



Eno River Academy

Future Visions Committee Meeting - October

Published on October 10, 2019 at 3:26 PM EDT

Date and Time

Thursday October 10, 2019 at 5:00 PM EDT

Location

Eno River Academy, High School Conference Room

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance and Guests			1 m
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		1 m
II. Future Visions			5:02 PM
A. Committee Structure - Comprehensive Manual	Discuss	Michael O'Malley	20 m
A motion passed to request review by Future Visions and drafting of an updated committee membership process to be provided to the Board for consideration. (This would be posted to the school community before final approval by the Board.)			
III. Future Visions			5:22 PM
A. PATH Structure - Comprehensive Manual	Discuss	Michael O'Malley	20 m
A motion passed to request Future Visions to review the updated PATH structure and process document, and draft an updated PATH Committee Description for submittal to the Board for consideration.			
IV. Other Business			
V. Closing Items			5:42 PM
A. Adjourn Meeting	Vote		

Cover Sheet

Approve Minutes

Section: I. Opening Items

Item: C. Approve Minutes

Purpose: Approve Minutes

Submitted by:

Related Material:

2019_09_16_future_visions_committee_meeting_-_september_minutes.pdf

APPROVED



Eno River Academy

Minutes

Future Visions Committee Meeting - September

Date and Time

Monday September 16, 2019 at 5:30 PM

Location

Eno River Academy, High School Conference Room

Committee Members Present

Michael O'Malley

Committee Members Absent

None

I. Opening Items**A. Record Attendance and Guests**

Attendees: Elizabeth Millan, Donna Kuhl, Lisa Pope, Dawn Atkinson, Andy Finkle, Hunter Schofield

B. Call the Meeting to Order

Michael O'Malley called a meeting of the Future Visions committee of Eno River Academy to order on Monday Sep 16, 2019 @ 5:38 PM at Eno River Academy, High School Conference Room.

C. Approve Minutes

Aug 5th Attendees:

Amy Simonson
Donna Kuhl
Lisa Pope

II. Future Visions

A. Updates and Opportunities

Discussion Topics/Questions:

- Future Chair Interest (Mike O'Malley looking for someone to lead the FV committee. Please email with interest)
- Silent Auction Sub-Committee (Please consider joining, Feb 29th - same day as Science Olympiad)
- Policies and Procedures Updates (comprehensive manual) (Andy Finkle volunteer)
- Accreditation process - Question for board, What can be done now? How to get started?
- Mission and Values Update - Board's plan to address, also is Mission tied to Charter?
- Diversity and Inclusion Research (sharing perspectives. Ms Bair to attend next meeting to share more about the lottery process and hiring process)

Other:

- Grounds sub-committee formation request
- Parent Survey timeline to release?
- Next town hall(s) dates?

III. Other Business

A. Break out into small groups

Stayed in large group discussion

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:47 PM.

Respectfully Submitted,
Michael O'Malley

Cover Sheet

Committee Structure - Comprehensive Manual

Section: II. Future Visions
Item: A. Committee Structure - Comprehensive Manual
Purpose: Discuss
Submitted by:
Related Material: Comp_Manual_Section_1.8_Committees (1).pdf

BACKGROUND:

As part of our annual review of the comprehensive manual for any needed updates or revisions, the Chair would like the Board to review and consider the membership process for committees. Committees will be asked to provide a list of proposed members at the next board meeting. If any recommended updates or revisions are needed, Board members should provide feedback and recommendations at this time. This membership process was put in place after an incident occurred at the former K-8 building where a parent created a safety issue during a meeting. There was no mechanism in place at that time for removal of a committee member or a way to prohibit attendance, barring legal action (trespass restrictions through the sheriff's office, etc). This process was drafted at the advice of the school attorney.

Section 1.4 Charter Agreement

The initial Charter Agreement was entered into by Eno River Academy, formerly Orange Charter School, in 1997. A copy of this charter agreement may be found as Addendum 1 of this document.

Section 1.5 Current Charter

The current Charter is effective from July 1, 2017 to June 30, 2027. A copy of this Charter may be found as Addendum 2 of this document.

Section 1.6 By-Laws

A copy of the current By-Laws may be found as Addendum 3 of this document.

Section 1.7 Volunteering and Parent Involvement

Applicable North Carolina statute: N.C. Gen. Stat. § 95-28.3. Leave for parent involvement in schools. “(a) It is the belief of the General Assembly that parent involvement is an essential component of school success and positive student outcomes. Therefore, employers shall grant four hours per year leave to any employee who is a parent, guardian, or person standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved at that child's school....”

