

**Mountain Discovery Charter School
Minutes of the Board of Directors Meeting
Jackson County Public Library
Monday, June 13, 2016 5:30 PM**

OPEN SESSION

- **Welcome:** Chairman James Busbin called the meeting to order at 5:45 PM and welcomed everyone. Board members John Tench, Rob Young and Candace Boan-Lenzo were present. Sharon Dole and Charlie Breithaupt were absent. Head of School Carter Petty was present.
- **Public Comment:** No one was present requesting to speak so there was no public comment.
- **Approval of the Minutes of the Last Meeting:** A motion was made by John, seconded by James, to approve the minutes of the May 26, 2016 Board meeting. Motion carried.
- **Director's Report:** The Plant A Seed campaign ended as a success. 94% of parents contributed, raising nearly \$47,500. There was some brief discussion of staffing changes for the 2016-17 school year.

EXECUTIVE COMMITTEE

- **Authorization of Representative to File Title I application:** A motion was made by John, seconded by Rob to authorize Carter to file the MDCS Title I application for the 2016-17 school year. Motion carried.
- **PEP Officer Positions:** There board will review the PEP handbook and work to establish some continuity for PEP policy and procedure, including establishing officer positions that remain constant from year to year. In addition, Rob suggested a joint meeting with representatives from PEP, Plant A Seed and the board to define roles and lines of communication between the various entities.
- **Education Outdoors Trips/Retention:** There was discussion of the possibility of requiring attendance on EO trips as a criterion for grade advancement. No decision was made.
- **OCR Complaint:** Carter updated the board on actions that the OCR will require as a result of a complaint filed by a former MDCS parent. Changes to MDCS policy and procedure will be minimal and not overly labor intensive to implement.

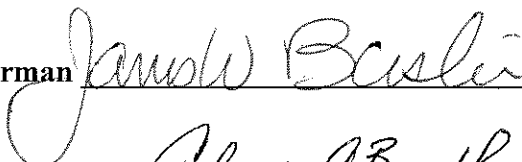
FINANCE COMMITTEE

- **2016-17 Budget:** A motion was made by John, seconded by Candace to adopt the 2016-17 budget as presented to the board by Carter. Motion carried. Budget resolution attached.

Chairman Busbin set the date of August 25th, 2016 at 5:30 PM for the next Board meeting. A motion was made by Candace, seconded by Rob, for adjournment. Motion carried. The meeting was adjourned at 7:00 PM.

For the Board:

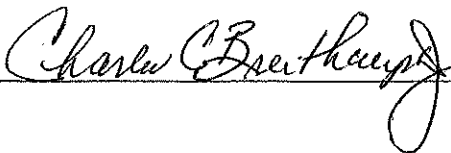
James Busbin, Chairman



Date

Sept 19, 16

Charlie Breithaupt, Secretary



Date

Sept 19, 2016

Projected ADM 189
April EC Headcount 35

Budget

Revenues

Total State Revenue	\$1,308,992.28
Total Local Revenue	\$288,884.42
Total Federal Revenue	\$76,914.00
Total School Activity Revenue	\$12,500.00

Total Revenues \$1,687,290.70

Expenses

Total Salaries and Bonuses	\$ 983,877.85
Total Benefits	\$337,196.60
Total Books and Supplies	\$39,838.96
Total Technology	\$12,777.66
Total Non-Cap Equipment & Leases	\$14,943.86
Total Contracted Student Services	\$42,800.00
Total Staff Development	\$2,500.00
Total Administrative Services	\$42,031.98
Total Insurances	\$28,724.00
Total Rents & Debt Service	\$90,400.00
Total Facilities	\$25,700.00
Total Utilities	\$30,139.62
Total Nutrition & Food	\$1,050.00
Total Transportation and Travel	\$22,165.00
Total Capital Purchase	<u>\$0.00</u>

Total Expenses \$1,674,145.54

Net Surplus/(Deficit) \$13,145.16

This budget is approved by the local board on this 13th
Day of June, 2016

James W Baslin Jr
For The Board

**Mountain Discovery Charter School
Minutes of the Board of Directors Meeting
United Community Bank in Bryson City
Thursday, May 26, 2016 5:00 PM**

OPEN SESSION

- **Welcome:** Chairman James Busbin called the meeting to order at 5:00 PM and welcomed everyone. Board members Charlie Breithaupt and John Tench were present. Sharon Dole, Rob Young and Candace Boan-Lenzo were absent. Head of School Carter Petty was present.

