

Meeting called to order 6:33

Mike & heather, Kimmie absent all else accounted for.

Reginald reads mission

Reginald moves DeWayne second agenda approval

Damon moves to approve, Reginald seconds approved minutes

Public comment (see sign up sheet) transportation

Alex Quigley gives ED report:

Enrollment 1 withdrawal post short-term suspension

Academic rating by State of NC, letter grade coming out board will formulate a response.

Change sick leave policy moved by Damon. Seconds by combs approved

Budget Self Help Contingency gym discussion / purchase of building. Referred to finance committee.

Discussion regarding outcomes based calendar, effect of transition, February meeting closed – TABLE outcomes based calendar

Combs moves for closed session regarding personnel matter Dawanye seconds.

Come out of Closed session tiffany, Alliah

Vote on search committee Damon moves, combs seconds

Alliah, Helen tiffinay, lisa mike, molly, committee will appoint chair, committee empowered to conduct search 5K in expenses approved

Adjourn

May 11, 2015

## Maureen Joy Board Meeting

### Attendance:

Helen Bryant

Alex Quigley

Lisa Stella Gordon

Chris Combs

Dawayne Whittington

Mike Martin

Kemi Nonez (absent)

Tiffany Graves

Reginald Johnson

Heather Graham (absent)

Aliyah Abdur-Rahman

Molly Demarest

Meeting started at 6:30.

Mike moves to approve agenda. Dwayne seconds. Board moves to approve agenda.

Mike moves to approve March minutes. Lisa seconds. Board moves to approve minutes.

No public comment.

### Alex Board Report

Enrollment

- K: 54 - target is 68. Plus 7 spaces open. No concerns about hitting target.
- 1st: 11 complete. May retain some 1st graders.
- 2nd: 0. Had to do sibling lottery in second grade.
- 3rd: 5 - Expecting to retain Read to Achieve (5 to 7 in each class).
- 4th: 10 accepted. At target. May add some more in 4th.
- 5th: 11. Target is 15.
- 6th: 5 enrolled with a target of 10. 30 on the wait list.
- 7th and 8th complete.
- All-in-all, enrollment is going well.
  - **615 students is the goal for next year.**
- Beginning of 3rd grade, the parents need to know they need to pass the test.
  - Reginald - make sure that we have done all that we can do to not retain students. Particularly in 1st grade. **Next Step: Holistically, understanding root causes of first grade retention. What is the early identification system? And what steps do we take to avoid? Point for Mark in the fall.**
  - Alex - Planning on hiring a reading interventionist.
  - **Should track evidence to look at performance of students who have been retained.**
- Alex: We are focused on the EOGs. Everybody has two periods of remediation. Academic Deans are teaching remediation groups.
- 36 out of school suspensions. Major decrease from year's previous. That rate is cut in half.

### Budget

- Will have a better feel for where we are in June. Would like to be better than 35,000 (target).
- We are in a good place.
- Meeting with Acadia. 582 kids to break even on the budget. If we have 615, that should move us toward a quarter million in the reserve.

- Last expenses. We could think about reproduction costs (get a smaller contract).
- Copy questions for Mark. Can we go paperless?
- Discussion of raises.
- Reginald moves for a 3% for returning. Mike seconds. Motion fails 4 yeas to 5 nays.
- Dawayne motions for a 2.5%. Tiffany seconds. Motion carries at 2.5%. 6 yeas to 3 nays.