Like most schools, ERA encourages parents to be involved in the school. However, parent involvement is broader and more crucial at Eno River Academy because parents elect the BoD, give input regarding school governance, and lead important fundraising efforts that ensure the school's financial stability. Parental involvement can help enrich the learning environment in many ways. ERA expects parents to volunteer a minimum of three hours per month.

Procedures for volunteering or visiting during the school day: All visitors and parent volunteers must report to the main office and sign in, even if you have a scheduled meeting. Please wear one of our visitor nametags as well. This will insure a safe school environment for all our students.

Section 1.8 Committees

ERA committees operate under the direction of the BoD. These committees play an important role by gathering information, making recommendations and completing tasks as directed by the BoD and defined below. Committees do not make binding decisions for ERA.

Section 1.8.1 Eno River Academy Policy on Committees

The following policy is to be used for standing and ad hoc Committees at ERA.

1. ERA Standing Committees will each have a description set forth in Section 1.8.2 of this policy.
 - a) Standing Committees will have scheduled meetings open to all members of the community, and will operate in compliance with the North Carolina Open Meetings law.

- b) ERA Committees may move into closed session to discuss items which warrant confidentiality pursuant to Article 33C, Section § 143-318.11(a) of the North Carolina General Statutes.
 - c) Ad Hoc Committees will have their purpose and duration set forth by BoD majority vote.
 - d) Committees make recommendations to the BoD and no binding decisions will be made by the Committee members.
 - e) Committees can at no time have a quorum of voting members of the BoD.
- 2. ERA Committee meetings will be announced to the ERA community at least one week before the scheduled meeting, or posted in the weekly school newsletter.
 - a) Current Standing Committees are listed below. Descriptions may be found in Section 1.8.2 of this Manual.
 - b) Community Grievance
 - c) Employee Grievance
 - d) Finance
 - e) Parents and Teachers Helping (PATH)
 - f) Future Visions
- 3. Community Grievance and Employee Grievance members are appointed by the BoD.
- 4. ERA Committees are open meetings that are to be conducted in accordance with the North Carolina Open Meetings law. All members of the ERA community and other members of the public are welcome and encouraged to attend and participate in meetings, discussions and activities. Committees may move into closed session to the extent permitted by the North Carolina Open Meetings Law.
- 5. ERA Committee Chairs are to be appointed by a voting majority of the BoD, and in accordance with the Committee Description in Section 1.8.2. Chairs are responsible for keeping minutes or appointing a committee member to keep minutes. All final minutes once approved by the committee will be sent to the BoD Secretary by the Committee Chair for posting on the website. Notation shall be made in the minutes identifying any closed session, in accordance with North Carolina Open Meetings law and Article 33C, Section § 143-318.11(a) of the North Carolina General Statutes.
 - a) Board Liaisons to each committee are to be appointed by a voting majority of the BoD.
 - b) The BoD will appoint members in Community Grievance and Employee Grievance and Chairs of Standing or Ad-Hoc Committees by September of each school year and as needed throughout the school year.
 - i) The ERA Community Members name will be brought to the BoD for majority vote for by the Board Liaison to the Committee.
 - c) Removal of appointed Chairs, Board Liaisons and Members of any committee may occur by majority vote of the BoD, and is at the discretion of the BoD.
- 6. Membership to committees occurs as follows:
 - a) Chairs are to be appointed by a voting majority of the BoD. Chairs must have attended a minimum of six (6) meetings, or half of the held meetings, in the past twelve (12) months, of the Committee for which they would like to chair.
 - i) The Board Liaison may serve as interim chair, appointed by the BoD, to a committee until a member has met these criteria.

- ii) Board Liaisons to each committee are to be appointed by a voting majority of the BoD.
 - b) Board Liaisons shall facilitate communication between the Board and their appointed committee.
 - i) Board Liaisons shall attend meetings of their appointed committee.
 - ii) Any ERA community member may attend and participate in a Committee meeting as an attendee.
7. ERA Committee Chairs have the ability to form teams to coordinate and undertake specific events and activities. Examples of this include, but are not limited to,
- a) Annual Book Fair and Read-A-Thon Team (PATH)
 - b) Spring Fling Team (PATH)
 - c) Grant Research and Coordination (Finance)
 - d) Annual Fund (Finance)
 - e) Hillsborough Holiday Parade (Future Visions)
 - f) Last Fridays (Future Visions)

