

EVERGREEN BOARD OF DIRECTORS
December Meeting Minutes
December 15th, 2016 – 5:30 P.M.

Board members present: Susan Mertz, Sam McLamb, Mark deVerges, Brian Davis, Kevin Kopp, Murph Doty, Stephanie Hellert, Teresa Showman, Dan Leroy, Michael Follo, Lori Hilliard, Lynn Player, Fynn Crooks. Doty left at 6:35.

Board members absent: Eric Howard, Erica Anderson, Brittany Keeler

Guests: Kathy Norris, Jen Watkins, Cameron Brantley. Gordon Simmons arrived at 5:40. Justin Arnall arrived at 6:30.

Leroy called the meeting to order at 5:33 p.m. and read the Evergreen Mission Statement and Board Norms.

1) VISITORS

Kathy Norris, Jen Watkins, Cameron Brantley were recognized as visitors.

2) MINUTES

Minutes from November 2016 Board Meeting.

“Items for November Agenda” should read “Items for December Agenda.” Correction was made.

Kopp moved to approve minutes, Davis seconded.

Staff vote: Showman was in favor, Crooks and Player abstained.

Mertz, McLamb, deVerges, Davis, Kopp, Doty, Hellert, voted in favor; Leroy, Follo, Hilliard abstained.

Motion carried.

3) TREASURER’S REPORT

a) October YTD and Budget Relocation

b) November YTD

Staff poll on YTD October and November: Unanimously in favor.

Board vote: Unanimously in favor, motion carried.

c) 2016-2017 Adjusted Budget

Allotment per student was a little lower than we were hoping for. Our overall revenue was still greater than initial projections by \$50,000, but we had expected it to be greater still. Salaries were higher than expected. Some money has been reallocated from the “Unforeseen” expense line to items that are now known. It’s a good thing that we set aside the 2% for unforeseen expenses, otherwise we would have been forced to dip into the contingency fund.

Staff poll on revised budget: Unanimously in favor.

Board vote: McLamb, deVerges, Davis, Kopp, Doty, Hellert, Leroy, Follo, Hilliard, in favor; Mertz abstained. Motion carried.

d) 2015-2016 Year-End Audit

We are awaiting final, approved numbers from the state. In the meantime, Evergreen appears to be financially strong according to the following numbers:

- The school’s assets and deferred outflows exceeded its liabilities and deferred inflows at the close of the fiscal year by \$1,642, 083.
- The school’s total net position increased by \$367,026.
- The school’s governmental funds reported combined ending fund balances of \$988, 108.
- The school’s total debt decreased by \$90,136.

Staff poll on approving the audit: Unanimously in favor.

Board vote: Unanimously in favor, motion carried.

4) CORRESPONDENCES RECEIVED

None.

5) CELEBRATIONS OF SUCCESS

Crooks reports that the 4th grade gingerbread houses are awesome, both in culinary and mathematical terms. Mertz lauded the 7th grade's redrawing of the world map according to attributes such as wealth, cell phone use, etc. Redrawn world map was displayed at EL conference, was chosen as best of best to be shown on EL website.

6) ACTION ITEMS

a) Budget Surplus

Finance would like to release up to \$50,000 from contingency funds for additional support services or staff bonuses, at discretion of administration.

Leroy, Showman, Crooks, Mertz, and Player recused themselves and did not participate in discussion. Follo facilitated this portion of the meeting.

Follo wondered how much is likely to be spent in each of the two areas (support services and staff bonuses); deVerges cited previous year's \$35,000 on staff bonuses, anticipated something similar for this year.

McLamb wondered if this money should be spent bumping some associates back up to full time; deVerges said that the committee hesitated to bump up staff members' hours before we could commit to making the change permanent. DeVerges cited other personnel priorities, such as a guidance counselor for younger grades, as another consideration for allocation of permanent funds in the future.

Simmons clarified that this would be new money coming in that is not currently on spreadsheet; it would not carve a hole in what we have just approved.

In response to Follo's request for clarification on how specific the board was requested to be as to exactly how the money would be spent; it was reiterated that the details would be at the discretion of the administration. Mertz reported that last year the state gave \$35,000 to be spent on bonuses, which Evergreen distributed in a tiered pattern.

Motion to approve from Finance.

No staff poll due to subject matter of motion.