## **Governance**

- Chris moves that we accept Tom Miller's contract. Reginald seconds. Board approves Tom Miller's contract for transition.
- Dawyne motions to approve the calendar. Lisa seconds. Board approves calendar.
- Office of Charter Schools have a new policy on nepotism. Our manual mirrors the new nepotism policy exactly. Conflict of interest is more detailed.
- Mike moves that we accept the operations handbooks manual including:
  - Equal Opportunity Policy
  - Nepotism Policy
  - Conflict of Interest
  - Background Checks
  - Grievance (Staff)
  - Grievance (Parents)s
- Dwayne seconds. Board approves operations handbook.
- Lisa motions to approve handbook subject to final revisions by the Governance Committee. Chris seconds. Board approves.
- Lisa moves into closed session to discuss personnel matters. Chris seconds. Board approves.
- Lisa moves out of closed session. Mike seconds. Board approves.
- Lisa moves for approval of new hire slate from Alex. Aliyah seconds. Board approves.
- Lisa moves for approval of returning hires accepting 7 not returning. (attached). Dawyne seconds. Board approves.
- Lisa moves to approve Candice Smith salary. Chris seconds. Board approves.
- Lisa moves to approve Abigail Hernandez (2 courses per semester) in special education training masters program. Chris seconds. Board approves.
- Lisa moves for personnel decision with respect to Alex. Tiffany seconds. Board approves.
- **Next Steps:**
  - Establish a sub-committee to determine (Molly, Aliyah and Mike to start)
    - How do we find a pool of diverse candidates?
    - Consider establishing targets for diversity in staff applications.
  - Follow-up on SAP process to respect to grade-level retention and revisit overall intervention strategies around retention.
  - Policy Manual finalized by the Governance Committee.
- Call with Hiring Committee to set up on-boarding (Mike to schedule)
- **June 22nd board meeting at 6:30.**
  - Projections on the end of year
  - approve the budget and hiring.
  - approve employee handbook
- **Lisa moves to adjourn meeting at 8:32. Dawayne seconds. Board adjourn.**

June 22, 2015

## **Maureen Joy Board Meeting**

### **Attendance:**

**Helen Bryant**

**Alex Quigley**

**Lisa Stella Gordon**

**Chris Combs**

**Dawayne Whittington**

**Mike Martin**

Kemi Nonez (absent)

**Tiffany Graves**

**Reginald Johnson**

Heather Graham (absent)

Aliyah Abdur-Rahman (absent)

**Molly Demarest**

Meeting started at 6:34

Dawayne moves to approve agenda. Mike seconds. Board moves to approve agenda.

Lisa moves to approve May minutes. Molly seconds. Board moves to approve minutes.

No public comment.

### **Alex Board Report**

#### Enrollment

- We are on track to be slightly over-enrolled. ~5 students over 615.
- A grade by grade breakdown will be out by the end of the week. 5th is the only grade without a wait list.
- 45 suspensions. Over 50% decrease from last year.
- Mark onboarding: External and internal meetings; spent most of our time on budget so Mark has a deep understanding.

#### Results

- Alex reviews EOC results.
  - 3rd Graders have had really solid teaching throughout.
  - 7th grade culture got a little challenging
  - Will almost undoubtedly move us up into C status.
  - Reginald: Do we need additional resources? Reading intervention? We have second highest ELL students for a charter school in Durham.
  - Tutoring in some form or fashion is something we may need. Possibly have structured tutoring program in the afternoon.
  - We may have to think about prioritization and funding raising if we need more \$ to move us forward.
  - Molly: How do we share this data out in the world?

### **Budget**

- We are hoping to be at \$100K surplus.
- June is typically a larger payroll month.
- 615 students should mean we have a higher income.

- Rent is also going to go up: Self Help is adding an additional \$100 K over what we had. Rent is scaled based on number of students.
- Goal is to have \$1 million dollar reserve. Want to have a surplus of \$200 K.
- Purchases, releases or renewals over 15K dollars will require board approval.
- Reginald: We need to have redundancy so that we have more than one person having knowledge of the school. Title I and licensure are big things.
- Mike moves to approve the budget. Reginald seconds. Board approves.
- Mike moves to approve purchase of 2 busses up to 25,000 total. Reginald seconds. Board approves.
- Mike moves to approve audit contract with Pettway, Mills and Pearson (8000). Lisa seconds. Board approves.
- Lisa moves to approve lease of 80 new Chromebook. Tiffany seconds. Board approves.
- Lisa moves to approve giving Mark discretion for up to \$5,000 for bonus for director of operations and director of transportation upon meeting recruitment goals. Molly seconds. Board approve
- Lisa moves to that purchases, releases or renewals over 15K dollars will require board approval and that policy will go into our operations manual. Mike second. Board approves.