A motion was made by James, seconded by Charlie, to go into Closed Session. Motion carried.

Open Session Continued.

- **Public Comment:** No one was present requesting to speak so there was no public comment.
- **Approval of the Minutes of the Last Meeting:** A motion was made by James, seconded by Charlie, to approve the minutes of the April 7, 2016 Board meeting. Motion carried.
- **Director's Report:** The end of the year is a busy time and all is going well.

EXECUTIVE COMMITTEE

- **Swain County Partnership update:** The Board adjourned to relocate to the Swain County Court House to attend the working meeting of the Swain County Commission. There James and Carter discussed the progress and planned lease agreement with the Commissioners.

The next Board meeting was set for Monday June 13th at 5:30 PM in the Jackson County library.

For the Board:

James Busbin, Chairman James W. Busbin Date June 16, 16

Charlie Breithaupt, Secretary Charlie Breithaupt Date June 16, 2016

**Mountain Discovery Charter School
Minutes of the Board of Directors Meeting
Jackson County Public Library
Thursday, April 7, 2016 5:30 PM**

OPEN SESSION

- **Welcome:** Chairman James Busbin called the meeting to order at 5:30 PM and welcomed everyone. Board members Charlie Breithaupt, Rob Young and Candace Boan-Lenzo were present. Sharon Dole and John Tench were absent. Head of School Carter Petty was present.
- **Plant A Seed Presentation:** Terri Clark, co-chair of the committee, discussed the timeline, website and other plans for the Plant A Seed part of the capitol campaign. Chairman Busbin expressed the appreciation of the board for the work being done.
- **Public Comment:** The agenda item of "Public Comment" was omitted from the agenda. However, no one was present requesting to speak so there was no public comment.
- **Approval of the Minutes of the Last Meeting:** A motion was made by Rob, seconded by Candace, to approve the minutes of the March 10, 2016 Board meeting. Motion carried.
- **Director's Report:** The roof over the play area is up and all are satisfied. The roof measures 38' X 58'. Some minor repairs will be completed after school is out for the summer.
Lottery: The admission lottery went very well. Two families attended. All spaces, except for kindergarten, were for the wait-list. There were 8-10 candidates per grade level selected for the list.

EXECUTIVE COMMITTEE

- **Swain County Partnership update:** MDCS now owns all the land needed for the gymnasium. Next we must work out the lease agreement for rec league basketball and then an easement. The MDCS Board will be available to meet with the Swain County Commissioners.

FINANCE COMMITTEE

- **USDA Loan Update:** No recent contact. The process is stuck in the Environmental Scoping process. The interest rate is now 2.875% and will be that until June 2016.
- **Capitol Development:** Carter outlined the need for potential cash flow to keep the architects working. A motion was made by Charlie, seconded by Candace, for Carter and James to meet to discuss and study plans for the gym. James will be authorized to then authorize Carter to tell the architects to move ahead with construction documents. Motion carried.

Chairman Busbin set two possible dates for the next meeting, based on the availability of the Swain County Board of Commissioners. Those dates are: April 28 and May 12, 2016. A motion was made by Candace, seconded by Charlie, for adjournment. Motion carried. The meeting was adjourned at 7:20 PM.

Chairman Busbin set the date of April 7, 2016 at 5:30 PM for the next Board meeting. A motion was made by Charlie, seconded by Rob, for adjournment. Motion carried. The meeting was adjourned at 7:35 PM.

For the Board:

James Busbin, Chairman

James A. Busbin II Date May 26, 2016

Charlie Breithaupt, Secretary

Charlie Breithaupt Date May 26, 2016

**Mountain Discovery Charter School
Minutes of the Board of Directors Meeting
Jackson County Public Library
Thursday, March 10, 2016 5:30 PM**

OPEN SESSION

- **Welcome:** Chairman James Busbin called the meeting to order at 5:30 PM and welcomed everyone. Board members Charlie Breithaupt, Rob Young were present. Sharon Dole and John Tench were absent. Head of School Carter Petty was present.
- **Public Comment:** The agenda item of "Public Comment" was omitted from the agenda. However, no one was present requesting to speak so there was no public comment.
- **Board member Candidate:** Candace Boan-Lenzo was introduced to the board. A motion to accept Candace to the Board was made by Charlie; seconded by Rob. Motion carried.
- **Approval of the minutes of the last two board meeting:** A motion was made by Rob, seconded by James, to approve the minutes of the January 25, 2016 Board meeting. Motion carried. A motion was made by Rob, seconded by James, to approve the minutes of the February 9, 2016 Board meeting. Motion carried.