Kopp, Follo, Hilliard, Hellert, Doty, Davis, McLamb, and deVerges voted in favor, Mertz and Leroy abstained. Motion carried.

b) Slate of Officers:

Sam McLamb as President

Erica Anderson as Vice-President

Mark deVerges as Treasurer

Stephanie Hellert as Secretary

Kopp asked if anyone else would like to nominate someone or be nominated for any of the positions. No one volunteered.

Motion to approve from Nominating and Evaluating.

Staff poll: Crooks and Showman were in favor.

Follo, Kopp, Hilliard, Doty, Davis, Leroy, Mertz voted in favor, McLamb, deVerges, and Hellert abstained. Motion carried.

c) Revised Lottery Process

Mertz reported that Evergreen's Student Services Director, Sarah Hartnett, brought research and the request to make Evergreen's lottery process more accessible, particularly to families with minimal computer access, as well as less staff time-intensive. Mertz requested board approval of using the computer-run lottery system SchoolMint.

Pluses include the following:

Ease of applying for parents, can be done via cell phone. If parents have questions about application process, SchoolMint can answer them, rather than the school's having to devote staff time to do so. Allows potential parents to keep track of where they are on the waiting list without taking staff time. Also allows parents to fill out forms remotely, removes data entry task for ECCS employees. Interfaces with PowerSchool. Other NC charter schools already use it. We can maintain the community touch point of all applicants showing up when the button is pushed to begin the lottery, and can still have an elected official push the button that puts it in motion.

The cost breakdown includes the following:

\$6 per enrolled student (unlimited # of applicants; 444 students) - This covers the application/lottery/offer/waitlist, registration, voice calls, and Forms.

\$1500 first year only set-up, implementation and training

\$2000 annual fixed cost

Davis and Kopp wondered how much SchoolMint will save/cost us relative to what we currently spend; it is difficult to estimate the answer, because the person who does this work as part of her job is salaried, and there is additional summer help hired to help her. SchoolMint would eliminate the need for the extra summer help, and would allow the Student Services Director to focus on other tasks.

Follo pointed out that there are other benefits of greater accessibility to community. DeVerges wondered if SchoolMint has the capacity to do a weighted lottery if our policies were one day to change; it does. McLamb wondered who would handle lost password problems, etc; either Evergreen or SchoolMint could do it. Davis asked about the length of the contract; Mertz clarified that the per-year cost is the same whether we sign a one-year or three-year contract. The set-up will take time the first year, but will be a one-time set-up, and will still require less time than we currently spend on the process. Showman wondered if this process will decrease facetime and community feel; it was acknowledged that it could do that, but our goal is to improve the quality of our facetime by steering it away from mere filling out forms and toward more quality human interaction.

DeVerges acknowledged that as a parent, the comforting physical, tangible aspect of seeing the lottery take place will be lost, and parents will simply have to trust the computers. Fortunately, all changes made in the system are tracked, so if human error is ever at fault, it can be found and fixed. The algorithm is purely mathematical and random, applicants are assigned numbers and sub-numbers. Hilliard likes the transparency of the accessible waiting list, so parents can easily track it online. Many voices were concerned with how to maintain the magic for the 15-20 people who show up to watch the lottery, and had many ideas as to how the school would find new ways to keep the magic alive.

The proposed revised Lottery Process:

The Lottery Process - revised

The lottery will be conducted in the following manner:

- 1. The lottery will take place in April and the time and place will be posted on our website by April 1st. All applicants have the right to be present and witness the lottery.**
- 2. Applicants will be able to verify that their name is in the applicant list prior to the lottery and to verify the correct grade for which they are applying via the enrollment program website or by contacting the school between January 1 and March 31.**

3. **The lottery will be initiated and activated by an independent Certified Public Account or by an elected official using an online enrollment program.**
4. **Lottery activation entails verification and affirmation that all applicants are included in the lottery. The online enrollment system will randomly select names in an unbiased and non-discriminatory manner - given the parameters for enrollment priority described in the school's Admissions Policy – and create an order of entry for all applicants.**
5. **The *order of entry* will determine the order in which openings will be filled in each grade. When a grade is full, the *order of entry* will form a waiting list.**

Mertz moved to approve revised lottery process using SchoolMint, Crooks seconded.