### **Governance**

- Employee manual finalized
- Next board meeting is July 27
- Molly moves to authorize Alex as the Title I representative and Mark Bailey after July 30. Lisa seconds. Board approves.
- Tiffany moves into closed session to discuss personnel decision. Lisa seconds. Board approves.
- Tiffany moves out of closed session. Dawayne seconds. Board approves.
- Reginald moves to hire as recommended. Lisa seconds. Board approves.
- Molly moves to approve Alex's retention of laptop in accordance with final agreement. Tiffany seconds. Board approves.

### **Next Steps:**

- Alex to send update grade-by-grade on enrollment.
  - Into Policy Manual: Purchases, releases or renewals over 15K dollars will require board approval.
  - Board roles reviewed and finalized at the next meeting.
  - Will need to do a public notice to the website announcing a July 27th meeting.
  - Next board meeting is July 27 - hiring and employee hand book, elections and finalize committee structure. Will need to do a public notice to the website. No august meeting.
  - September meeting - board will establish outcomes calendar.
  - Governance and redundancy plans will need to be established.
  - Reginald notes: Retention of Kindergarten and 1st grade are important to monitor as we move forward.
  - Molly moves to approve marketing expense up to 1750. Reginald seconds. Board approves.
- **Mike moves to adjourn meeting at 8:25. Lisa seconds. Board adjourn.**



## **Maureen Joy Board Meeting**

Minutes for July 27, 2015

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### **Attendance:**

**Helen Bryant**

**Mark Bailey**

Lisa Stella Gordon (absent)

**Chris Combs**

Dawayne Whittington (absent)

**Mike Martin**

Kemi Nonez (absent)

**Tiffany Graves**

**Reginald Johnson**

**Heather Graham**

Aliyah Abdur-Rahman (absent)

**Molly Demarest**

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- Meeting started at 6:35.
- Mike moves to approve agenda. Heather seconds. Board moves to approve agenda.
- Mike moves to approve June minutes. Reginald seconds. Board moves to approve June minutes.
- No public comment.

### **Executive Director Report**

#### Enrollment

- Review of enrollment numbers and waitlist.
- As of tomorrow evening we will know who will go into 3rd grade or 4th grade based on assessment (Read to Achieve)
- K, 1 and 2 - we have a few more than we intended.
- Will pull off wait list to get to 620.
- Discussion of rationale for 620 and plan in August to meet enrollment targets
  - August 24th is the first day of school.
- Adapting Social and Emotional Learning program for community time. Kits that we will be able to use year after year.
- Reginald: Highlighting the need to monitor Kindergarten and First Grade retention
  - Mark will plan to report to board later in the fall on possible students at risk for retention at all grade levels and disaggregate (including English Language Learners)
- Discussion of ED Home Visits; visiting 8th grade families first

- New food contract with Durham public schools. Food services has been a money loser. DPS also provides service for Global Scholars. Happy in terms of service and price.
- Reflections on school culture: Staff like the high expectations and consistency. Some frustration about rigidity: K-4 working well,; 5-8 we may need to make some adjustments to find a way for school-wide consistency while also reflecting appropriate expectations for middle school behavior. Will balance building on school culture strengths while making some adjustments.

### **Finance**

- Review of current financial status. Currently have a sizable surplus.

### **Governance**

- Employee handbook updates
  - Added section on nepotism and conflict of interest
  - Removed sick leave policy
  - Added a communication with media policy
  - Added social media guidelines
- Conducted internal review with teachers and staff. Take out practices and only include policies. Lisa commented from a legality perspective.
- Mike moves to approve the employee handbook. Heather seconds. Board approves changes to the Maureen Joy Employee Handbook.
- Maureen Joy Board Committees
  - Governance: Helen, Lisa, Tiffany, Lisa
  - Finance: Chris, Molly, Reginald
  - Academics: Aliyah, Mike, Dawayne, Heather
  - Adhoc Committee: Welcoming and Connected Community: Kemi, Tiffany, Helen, Aliyah
    - September meeting: Establish objectives and time lines for board committees
      - For instance: review goals of the academic committees (including deciding what should be on our dashboard)
  - Finalize outcomes based calendar in September
  - Update document with the board member terms (from document Dawayne presented last year)
  - External relationships and PR - We need to be able to accentuate our uniqueness.
- Mike moves to approve the Maureen Joy Board Committees for 2015-2016 school year. Chris seconds. Board approves.
- Tiffany moves to approve the current slate of Maureen Joy Board officers for 2015-2016 school year. Reginald seconds. Board approves.