Section 1.8.2 Committee Descriptions and Duties

Community Grievance Committee

1. Committee Membership
 - a) The Community Grievance Committee shall be chaired by an appointed member of the BoD. The committee shall also consist of two members of Eno River Academy as selected by the Chair of Grievance. All committee members of the Community Grievance Committee shall be appointed by the BoD by the September BoD meeting each year.
2. Meeting Requirements
 - a) The Community Grievance Committee shall meet as needed.
 - b) All meetings shall be held as defined by the Community Grievance Procedure.
3. Description and Duties
 - a) The Community Grievance Committee is commissioned by, and responsible to, the BoD to
 - b) Provide a forum for complainants with issues that have been unable to be resolved individually.
 - c) Recommend to the BoD possible resolution(s) after careful consideration of all information provided and/or collected.
4. Additional Policies
 - a) The Community Grievance Committee members shall be removed or appointed in accordance with the Eno River Academy Policy on Committees.

Employee Grievance Committee

1. Committee Membership
 - a) The Employee Grievance Committee shall be chaired by the appointed Chair of the Community Grievance Committee, who shall be a member of the BoD. The committee shall also consist of the Vice-Chair of the BoD and an appointed member of the BoD.

Members shall be appointed by the BoD by the September meeting each year.

2. Meeting Requirements
 - b) The Employee Grievance Committee shall meet as needed.
 - c) All meetings shall be held as defined by the Employee Grievance Procedure.
3. Description and Duties
 - d) The Employee Grievance Committee is commissioned by, and responsible to, the BoD to
 - e) Provide a forum for complainants with issues that have been unable to be resolved individually.
 - f) Recommend to the BoD possible resolution(s) after careful consideration of all information provided and/or collected.
4. Additional Policies
 - g) The Employee Grievance Committee members shall be removed or appointed in accordance with the Eno River Academy Policy on Committees.

Finance Committee

1. Committee Membership
 - a) The Finance Committee shall be chaired by the appointed BoD Treasurer. The committee shall consist of the BoD Treasurer, ERA Executive Director and at least one Staff member of Eno River Academy.
2. Meeting Requirements
 - a) The Finance Committee shall meet as needed, and at least once per quarter.
3. Description and Duties
 - a) The Finance Committee shall be commissioned by, and responsible to, the BoD to assume the responsibility for advising it on matters pertaining to finance, fundraising and budgeting. The Finance Committee shall coordinate with the accounting firm as chosen by the BoD. The Finance Committee shall maintain a continuing review of the financial affairs of Eno River Academy. Using this information, the committee shall make appropriate recommendations to the BoD regarding financial matters.
 - b) The Finance Committee shall
 - i) Review the monthly budget spreadsheet provided by the accountant
 - ii) Make recommendations for revisions to the budget to the BoD
 - iii) Monitor any annual surplus and make recommendations to the BoD for short and long term investments, subject to majority vote by the BoD
 - iv) Coordinate with and monitor the accounting firm and banking institutions as appointed by the BoD
 - v) Coordinate with other committees as appointed by the BoD to plan for current and future needs of the school.
 - vi) Research and propose grant opportunities and coordinate with ERA staff and committees in submission of grants.
 - vii) Work with the ERA Executive Director and BoD to coordinate annual fundraising efforts.

4. Additional Policies

- a) The Finance Committee members shall be removed or appointed in accordance with the ERA Policy on Committees.

Parents and Teachers Helping Committee (PATH)