Staff poll: Unanimously in favor. Board vote: Unanimously in favor, motion carried.

c) Motion to hire:

i) Amber Beane, Part Time Health Teacher. Amber has a Masters degree in Health Education from East Carolina University, and has a BS in Public Health from UNCG. She is the co-owner of CrossFit Asheville and created the Iron Girls program to teach girls about health and wellness.

ii) Lee Ulrey, Part Time EverAfter Instructor. Lee has a Bachelor's degree in Cross Cultural Studies and Economic Theory from Warren Wilson College. She taught dance for 34 years at Asheville High School.

Mertz moved to hire Beane and Ulrey, Crooks seconded.

Staff poll: Unanimously in favor. Board vote: Unanimously in favor, motion carried.

7) DISCUSSION ITEMS

a) Retreat

Committees are asked to bring clarifying questions, updates, and changes to our strategic operating plan, as well as issues they would like assistance working on. Morning portion will be board members only, focusing on board culture, board norms, relationship-building.

Executive Committee will flesh out retreat agenda at January meeting. Meeting will begin at 9 a.m. and end at 4 p.m. Meeting will convene in the art room. Retreat will replace January board meeting.

8) COMMITTEE REPORTS

a) Finance

b) Development

McLamb and Follo queried what became of the matching funds idea from the board to encourage family donations: because of the quick turn-around of the request, the amount pledged by the board wasn't as impressive as hoped. Mertz acknowledges that we are going to have to extend our deadline past tomorrow in order to reach our goal of 100% and \$100,000. McLamb cited a relative dip in strategic efforts at fundraising relative to last year. Can we make a push with a reminder about annual giving and stock donations before the end of the fiscal year? Can we make a list of those who have made major gifts in the past so the board can call these donors and remind them? Board members are willing to help.

c) Board Staff Liaison Report

d) Development

e) Nominating & Evaluating

f) Facilities / Master Plan / Building

McLamb requested water line update, Justin Arnall outlined the plan to map them and consider more efficient routes so they are easier to fix if they should break. Simmons added that they're adding valves

to isolate middle school, elementary school, and gym, to isolate each portion of the school. Replacing all of the lines would be a huge undertaking. The installation of the lines seems to be at fault.

- g) Grievance
- h) School Improvement Team
- i) Executive
- j) Diversity
- k) Legislative Committee

9) ITEMS FOR NEXT MONTH'S AGENDA

Retreat will be next month, as we have discussed.

10) REFLECTION

DeVerges' kindergarten-aged son was upset when he realized that he would not be able to attend high school and college at Evergreen, and wrote a sweet letter to that effect.

Leroy's service as President and Follo's as Vice President were recognized by the board and much appreciated by all.

Showman invited everyone to come to school the next day for festivities, including the school band and caroling.

Meeting adjourned at 7:15

Respectfully submitted,
Stephanie Hellert

EVERGREEN BOARD OF DIRECTORS - BOARD PACKET December 15th, 2016 – 5:30 P.M.

Mission: Evergreen Community Charter School is a learning community committed to the pursuit of excellence in the holistic education of mind, body, and spirit. We prepare students for successful lifelong learning, social responsibility, environmental stewardship, and service. We value the voice of every member of our community.

The Evergreen Board of Directors agrees to follow these Board Norms:

- *I proactively seek and consider diverse voices, ideas and perspectives.*
- *I seek first to understand, then to be understood.*
- *I take care of myself, others, and the environment.*
- *I embrace a mindset that promotes my own and others' learning.*
- *I address conflict directly, productively, and with compassion.*
- *I seek opportunities to show gratitude and celebrate with colleagues.*

AGENDA:

Slate of officers

Revised budget for 2016

- | | |
|--|-------|
| 1) Visitor Recognition | 3 min |
| 2) Minutes from November (Requires Board Action) | 3 min |
| 3) Treasurer's Report | |
| a) October YTD and Budget Relocation (Requires board action) | |
| b) November YTD (Requires board action) | |
| c) YTD Pre-Accrual Budget (Requires board action) | 5 min |
| d) 2015-2016 Year-End Audit (Requires board action) | 5 min |
| 4) Correspondences Received | 0 min |
| 5) Celebrations of Success | 5 min |