EXECUTIVE COMMITTEE

- **Approve 2106-17 Calendar:** A motion was made by Charlie, seconded by Candace, to approve the calendar as presented. Motion carried.
- **Approve Dates for end of 2015-16 School Year and Summer School Session:** A motion was made by Charlie, seconded by Candace, for the last day of school to be May 20, 2016 and for the Summer School Session to be May 23 through May 27, 2016. Motion carried.

FINANCE COMMITTEE

- **Capital Campaign:**
Report from Seed Planters Carter has asked John Bunting and Terri Clark to Co-Chair the campaign. There is a plan for a website www.mdscapitalcampaign.com
- **Capital Development:** Swain County Board of Commissioners is meeting to discuss the possible land purchase by MDCS.
- **Potential Cash Flow Issue:** Architects need to be paid. This can be done by SCEF
- **Grant Writing Revisit:** Will not pursue previous plan for grant writing. Rob will follow up with a known contact for grant writing.

Chairman Busbin set the date of April 7, 2016 at 5:30 PM for the next Board meeting. A motion was made by Charlie, seconded by Rob, for adjournment. Motion carried. The meeting was adjourned at 7:35 PM.

For the Board:

James Busbin, Chairman

James W. Busbin

Date

4/7/16

Charlie Breithaupt, Secretary

Charles C. Breithaupt

Date

Apr 7, 2016

**Mountain Discovery Charter School
Minutes of the Board of Directors Meeting
Tuesday, February 9, 2016 5:30 PM**

OPEN SESSION

- **Welcome:** Chairman James Busbin called the meeting to order at 5:30 PM and welcomed everyone. Board member Charlie Breithaupt was present. Rob Young, John Tench and Sharon Dole were absent. Head of School Carter Petty was present.
- **Public Comment:** There were no public comments.

Because a quorum was not present, no business requiring a vote was discussed. The three members present, James, Charlie and Carter proceeded with a lengthy discussion of the up-coming capitol campaign.

- Chairman Busbin set the date for the next Board meeting on Thursday, March 10, 2016 at 5:30 PM. A motion for adjournment was made by Charlie. Chairman Busbin adjourned the meeting at 8:40 PM.

For the Board:

James Busbin, Chairman

James W. Busbin II

Date

Feb 9, 16

8/25/16 CSP

Charlie Breithaupt, Secretary

Charlie Breithaupt

Date

Feb 9, 2016

8/25/16 CSP

**Mountain Discovery Charter School
Minutes of the Board of Directors Meeting
Monday, January 25, 2016-5:30 PM**

OPEN SESSION

- **Welcome:** Chairman James Busbin called the meeting to order at 5:30 PM and welcomed everyone. Board members Charlie Breithaupt, Rob Young and John Tench were present. Sharon Dole was absent. Head of School Carter Petty was present.
- **Public Comment:** There were no public comments.
- **Approval of the minutes of the last board meeting:** A motion was made by Rob, seconded by Charlie, to approve the minutes of the November 23, 2015 Board meeting. Motion carried.

EXECUTIVE COMMITTEE

- **Board Member Candidate:** Rob presented information about Candace Boan-Lenzo. After discuss, a consensus was reached that James should invite Ms. Boan-Lenzo to attend the next board meeting.
- **8th Grade Enrollment Deadline:** A motion was made by Charlie, seconded by James that the deadline for enrollment for the 8th grade will be set on the Friday immediately prior to the Monday of the Hazel Creek trip. Motion carried.
- **Approval of dates for 2016-17 Open Enrollment Period:** A motion was made by Charlie, seconded by Rob, that the dates for the Open Enrollment Period be February 1 through March 11, 2016. Motion carried.
- **Approval of 2016-17 Calendar:** Tabled until next meeting.

FINANCE COMMITTEE

- **Capital Campaign:**
Report on 2015 results- A total of \$33,980 was collected.

Goals for the 2016 campaign were discussed: These items included - amounts for community members, meeting schedules, foundations, and building capacity.
The proposed lease with Swain County was discussed.

Potential cash flow Tabled

Grant writing Tabled

- Chairman Busbin set the date for the next Board meeting on Tuesday February 9, 2016 at 5:30 PM. A motion for adjournment was made by John; seconded by Charlie. Motion carried. Chairman Busbin adjourned the meeting at 8:40 PM.

