacher licensure.
- **Motion** by Patricia Robinson that we accept the contract of Jacqueline Kelly as K-2 music teacher. Second by Dr. Hoover.
- **Vote**
 - Unanimous approval. Motion carried.

➤ **Calendar**

- **Motion** by Patricia Robinson to approve the first day of school as August 8 as part of the 2016-2017 calendar. Second by Debra Frazier.
- **Vote**
 - Unanimous approval. Motion carried.

➤ **ICT Finance Report**

- Dr. Miller distributes 2016 Surplus & cash, cash on hand, and current budget
- He states that we are still going to finish the year on a positive note
- April expenses will be higher because we will be paying out vacation days and we also want to pay Mr. Young a stipend of \$5,000 for April and June

- Non-recurring expenses was high this month for testing for students with disabilities
- In June, we will not have enough money to meet expenses—we need to do some careful planning to figure this out.
- If we didn't have phase 2 debt, we would have cut out \$350,000 of carry-over debt from last year
- We need to find ways to bring extra revenue in and are putting together a development strategy—Alex , Debra, Tom, and Dr. Hoover are working on this. Debra and Alex are working on devising the brochure and have come up with a list of corporations and individuals to schedule meetings with.
- On April 27th investors will be here at 8:30am to tour campus
- New employees may be put on 11 month pay schedule and be paid in August
- We have had some vandalism of the property—may need to extend the fence—we have a no-maintenance lease
- **Motion** by Patricia approve a stipend for Mr. Young in the amount of \$5,000 to be paid in April and June. Second by Dr. Hoover.
- **Discussion:** This can be paid at whatever date is best
- **Vote**
 - Unanimous approval. Motion carried.

➤ **Executive Director Report**

- Head of school search committee; create a job posting for a Leadership position
- Requirement for teachers moving forward—teachers will have to do mock lessons in the environment
- Asheville meeting in May—12; meet earlier to discuss Head of School search and vote on calendar, discuss benchmarks
- Discussion of projected enrollment

➤ **Adjournment**

- **Motion** by Debra to adjourn. Second by Megan.
- **Vote**
 - Unanimous approval. Motion carried.

Respectfully submitted by Patricia Robinson, board secretary