- | | |
|--|--------------|
| 6) Action Items | 35 min total |
| a) Budget Surplus – Finance | 10 min |
| b) Slate of Officers – Nominating and Evaluating | 5 min |
| c) Revised Lottery Process – Susan | 15 min |
| d) Motion to hire: | 5 min |
| i) Amber Beane, Part Time Health Teacher. Amber has a Master’s degree in Health Education from East Carolina University, and has a BS in Public Health from UNCG. She is the co-owner of CrossFit Asheville and created the Iron Girls program to teach girls about health and wellness. | |
| ii) Lee Ulrey, Part Time EverAfter Instructor. Lee has a Bachelor’s degree in Cross Cultural Studies and Economic Theory from Warren Wilson College. She taught dance for 34 years at Asheville High School. | |
| 7) Discussion Items | 10 min total |
| a) Retreat | |
| 8) Committee Reports (Clarifying questions only, please) | 12 min total |
| a) Finance (2 min) | |
| b) Director (2 min) | |
| c) Board Staff Liaison Report (0 min) | |
| d) Development (2 min) | |
| e) Nominating & Evaluating (0 min) | |
| f) Facilities / Master Plan / Building (2 min) | |
| g) Grievance (0 min) | |
| h) School Improvement Team (0 min) | |
| i) Executive (2 min) | |
| j) Diversity (2 min) | |
| k) Legislative Committee (0 min) | |
| 9) Closed Session Minutes from November (Requires board action) | 2 min |
| 10) Items for Next Month's Agenda | 5 min |
| 11) Reflection | 2 min |

Adjourn

MINUTES - November 2016

See separate attachment

TREASURER'S REPORT:

YTD Pre-Accrual Budget

2015-2016 Year-End Audit

See separate attachments

CORRESPONDANCES RECEIVED:

None

ACTION ITEMS:

a) Slate of Officers

President: Sam McLamb

Vice President: Erica Anderson

Treasurer: Mark deVerges

Secretary: Stephanie Hellert

b) Revised Lottery Process

Our current Lottery Process reads:

The Lottery Process

The lottery will be conducted in the following manner:

1. The lottery will take place in April and the time and place will be posted on our website by April 1st. All applicants have the right to be present and witness the drawing.
2. The official lists of all applicants by grade will be open to inspection by the applicants for a 30-minute period prior to the scheduled drawing. The names on each list will be consecutively numbered, beginning with the number "1".
3. The lottery will be conducted by an independent Certified Public Accountant or by an elected official.
4. The lottery official will blindly draw numbers, one by one from the container, and will publicly announce each number. An impartial recorder will confirm and record each number exactly in the order it was drawn to create an *order of entry* for applicants.
5. The *order of entry* will determine the order in which openings will be filled in each grade. When a class is full, the *order of entry* will form a waiting list.

While recognizing that some in our community like the physical picking of random numbers to fill open seats and create an order of entry, our Student Services office would like to implement procedures that use an online application and enrollment system. The preferred system that we've identified would provide a transparent lottery draw and additional transparency to parents as we move through the waiting lists that we don't currently have. It will increase accessibility to all parents since it has a mobile app. (Our current application requires a computer.) It will save many, many hours of staff time (and parent time) spent on filling out forms, transferring data from form to system, and updating information. It will interface with the state student information system, PowerSchool. Note, that PowerSchool does not have application and lottery functions or provide parent access to required forms. To use this system, we would need to revise our Lottery Process and get approval from the Board and from OCS. I've asked OCS if their approval would need to be prior to the beginning of our application process (Jan 1) or our Lottery process (April) and their response is, "We typically review enrollment and lottery procedures in January; however, we could possibly conduct an expedited review if needed. While the new policy/procedure does not need to be approved by OCS before implementation, we are willing to provide any feedback to ensure all is in line."

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More about SchoolMint:

- The cost breakdown includes:
 - \$6 per enrolled student (unlimited # of applicants; 444 students) - This covers the application/lottery/offer/waitlist, registration, voice calls, and Forms.
 - \$1500 first year only set-up, implementation and training
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- The current system only allows families to apply via a computer (no mobile app). With the addition of SchoolMint's application process parents can access the application using a mobile app, as well - which makes it more accessible than our current need-to-have-internet-access-and-computer system. Yes, parents will still be able to complete a paper form and have someone here enter it into the online system for them if they don't have a smart phone or computer. The process is definitively *more* accessible for disadvantaged families with continued awareness for an unbiased and non-discriminatory application process.
- During the demo of this product Sarah (Student Services) and Dave (Network Admin.) were able to see the process, screen layout both on the mobile app and the standard computer program. It is designed to be user friendly and does not require the applicant to be tech-savvy. Sarah feels that it is even easier to fill out than the google form we currently use.
- The system does the random draw - we would not do a physical lottery, thus the need to change our written policy/process. But we do want to keep the "community touch point" and invite applicants to the lottery.