For the Board:

James Busbin, Chairman

James W. Busbin II

Date

8/25/16 CSP
~~Jan 25, 16~~

Charlie Breithaupt, Secretary

Charlie Breithaupt

Date

8/25 CSP
~~Jan 25, 2016~~

over

Mountain Discovery Charter School
Minutes of the Board of Directors Meeting
Monday, November 23, 2015-5:30 PM

OPEN SESSION

- **Welcome**
Chairman James Busbin called the meeting to order at 5:30 PM and welcomed everyone. Board members Charlie Breithaupt, Rob Young and John Tench were present.. Sharon Dole was absent. Head of School Carter Petty was present.
- **Public Comment:** There were no public comments.
- **Approval of the minutes of the last board meeting:** A motion was made by Rob, seconded by John, to approve the minutes of the October 26, 2015 Board meeting. Motion carried.
- A motion was made by Rob, seconded by John, to go into closed session. Motion carried.
- A motion was made by Charlie, seconded by John, to approve the lease terms as discussed during the closed session. Motion carried.

FINANCE COMMITTEE:

Discussions continued concerning the Capital Campaign.

EXECUTIVE COMMITTEE:

- Efforts are continuing to recruit new board members.
- Chairman Busbin set the date for the next Board meeting on Monday January 26th, 2016 at 5:30 PM. A motion for adjournment was made by Rob; seconded by Charlie. Motion carried. Chairman Busbin adjourned the meeting at 7:26 PM.

For the Board:

James Busbin, Chairman James W Busbin Date 1-25-16

Charlie Breithaupt, Secretary Charlie Breithaupt Date Jan 25, 2016

**Mountain Discovery Charter School
Minutes of the Board of Directors Meeting
Monday, October 26, 2015-5:30 PM**

OPEN SESSION

- **Welcome**

Chairman James Busbin called the meeting to order at 5:30 PM and welcomed everyone. Board members Charlie Breithaupt and Rob Young were present. Sharon Dole and John Tench were absent. Head of School Carter Petty was present.

- **Public Comment:** There were no public comments.

- **Approval of the minutes of the last board meeting:** A motion was made by Rob, seconded by James, to approve the minutes of the September 28, 2015 Board meeting with one change. In the Finance Committee report, amend the last sentence to read: "Amount raised was \$4700 with no other raised." Motion carried.

- **Director's Report:** It appears that the state allotment will be \$6222/ADM. There is not a significant impact on faculty salaries.

- **Finance Committee:** There are two grants in process to fund the playground roof. PEP-Motion made by James, seconded by Charlie to approve the following as signatories for the PEP account: Lori Bubb, Kristina Newsom, Crim Bassett, and Carter Petty. Motion carried.

Motion made by James, seconded by Rob, to go into Closed Session. Motion carried.

- **Executive Committee:** There was a discussion about the medical leave policy for students. Currently there is a former MDCS student who withdrew for medical reasons and is interested in returning. Carter is in contact with the family and the NCDPI concerning the situation.

Chairman Busbin set the date for the next Board meeting on Monday November 23rd at 5:30 PM . A motion for adjournment was made by Rob; seconded by Charlie. Motion carried. Chairman Busbin adjourned the meeting at 7:26 PM.

For the Board:

James Busbin, Chairman James W. Busbin II Date Nov 23, 15

Charlie Breithaupt, Secretary Charlie Breithaupt Date 11/23/15

Mountain Discovery Charter School
Minutes of the Board of Directors Meeting
Monday, September 28, 2015-5:30 PM

OPEN SESSION

- **Welcome**

Chairman James Busbin called the meeting to order at 5:35 PM and welcomed everyone. Board members Charlie Breithaupt, John Tench and Rob Young were present. Sharon Dole was absent. Head of School Carter Petty was present.

- **Public Comment:** There were no public comments.

- **Approval of the minutes of the last board meeting:** A motion was made by Rob, seconded by John, to approve the minutes of the August 24, 2015 Board meeting. Motion carried.

- **Director's Report:** SCEF bought a bus and the body shop will paint it. Also, there is still no amount known for the allotment this year.

- **Finance Committee:** Rob attended a "Grant Festival" but it was not oriented to education. About 12 funders showed up and they supported only public education. *Total.* PEP/Mountain Disco-Event went well. Raised \$4746. ~~Another \$1700 raised without event.~~

- **Executive Committee:**

Title I MDCS makes application through the state and qualifies for school-wide support. Funds are used for reading support and covers about 70-80% of the position. Amount is \$18-\$19K.