Chris moves into closed session to discuss confidential personnel matters pursuant to the exception set forth in the open meetings law. Mike seconds. Board approves.

Mike moves that the board move out closed session. Chris seconds. Board approves

Chris moves to hire Sally Houston. Heather seconds. Board approves.

Mike moves board gives Mark the executive power to hire and execute contract for the three outstanding positions. Heather seconds. Board approves.

**Next Steps:**

- Check back in early in October about students who are at-risk of retention including disaggregating data and with a special eye to grades K and I.
  - Fundraiser and private foundation revenue (oak foundation, hill center) - Heather to talk with Mark.
  - Send out committee overviews.
  - Plan board retreat later this winter.
  - September - complete outcomes based calendar (including all board meetings and committee meetings). Retreat scheduled in September as well.
  - Oct - present plans for each of the subcommittees.
  - Discuss board terms in September.
  - Longer Term: Media + PR plan - possible press release.
- **Mike moves to adjourn meeting at 8:12. Molly seconds. Board adjourn.**





## Maureen Joy Board Meeting

Minutes for September 14, 2015

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### Attendance:

**Helen Bryant - Chair**  
**Lisa Stella Gordon - Vice Chair**  
**Mark Bailey - Executive Director**  
**Chris Combs - Treasurer**  
**Mike Martin - Secretary**  
**Dawayne Whittington**  
Kemi Nonez (absent)  
**Tiffany Graves**  
**Reginald Johnson**  
**Heather Graham**  
Aliyah Abdur-Rahman (absent)  
**Molly Demarest**

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- Meeting started at 6:34.
- Heather moves to approve minutes. Tiffany seconds. Board moves to approve minutes.
- No public comment.

### Executive Director Report

#### Enrollment

- 618 total enrollment. Exceeding our enrollment target.
- Highest growth charter school in North Carolina. 23rd highest growing school overall in 2014-2015.
- Moved from a D to a C on school performance grade.
- Heather: Where are we on 3rd-grade retention? Mark: Scored where we anticipated. State backed off of high stakes; had the discretion to move students.
- Board members would like to do something for the staff for such astounding results: something tangible to show appreciation.
- Letter to the editor re: high-expectations for all students - in connection with recent N&O editorial.  
**Mike and Lisa to draft.**
- Standards-based report cards - will use simplified standard course of study language to make clear to parents what their child knows and is able to do; and translate into Spanish
- Teachers enrolled in Spanish language class (21 people signed up with El Centro)
- Friend-raiser: In East Durham. KIPP: Durham and TFA - all in one room. **Mark to** send the names of the folks invited to event.

### Finance

- Everything looks good - deficit because DPS hasn't been able to send funding

- Next month: Follow through on bonuses for identified staff.

### **Governance**

- Board retreat to revisit strategic goals and engage in long-term planning with Mr. Bailey now onboard. Tentative Date: January 23 from 9:00 am - 2:00 pm.
- Hosted at the American Underground. Discussion will include:
  - Long-term planning and goal-setting
  - Fundraising and fiscal planning with a focus on a refined salary structure
  - Marketing, external relationships and communication planning
- Board Terms: **Dawayne** will update the old version and send out to all staff via email.
- Mark to change the board website (updating board information)
- **Board subcommittees will**
  - Establish objectives for October board meeting and will set subcommittee meeting dates in December (Mark will publicize once established)
  - **Lisa** will take the lead on Governance
  - **Mike** will take the lead on Academics
  - **Chris** will take the lead on Finance
  - Dates added to outcomes based calendar