1. Committee Membership

- a) The Parents and Teachers Helping Committee (hereinafter “PATH”) is a standing committee of the BoD that shall be led by a Steering Committee. The PATH Steering committee shall be comprised of some or all of the following members: President, Vice President, Treasurer, Secretary, BoD Liaison, elementary school staff representative, middle school staff representative, high school staff representative, and the Executive Director. The PATH Steering Committee may operate from time to time with fewer than all of the above-listed positions filled.
 - i) The PATH Committee Chair shall be an ERA community member and appointed by the BoD. The Chair shall be responsible for overseeing and coordinating PATH activities; ensuring consistent meetings; ensuring active involvement of the committee members; interacting and communicating with the Executive Director and the BoD on behalf of PATH; recruiting ERA families as members of PATH; and creating and maintaining a notebook of PATH activities and procedures to pass on to succeeding chairs.
 - ii) The PATH Vice Chair shall be an ERA community member and appointed by the BoD to assist the Chair in completion of his/her duties.
 - iii) The PATH Treasurer shall also be an ERA community member and appointed by the BOD. The Treasurer must successfully complete a background check. The Treasurer shall be responsible for assisting the Steering Committee in developing the budget, keeping an accurate and detailed account of all the monies received and paid out on behalf of PATH; receiving donations and any event proceeds in conjunction with ERA staff; ensuring funds are counted in conjunction with ERA staff; providing regular financial reports to the Executive Director and the PATH committee.
 - iv) The Secretary shall be an ERA community member and elected by the PATH committee members at their general meeting in February. The Secretary will record minutes of PATH general meetings and Steering Committee meetings and shall be responsible for distribution of minutes in a timely manner.
 - v) The BoD appointed Liaison shall provide coordination between the BoD and PATH.
- b) General PATH committee members shall consist of any Eno River Academy staff person or ERA Community member. There is not a limit to the number of general committee members for the PATH Committee.
- c) The PATH year shall run January to December. Each November, the current Steering Committee and any other members of PATH interested in discussion shall meet to nominate new Steering Committee members. Only the current Steering Committee shall vote on the members to be recommended to be appointed by the BOD. The nominations will be given to BoD in December and the Steering Committee members of the PATH Committee shall be appointed by the BOD at their January meeting. Additional appointments may be made at any BoD meeting, as deemed appropriate by the BoD.

2. Meeting Requirements

- a) The PATH Committee shall meet as needed but at least three times each year.
- b) The PATH Steering Committee shall meet as needed but at least bi-annually.
- c) All meetings shall be open to the membership of Eno River Academy and the general public.

3. Description and Duties

- a) The PATH Committee shall operate under the direction of, and shall be responsible to the BoD. The primary function of the PATH Committee is to coordinate internal activities to support and enhance the educational and social experiences of the children and families of ERA. Fundraising is an important function of PATH in achieving this purpose. However, PATH is not the sole fundraising branch of the school as fundraisers may also be run by teachers, students, parents, other committees of the BoD at the Executive Director and/or BoD's discretion. The Committee Chair shall regularly coordinate with the Executive Director of ERA in meeting PATH'S annual goals as well as presenting monthly reports including financial data to the Executive Director and BoD. As described above, financial reports will be prepared by the Treasurer.
- b) On an annual basis, the PATH Steering Committee shall prepare a proposed PATH fundraising calendar for the school year, which shall be provided to the BoD for review and approval. Revisions and updates to the calendar shall be provided to the Executive Director and BoD for review.
- c) The PATH Committee may, at the discretion of the PATH Steering Committee, create PATH task teams. Possible examples of task teams include a Fundraising task team, Hospitality task team, Community Funding task tea, Community Outreach Task Team, and/or such other task teams that may be created by the PATH Steering Committee to carry out the purposes of PATH and to carry out any additional requests from the BoD.

Future Visions Committee

1. Committee Membership

- a) The Future Visions committee shall be chaired by an Eno River Academy member as appointed by the BoD. The committee shall also consist of an appointed Liaison from the BoD. Additional members may also consist of any Eno River Academy staff person or Community member. All committee members of the Future Visions Committee shall be appointed by the BoD. Appointments of the Chair and Board Liaison to the Future Visions Committee shall be made by the BoD by the September BoD meeting of each year. Additional appointments may be made at any BoD meeting, as deemed appropriate by the BoD.

2. Meeting Requirements

- a) The Future Visions Committee shall meet as needed but at least three times each year.

3. Description and Duties

- a) The Future Visions Committee is commissioned by, and responsible to, the BoD to draft policies and procedures as directed by the BoD by majority vote. The Future Visions Committee shall coordinate with BoD to revise the Strategic Plan during the Spring of each school year.
- b) Future Visions Committee shall
 - i) Draft policies and procedures as directed by the BoD. Drafts may be worked on by

individual members, but shall be completed during scheduled meetings for input by all members.

- ii) Present draft policies and procedures to the BoD for comments. After the BoD meeting, revisions by the BoD members shall be incorporated into the draft. Draft policies and procedures will be provided to the Board Secretary in a format that can be posted with the minutes for the BoD meeting. Draft policies and procedures will also be sent via email to the members and employees of ERA and/or posted to the School website until the following BoD meeting.
 - iii) A final draft of any policy or procedure will be completed at the next Future Visions Committee meeting following the BoD meeting where the draft was presented.
 - iv) Final drafts will then be presented to the BoD for adoption.
 - v) Final approved policies and procedures will be saved electronically with the date of adoption, will be posted with that month's BoD minutes, issued to members and employees of ERA and any affected manuals or handbooks will be amended.
 - vi) The Strategic Plan shall be reviewed no later than February and goals met, needing extension, or no longer valid will be noted. Minor updates or additions to the Strategic Plan may occur at any time, provided they are approved by the BoD.
- c) The Future Visions Committee is also responsible for community outreach activities. Teams may be formed by the Committee Chair to coordinate these activities. ERA Community Outreach activities should annually include, but not be limited to,
- i) The Hillsborough Holiday Parade
 - ii) Hillsborough Last Friday booth and activities

4. Additional Policies

- a) Future Visions Committee members shall be removed or appointed in accordance with the Eno River Academy Policy on Committees.