There was further discussion of possible candidates for board membership.

Annual Election: There was a motion made by Rob, seconded by John, to re-elect current board members to hold same offices as presently held. Motion carried. Board Listing attached

There was a motion to go into closed session made by Rob; seconded by James. Motion Carried.

- **Other Business:** A motion to add to the agenda a discussion of fund raising by individual teachers was made by Rob, seconded by John. Motion carried. Carter explained the practice and answered questions by Board members.

Chairman Busbin set the date for the next Board meeting on Monday October 26 at 5:30 PM . A motion for adjournment was made by Rob; seconded by Charlie. Motion carried. Chairman Busbin adjourned the meeting at 7:35 PM.

For the Board:

James Busbin, Chairman

James W. Busbin II Date Oct 26, 15

Charlie Breithaupt, Secretary

Charlie Breithaupt Date Oct 26, 2015

MDCS Board 2015-16

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*Ex-Officio member, authorized to purchase
for MDCS

Mountain Discovery Charter School
Minutes of the Board of Directors Meeting
Monday, August 24, 2015-5:30 PM

OPEN SESSION

- **Welcome**

Chairman James Busbin called the meeting to order at 5:35 PM and welcomed everyone. Board members Charlie Breithaupt, John Tench and Rob Young were present. Sharon Dole was absent. Head of School Carter Petty was present.

- **Public Comment:** There were no public comments.

- **Approval of the minutes of the last board meeting:** A motion was made by Rob, seconded by James, to approve the minutes of the June 29, 2015 Board meeting. Motion carried.

- **Director's Report:** The opening of school went well. The enrollment is 186 with 2 spaces in the 8th grade and 1 in Kindergarten.

- **Finance Committee:** There is a surplus of \$159,000 from last year. Plans are moving ahead for the roof over the outdoor play area. The roof will provide shade shelter. The cost will be \$55,000. The PEP (Parent-Educator Partnership) is planning a fund raiser on September 19, 2015 to help pay for the roof.

The search continues for funding from foundations for the Master Plan.

Approval of the new facilities lease with SCEF: The finance committee recommended that the board approve the new lease terms of a recurring annual payment of \$40,000 and monthly payments of \$4200. A motion was made by Charlie, seconded by John. Motion carried.

- **Executive Committee:** The School Improvement Plan (attached) was presented and discussed. Motion to approve the plan was made by Charlie; seconded by James. Motion carried.

There was a discussion of possible candidates for board members.

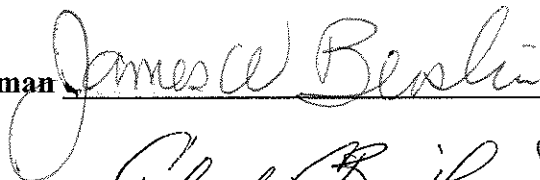
There was a motion to go into closed session made by Rob; seconded by James. Motion Carried.

- **Other Business:** A motion to approve bonuses as discussed in closed session was made by James; seconded by Rob. Motion carried.

Chairman Busbin set the date for the next Board meeting on Monday September 28 at 5:30 PM . A motion for adjournment was made by Rob; seconded by Charlie. Motion carried. Chairman Busbin adjourned the meeting at 7:35 PM.

For the Board:

James Busbin, Chairman



Date

Sept. 28, 15

Charlie Breithaupt, Secretary



Date

9/28/15

District Goals for Mountain Discovery

District Goal 1: Secure funding for a new multi-purpose building.

Supports SBE Goal: | Goal 3 – North Carolina Public School students will be healthy and responsible.

District Goal 2: Obtain funding and install roof covering over the basketball court.

Supports SBE Goal: | Goal 3 – North Carolina Public School students will be healthy and responsible.

District Goal 3: Plan Multi-purpose building for new site. Break ground 7-2016

Supports SBE Goal: | Goal 3 – North Carolina Public School students will be healthy and responsible.

District Goal 4: Achieve Performance Composite at least 5 percentage points higher than the state average at every tested grade level and every tested subject.

Supports SBE Goal: | Goal 1 – North Carolina public schools will produce globally competitive students.

District Goal 5: Meet State Salary Scale without using existing cash reserves.

Supports SBE Goal: | Goal 2 – North Carolina public schools will be led by 21st Century professionals.