### Maureen Joy Board Committees

**Governance:** Helen, Lisa, Tiffany

**Finance:** Chris, Molly, Reginald

**Academics:** Aliyah, Mike, Dawayne, Heather

**Welcoming and Connected Community (Adhoc):** Kemi, Tiffany, Helen, Aliyah

- **Mike** to send the current meeting calendar out (with added dates) and email Tom Miller's documents that outline committee purposes and structure.
- *As part of committee planning: one member of each committee will be identified to work with Mark to develop a draft salary schedule to be shared in advance of the board retreat in Jan and discussed at that meeting.*
- Lisa moves to go into closed session to discuss personnel matter pursuant to NCGS Section 143-311(a)(6). Heather seconds. Board approves moving into closed session.
- Mike moves for the board to exit closed session. Lisa seconds. Board approves.
- Heather moves to ratify to employment of
  - Briana Oliver, 3rd Grade,
  - Latoyia Kinsey, 4th Grade ELA,
  - Oni Harrison, Technology,
  - April DeLeon, Secretary.
- Dawayne seconds. Board approves.

Lisa moves to adjourn meeting at 8:15. Chris seconds. Board adjourns.



## Maureen Joy Board Meeting

Minutes for October 11, 2015

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### Attendance:

**Helen Bryant - Chair**

**Lisa Stella Gordon - Vice Chair**

**Mark Bailey - Executive Director**

Chris Combs - Treasurer (absent)

**Mike Martin - Secretary**

**Dawayne Whittington**

**Tiffany Graves**

**Reginald Johnson**

**Heather Graham**

Aliyah Abdur-Rahman (absent)

Molly Demarest (absent)

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- Meeting started at 6:40.
- Agenda - Mike moves to approve; Reginald seconds. Board approves agenda.
- Dawayne moves to approve minutes. Tiffany seconds. Board moves to approve minutes.
- No public comment.

Lisa moves into closed session to discuss personnel matter pursuant to NCGS Section 143-311(a)(6). Dwayne seconds. Board approves.

Lisa moves out of closed session. Dwayne seconds. Board approves

Tiffany moves to confirm termination of Shaunice Oliver. Mike seconds. Board approves.

Lisa moves to be offer Stephanie Sircar 3rd grade teacher position. Tiffany seconds. Board approves.

Kemi Nonez resigned from the board as of October board meeting.

### Executive Director Report

Enrollment

- 618 total enrollment is confirmed; ADM confirms significant budget surplus.
- Discipline report from Mr. Rhue.
  - We have been implementing positivity - positive behavioral referrals.
  - Including discussing proactive measures. Social-emotional programming in K-8.
- Pushing Rtl for students behaviorally. Bringing in a behavior specialist to evaluate behaviorally challenged kids.

- **Next Step: Reginald** - would like discipline numbers broken down by race, gender and grade and would like to watch trends over time.

### **Finance**

- Reginald - made recommendation to allow Mark to approve expenditures of 20,000 or less. Expenditures between 10 and 20,000, board would be notified on a monthly basis.
- Mike moves to allow Mark the ability to approve expenditures of 20,000 or to report all expenditures between 10 and 20K on a monthly basis. Heather seconds. Board approves.
- **Next Step:** Finance Policies and Procedures will go into the operations manager.

### **Governance**

- Friendraiser on the November meeting date.
- **Next Step:** Move the board meeting to the 14th of December. And the November meeting is canceled.
- **Next Step:** Change the outcomes based calendar.
- **Next Step:** Subcommittees meet between Oct and the board retreat to establish objectives with Mark. Subcommittee meetings to be publicly noticed.
- **Next Step:** Governance committee to update schedule for renewing terms.
- **Next Step:** Email the month you joined board to Dawayne.
- At the Nov 9 freindraiser. Will feature a student and parent. Will have one-pager to give out afterwards detailing how to give your time to MJCS, Giving time and voice to the school and how to give gift (uniforms).

Mike moves to adjourn meeting at 8:00. Heather seconds. Board adjourns.