Cover Sheet

PATH Structure - Comprehensive Manual

Section: III. Future Visions
Item: A. PATH Structure - Comprehensive Manual
Purpose: Discuss
Submitted by:
Related Material: ERA_PATH_STRUCTURE_2019-2020_FINAL (1) (1).pdf

BACKGROUND:

PATH created a revised structure and process document to the Board during the 2018-2019 school year. Based on this document, updating is needed to PATH Committee Description in the current Comprehensive Manual.

ERA PATH STRUCTURE 2019-2020

P.A.T.H. Parents and Teachers Helping

PATH MISSION: Parents and teachers helping to provide teacher appreciation efforts and community events that will strengthen the Eno River Academy Community.

PATH LEAD: Nicole Hill

- Communicate with Administration and Board
- Support PATH Leads
- Organize marketing and new member recruitment
- Access and streamline ERA Volunteer process
- Oversee website blog and Facebook page
- Responsible for overall vision, calendar and execution of PATH projects
- Create/track annual budget
- Facilitate PATH meetings
- Access ongoing PATH needs and respond proactively

TEACHER APPRECIATION LEAD: Rebecca Gallegly

- Oversee all ERA Teacher Appreciation efforts
- Develop annual teacher appreciation calendar (may include welcome back kits, pantry stocks, fall appreciation, winter appreciation, lunches, OEG packets)
- Coordinate with K-5, Jr High. and HS Leads to execute events/projects
- Recruit volunteers to lead and assist with projects
- Oversee the production of marketing, sign up geniuses, and communication as it relates to Teacher Appreciation
 - Set theme and oversee execution of Teacher Appreciation Week (assign key volunteer)
 - Oversee Teacher Appreciation Birthday Program (assign key volunteer)
 - Oversee Teacher Lounge Fruit Bowl Sign up (assign key volunteer)
- Assess needs of teacher appreciation and respond proactively

COMMUNITY EVENTS LEAD: Nicole Hill

- Organize execute PATH events
 - Spring Carnival (may assign key volunteer)
 - Back to School Night (may assign key volunteer)
 - Fall TBD (may assign key volunteer)
 - Winter Children's Market (may assign key volunteer)
- Responsible for setting the annual events calendar as well as individual event calendars
- Recruit volunteers, ensure meaningful jobs and experiences
- Work with vendors and community at large as needed
- Oversee Marketing, reports, and budgets for events
- Access community event needs and respond proactively

K-5 LEAD: Julie Forrest

- Communicate with K-5 liaisons (welcome back, get to know your teachers, as needed for school events, best practices, PATH needs)
- Access needs of K-5 teachers and students and develop an annual calendar of how PATH will provide support annually
- Oversee creation and completion of Silent Auction baskets
- Development/implement beginning of the year teacher communication questionnaire
- Lead teacher gifting ideas
- Coordinate with the Teacher Appreciation Lead to assist in facilitation of teacher appreciation efforts
- Create sign up geniuses as needed
- Help identify a volunteer to develop K-5 Parents Night focus topics
- Help identify a volunteer to organize extra curricular events to build K-5 community
- Help recruit volunteers as needed
- Access ongoing K-5 Parent/Teacher needs and make recommendations to PATH LEAD

JUNIOR HIGH 6-8 LEAD: Jenny Hester

- Communicate with Staff Lead
- Create sign up geniuses as needed
- Help recruit volunteers for JR High events
- Coordinate with the Teacher Appreciation Lead in facilitating PATH Teacher Appreciation efforts
- Lead teaching gifting ideas
- Assess ongoing needs of Junior High students and teachers and make recommendations to PATH Lead
- Assess needs of JR HIGH teachers and students and develop an annual calendar of how PATH will provide support annually

HIGHSCHOOL LEAD: Anne Kenyon

- Collaborate and work with HS admin and leaders of student/teacher groups to identify support needs from PATH.
- