

**Minutes of the  
North Carolina Charter School Advisory Board  
Education Building  
301 N. Wilmington Street  
Raleigh, NC 27601-2825  
November 15, 2013**

Attendance/NCCSAB	Alan Hawkes Joseph Maimone Baker Mitchell Helen Nance Paul Norcross	Alex Quigley Eric Sanchez Tammi Sutton Becky Taylor Cheryl Turner Steven Walker
Attendance/SBE/DPI	<i>Office of Charter Schools</i> Joel Medley, Director Thomas Miller, Consultant Lisa Swinson, Consultant Deanna Smith, Consultant Robin Kendall, NACSA Fellow Cande Honeycutt, Consultant	<i>SBE</i> Martez Hill Katie Cornetto

**CALL TO ORDER AND INTRODUCTIONS**

After extending a welcome to all participants, Chair Helen Nance called the November 15 session of the Charter Advisory Board meeting to order. Ms. Becky Taylor led the Board in the Pledge of Allegiance. Immediately following Ms. Nance read the Ethics Statement. Ms. Cheryl Turner stated that because she is the Executive Director of Sugar Creek School and the school is up for renewal she would abstain from any discussions. Mr. Alex Quigley stated that he would abstain from any discussions related to Carter Community School.

Ms. Turner made a motion to accept the meeting agenda. Mr. Joe Maimone seconded. The motion passed unanimously.

Mr. Mitchell suggested the following amendments to the October 15, 2013 minutes: On page 4 in the Finance Discussion Group, the focus should be on “applications” instead of “schools”. “Successfully for financial and education purposes” should be added to the second bullet in that section. “Or that sufficient financial commitment exists for the first year” should be added to the third bullet in that section. Ms. Nance stated that the minutes stood approved with the corrections Mr. Mitchell made.

## **NORTH CAROLINA CHARTER APPLICATION TRAINING**

Ms. Deanna Townsend-Smith provided training on the logistics of the application system and Dr. Thomas Miller provided training on the rubric that aligns with the application.

## **OFFICE OF CHARTER SCHOOLS AND DPI ORGANIZATION CHART**

Mr. Philip Price presented and discussed the DPI Organization Chart and explained DPI's role with charter schools. Sharing priorities and duties occurs throughout the agency including the legal team that operates through the State Board.

## **READING OF MEMBERS ETHICS STATEMENTS**

Ms. Nance read the ethic statements of each Board Member that were distributed by the NC Ethics Commission.

## **ADOPTION OF MISSION STATEMENT FOR NCCSAB**

Ms. Nance read the draft of a proposed mission statement for the Board. Mr. Walker suggested that "ensure" be changed to "promote". Mr. Norcross suggested that "following the statutes" needs to be added. Mr. Walker and Mr. Maimone concurred with Mr. Norcross. Mr. Hawkes suggested "they work to ensure" and add "public school children". Mr. Alex Quigley suggested that the mission statement be short and concise.

**Mr. Quigley made a motion that the mission statement read "The Charter School Advisory Board works to ensure the existence of high quality charter schools in North Carolina." The motion passed 9-1 with Mr. Hawkes dissenting.**

## **QUALITY CHARTER SCHOOL DISCUSSION**

Board members were dismissed to the discussion groups that they were assigned to during the October Board meeting. After returning from the discussions, a representative of the discussion groups provided reports.

- Ms. Tammi Sutton provided the following recommendations from the Academic Discussion Group:
  - Aligned mission throughout.
  - Realistic, rigorous SMART goals
  - Strong exceptional children plan as well as at-risk, ELL and gifted populations plans
  - Clear plan on how they are going to meet the needs of all grade levels
  - For renewal, the school must have at least 60% composite or have growth 2 out of 3 years and outcomes to prove success academically

- Charter applications should have measureable SMART goals and meet the above qualities
- Mr. Baker Mitchell provided the following recommendations from the Finance Discussion Group:
  - By the end of the fifth fiscal year there should be unrestricted total net position of at least 30 days
  - Annual budget where revenue exceeds expenses
  - End of 10<sup>th</sup> year 60 days unrestricted net position
  - Budget expenditures meet the mission of the school
  - Annual audit without material findings
  - Clearly defined system of checks and balances
  - OCS verify that auditors are licensed to do a LBC audit
  - For new applications
    - Accumulate 1 month expense coverage after 5 years
    - Alignment with mission
    - Identified auditor by LGC to perform charter school audits
    - Evidence that enrollment can be met to meet budget projections
  - For renewals
    - Accumulate 2 months expense coverage in fund balance after 10 years
    - Any prior year audit findings are cleared in a timely manner
- Mr. Paul Norcross provided the following recommendation from the Governance Discussion Group:
  - A set of legal bylaws that comply with IRS, State and Federal statutes
  - Validates that the board is a board
  - Board members understand the schools bylaws and their execution
  - Board understands the difference between managing and governing
  - A occupational diverse board from community, public and private sector
  - Roles and responsibilities between board and administration
  - For new applications
    - Clearly designed organization chart
    - Measurable goals
    - Signatures of all board members that they have read the bylaws, employee and student handbooks, CMO/EMO agreement
  - For renewal
    - Demonstrated performance
    - Financially sound
    - Be held to the standards noted in application
    - Compliance with statutes

Mr. Maimone asked if the third party suggestions were going to be a part of this round. Mr. Norcross replied that this would be the basis for the future rounds.

Ms. Nance stated that she would like to committee to convene to discuss charter replications. Mr. Hawkes will be the chair and Ms. Sutton, Mr. Quigley, and Mr. Maimone would also be apart of the committee.

### **DISCUSSION OF CHARTER SCHOOL RENEWALS**

Ms. Lisa Swinson informed the Board that there were twelve charter schools up for renewal. She informed the Board that OCS recommended 2 of the 12 schools to receive automatic 10-year renewals- Sugar Creek Charter and Community School of Davidson. She went on to say that both of these schools have had no compliance issues within the last five years and they have had a good academic track record. Furthermore, OCS recommends that the other schools present to the Board so that they can ask questions related to the schools academics, finances and /or governance.

- Ms. Taylor ask if there were any schools that OCS had blatant concerns about that they would automatically recommend non-renewal. Ms. Swinson replied that OCS would recommend that such a decision be made by the Board.
- Mr. Walker suggested that the Board go through and make recommendation about who should come in for a renewal, understanding that OCS has made recommendations that the Board could consider.
- Mr. Mitchell noted that it would be difficult for him to make a decision without the financial information.
- Ms. Alexis Schauss stated that the Finance and Business Division are currently receiving financial audits for schools. They will be sharing information for the last three years. The information will be available next week.
- Ms. Turner stated that she would like to see the detail reports from the various departments that note the noncompliance issues of the schools for the last five years.
- Mr. Quigley suggested that the schools present for no longer than 5 minutes.

**Mr. Maimone made a motion that there be a conference call to decide which schools would be invited to come before the Board on November 25, 2013 at 1:00 pm. During the conference call, it will be decided which dates in December the meeting will occur. Mr. Norcross seconded. The motion passed unanimously.**

Ms. Nance stated that during December meeting charter renewal presentation and interviews will be discussed. Dr. Medley stated that OCS would be bringing a school, who is currently in their planning year, before the Board to discuss an issue.

Mr. Norcross made a motion to adjourn the meeting. Mr. Walker seconded. The meeting of the CSAB was adjourned and the next meeting is planned for November 25, 2013 via webinar at 1:00 pm.