More about breaking down structural barriers to racial diversity:

Sarah Hartnett (Director of Student Services) left the Racial Equity Training with a drive to find ways to make our school more accessible. SchoolMint helps with that. In addition, she is planning an "application fair" with other charters and traditional public middle schools. We're aiming for a central neutral location (AB Tech is what Margaret recommended) and attendees will be able to apply right then and there.

c) Motion to hire:

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DISCUSSION ITEMS:

a) Budget Surplus

With the 2015-2016 audited cash balance showing a ~\$988,000 surplus that is ~\$50,000 higher than expected (and above our stated goal of \$800,000), Finance discussed means to use some of the funds for the benefits of student services. A number of options and needs were discussed. Use of \$35,000-50,000 centered on outlays with defined impact and no long-term commitments or ongoing expenses. A combination of funds directed towards bonuses for all staff and contracted student support services was deemed the best use of the funds in how to support student services the best.

b) Retreat

Committees, what course corrections do you see as necessary? What are stumbling blocks to achieving these goals and where you need help from the board?

COMMITTEE REPORTS:

A) FINANCE REPORT– December 7, 2016

Attendance: Stuart Miles, Brian Davis, Mark deVerges, Gordon Simmons, Susan Mertz, and Cameron Brantley

Called to order: 8:28am

1. 2015-2016 Year-End. – Audit was completed, submitted by Darrell Keller.

Dr. Mertz motioned to approve the audit, subject to comments by Darrell as potentially amended by Mr. Simmons. DeVerges seconded. Passed unanimously to bring to the Board.

2016-2017 YTD. Budget appears on track as expected. **Simmons motioned to approve, seconded by Brantley. Passed unanimously to bring to the Board.**

2. Discussion:

- With the 2015-2016 audited cash balance showing a ~\$988,000 surplus that is ~\$50,000 higher than expected (and above our stated goal of \$800,000), Finance discussed means to use some of the funds for the benefits of student services. A number of options and needs were discussed. Use of \$35,000-50,000 centered on outlays with defined impact and no long-term commitments or ongoing expenses. A combination of funds directed towards bonuses for all staff and contracted student support services was deemed the best use of the funds in how to support student services the best.

DeVerges motioned to release up to \$50,000 from the Contingency fund to be spent toward staff bonuses and additional support services, as determined by administration. Davis seconded. Miles voted to approve with Dr. Mertz, Simmons and Brantley abstaining. Motion passed to bring to the Board.

- Revamp of Evergreen’s purchasing guidelines: DeVerges recapped a recommendation to simply add additional language of: "Contracted professional service agreements are encouraged to maintain continuity of planning, fiscal accountability, and alignment of ECCS mission." With an informal policy for contracted service agreements, at the discretion of staff. Discussion focused on the continued need to implement a defined “Agents of Record” process for vendors. DeVerges to continue dialogue and research.

- Discussion of the revised “Operating Plan 2014-2018” Key Initiatives as related to Finance. All were in favor of the edits and the path of Dr. Mertz to draft into the plan for the Board Retreat.

Meeting adjourned at 9:55am.

Next Finance Committee meeting – January 11th at 8:15am in Dr. Mertz’s office.

Director’s Report –December 2016

1. Accountability

Our State Report Card was distributed to all families on Nov. 16 and link is posted on our website per DPI rules.

2. Safety

3. Finance

See Finance Committee reports

4. Development

A film crew from the Specialized Foundation, which awarded Evergreen 30 Specialized dirt bikes, helmets, etc., came on November 18 to capture images and interviews of students, parents and teachers who have been involved with the Dirt Squad. The Dirt Squad was led by Jo Giordano this fall. 30 middle school students learned the biking curriculum that was developed for this program and increased their riding skills. Parents and teachers volunteered to assist in delivering lessons and/or managing safe riding practices during the early morning (7:30) classes. The film crew noted emphatically that our students have strong leadership skills. They were particularly impressed with how well-spoken our students are, how active our school is, and the students' level of engagement.

We have unsolicited donations from two different families. One gift of \$4000 is to cover the cost of Interactive Metronome, an assessment and treatment tool for use with individuals with neurological conditions that affect cognitive and motor functioning. IM is used to improve: attention, coordination, language processing, reading and math fluency, control of impulsivity/aggression. Speech Pathologist Carole Soucaze will add this therapy to her growing collection of cutting edge interventions. Another gift of \$4000 is to cover the course work and materials for two teachers working toward add-on licensure in Academically Intellectually Gifted.

5. External Policy/Legal/Political

6. School Policy

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More about breaking down structural barriers to racial diversity:

Sarah Hartnett (Director of Student Services) left the Racial Equity Training with a drive to find ways to make our school more accessible. SchoolMint helps with that. In addition, she is planning an "application fair" with other charters and traditional public middle schools. We're aiming for a central neutral location (AB Tech is what Margaret recommended) and attendees will be able to apply right then and there.

7. Strategic Goals/ Operating Plan

Expand EverAfter

Increase Ethnic Minority Student Applicants

Sarah Hartnett, Director of Student Services, is planning a multi-school information night to provide opportunities for the community to learn about the school choices in Buncombe County/Asheville. Other charter schools and district middle schools have been invited. We hope to hold the event at AB Tech. We should be able to have attendees complete applications right then and there. Sarah is also contacting Smart Start classes/programs to be available to attend their kindergarten parent information meetings.

SchoolMint is an online student information management program that has a mobile app. If we decide to use this program, we will make the application process more accessible to all applicants, including those without computer access.

Several faculty and staff members are beginning to volunteer at United Way Homework Diners at Enka Middle (Erwin and Asheville Middle sites open in Feb.). The Diners are open to all students in the area for homework help, a free meal from Green Opportunities, and parent ed sessions.

Recruit Ethnic Minority Faculty & Staff Applicants

A couple of students of color from Warren Wilson College have expressed interest in doing internships at Evergreen. Annie Jonas and I are reaching out personally to keep them interested. While meeting with the Brooke Millsaps, Associate Dean of Community Engagement and **Cristina Lawson**, Director of Internships at WWC, I expressed our desire to recruit ethnic minority faculty/staff.

8. School Improvement

EL Education

Professional Learning and Leading Communities (PLLCs)/Professional Development

PLLCs met on December 7 to continue their work addressing school improvement goals (ELA, Math, Classroom Management). EL School Designer Sarah Boddy met with each PLLC to share resources and provide assistance as needed.

“Demonstration Class” invitations are continuing to invite teachers to their colleagues’ rooms at specified times to observe specific classroom management strategies that they are implementing well. This month, Marin is modeling the use of opening and closing routines.

First grade teacher Misty McDonough provided professional development to the K-2 teachers on the EL English Language Arts skills module that will be released this spring.

During Division Meetings (k-4 and 5-8) and on professional development days, discussions were held among teachers about their consistent implementation of our discipline policy and consistent recording of discipline issues on Jupiter Ed, our progress report and behavior tracking program. In a recent admin meeting, we “normed” how associate directors will code discipline cases in Jupiter Ed. and how/when to escalate repeated behaviors. This norming is in the context of the broader goal of teaching appropriate behaviors in developmentally-appropriate ways. Our mid-year assessment of how the revised discipline and classroom management procedures are working is that we are more attuned to repeated behaviors, generally more consistent in addressing behaviors while still being responsive to individual needs, and need to work toward more consistency in recording behaviors and consequences.

9. Personnel

Health Teacher position was budgeted for and we are just now filling it to begin health classes for 5th-8th graders in trimesters 2 and 3. EverAfter Instructor position is to replace Bess P. who has taken a full time job elsewhere.

Motion to hire:

Amber Beane, Part Time Health Teacher. Amber has a Masters degree in Health Education from East Carolina University, and has a BS in Public Health from UNCG. She is the co-owner of CrossFit Asheville and created the Iron Girls program to teach girls about health and wellness.

Lee Ulrey, Part Time EverAfter Instructor. Lee has a Bachelor’s degree in Cross Cultural Studies and Economic Theory from Warren Wilson College. She taught dance for 34 years at Asheville High School.

10. Curriculum and Instruction

(see info about Dirt Squad and IM under Development section of this report)

11. External Work

College Partnerships

I have begun conversations with folks at Warren Wilson College, UNCA, and AB Tech about engaging their students as interns, service-learners, or work-study partners to help out in our classrooms.

C. BOARD-STAFF LIAISON

No report.

D. DEVELOPMENT REPORT - December 7, 2016

Attendees – Jess Reiser, Jody Flemming, John Dewitt, Erica Anderson

Evergreen Fund

1. Evergreen Fund update – Discussion that more of a push is needed. Can leverage % donations from teachers & Board
 - a. \$50,000 & 26% family participation – about 310 families at school
 - b. Director’s letter focused on the fund – sent out 12/7/16

- c. Sending out classroom updates, rewards in classrooms, flyers going out with kids today.
 - d. Collecting funds in the car line
 2. Ideas for next year –
 - a. Art bazaar – kids art that is sold – this may overlap with Art by Me
 3. Fun Run Sponsorships
 - a. Up to \$1500 in sponsorships
 - b. T-shirt deadline is in two weeks, \$5,000 is goal
 - c. Kick-off is in January
 - d. Ask businesses we have relationships with – who we buy art supplies from, snowboarding, health food stores, fitness, etc.
 4. Legacy Donor Party – Nov. 20 – was successful. Had a few more donations afterwards. Donors were appreciated.
 5. Focus for Board Retreat – EverLasting Endowment Fund – Goal, plan of action
 6. Development Committee – follow with N&E – Committee Chair and additional committee members
 7. Grants – no new updates today (this is from past month)
 - a. Duke solar – NC GreenPower Solar Schools Pilot = looking at gym solar schema
 - b. Hurricanes Hockey – student in underserved populations, benefit children, educational achievement, advanced learning opportunities insufficient resources.
 - c. Every Student Succeed Act – provide low-income/disadvantaged students access to STEM fields.
 - d. Follow-up playground – timeframe and Burrows grant report need to be submitted
 8. FLT Update
 - a. Biscuit Head – Upcoming
 - b. Copper Crown - \$520
 - c. \$2,200 from the Ski Passes
 - d. Want guidance from Board for how to fundraise in creative ways – focus on the Community
-

E. NOMINATING AND EVALUATING

No report.

F. FACILITIES REPORT – December 9th, 2016

Meeting Participants: Chuck Krekelberg, Justin Arnall, Jason Anderson, Jeff Fleagle and Murph Doty

Not in Attendance: Bob Oaks, Steve Olin, Gordon Simmons and Mike Keen

Discussion items:

No corrections were made to the previous Facilities Committee Report

Past/Current/Routine Business

- Based on feedback from the Board, the Facilities Committee is moving forward with the design and permitting of a lift on the interior of the middle school wing. We are anticipating installation over either spring break or summer break. The structural assessment and design is underway by KLOESEL Engineering and is expected before the Committee's January meeting. It is anticipated that the Committee will perform on-site evaluation of potential lift providers.
- A proposed Photovoltaic Solar Project on the gym roof is in the process of undergoing a structural evaluation to determine potential loading/weight constraints. The roof deck yields about 10,000 square-foot of space. The Committee took a vote and decided to continue to move forward with the

evaluation/preliminary design process. This is at a financial impact of less than \$3,000. It is estimated that about half of the cost of the system would come from material donations.

- Another waterline break was discovered prior to Thanksgiving Break and ended up closing the School for one day. This leak, as compared to last month's leak at the gym, was located south of the Elementary School Wing. These waterline breaks are becoming more frequent and thus a three-step process has been proposed by the Committee as follows: 1) Map all known water lines throughout the property by soliciting institutional knowledge, locating utilities and performing exploratory test pits, as warranted. 2) Solicit input from the plumber and other stakeholders regarding a path forward, evaluate the proposal, and implement a plan. 3) Develop an As-Built drawing depicting water line locations.
- Discussion regarding a *Facilities Planning Database* that would aggregate all known data and locations of facility improvements. This would be used to plan for potential facilities modifications/upgrades.

Action Items

- Move forward with the design, permitting and installation of the lift in the middle school wing.
- Discussion of the campus-wide safety plan in association with an evaluation of the need for a campus-wide communication/emergency communication system.
- Prioritize facility preventative maintenance/upgrade needs over the upcoming meetings.
- Based on input from the Board, the Committee will evaluate and propose modifications to the current Master Plan if needed and as warranted.

The next regularly-scheduled Facilities Committee Meeting is set for Friday, January 13th at 8:15 AM.

Submitted by Murph Doty

G. GRIEVANCE

No report.

H. SCHOOL IMPROVEMENT TEAM

No report.

I. EXECUTIVE COMMITTEE REPORT - November 29th, 2016

Committee members present: Dan Leroy, Mark deVerges, Stephanie Hellert, Michael Follo, Sam McLamb and Susan Mertz

The meeting started at 5:35 pm.

Recap from November

Changes to purchasing policy took place in order to allow the elevator project to move forward. Dan provided context about the original motivations behind the policies to allow purchasing decisions to reflect the social and environmental values of the school, encouraging them not to abandon policies completely that are designed to ensure equal opportunity and to encourage bidders to address the school's environmental values.

A slate of candidates was presented – Dan will talk to Kevin and Brittany in advance of the next meeting about the nominating and voting process.

Board Retreat

North Carolina Outward Bound School will be providing the team/trust-building facilitation. In advance of the board meeting, Susan will send an email to committee chairs to remind them about preparation for the retreat.

Each committee will provide: 1. Update on where the committee is with that plan; 2. Any course corrections that are necessary; 3. Help/guidance needed from board.

Financial Update

Mark provided update on the finances. There is a surplus in the budget relative to what we set aside for unforeseen expenses and the contingency fund. The finance committee will make a recommendation to the board. The Executive Committee asked Finance to consider how to maximize the benefit to the student experience.

Next Board Meeting

Action Items:

- Purchasing Policy
- Officer elections
- Revised 2016 budget

Discussion Items:

- Budget surplus
- Retreat
- Program Update

The meeting adjourned at 6:55 pm.

Submitted by Dan Leroy

J. DIVERSITY COMMITTEE – November 21, 2016

Equity Leadership Team Meeting

Team Members Present: Tiffany, Keaton, Kriya, Bruce, Eben, Alicia, Dan, Jen, Susan, Eric, Heather, Brian

Feedback on the Workshop:

- Excited that so many people were there - willing to give up so much time
- Nice that they customized it for our school—environmental, education focus - could have even done more of this
- Language and norms seem to be consistent with other groups who are doing this work
- Facilitators exceeded expectations
- Great to see the commitment level of our community
- Unpacked the complexity of racial inequity in a way that was helpful for understanding
- Presented privilege in a way that was digestible—wasn't about guilt
- Good to have representation from teachers, board members, parents
- Enjoyed the workshop, facilitators did a good job
- It's OK for white people to have some discomfort—they pushed that in a good way
- Pictionary game: great—but could have been a little more subtle
- Frustrating to not be able to go more into solutions – to leave without without closure
- Concerned about the close of the workshop, felt like they were recruiting folks for advocacy causes at a time when people are vulnerable, without presenting all of the facts
- Want to keep same framework and continue with OpenSource, but should give them the feedback and be open to other facilitators as well

What is the container for continuing the conversation—for us and for others who experience the workshop down the road?

After some discussion, the team decided to create three “working groups” to push initiative forward. This would allow for more distributed leadership and more action. The initial working groups include:

- **Classrooms and Curriculum** (Kriya, Heather, Jen)
 - Might include performing an inventory of what we are already doing
- **Structural issues** (Alicia, Susan, Dan, Brian)
 - Might include hiring practices, lottery, transportation, lunch program, etc.
- **Community Education & Outreach** - Bruce, Eric, Eben, Keaton
 - Might explore multiple trainings (a series, with options)

All groups should review existing plans (strategic operating plan & diversity plan) and the workshop outcomes to ground their discussion about goals and priorities within their topic area.

The Team agreed to adhere to the norms set forth in the workshop. We also agreed on bi-monthly meetings (every other month) as a full team, with smaller group meetings in between. Full ELT meetings will be on the 3rd Monday, every other month. The next full meeting will be on January 23, due to the Martin Luther King Jr. holiday.

Next Steps

- Dan and Eric agreed to talk to OpenSource to share the feedback from the workshop and discuss future work opportunities.
- Dan will share the notes, group assignments and the workshop norms
- All working groups will meet between now and the January meeting and come back with the goals/priorities for their team’s work

K. LEGISLATIVE COMMITTEE

No report, but a meeting with representatives from other charter schools, with the goal of collaborating to host a legislative event, is in the works.
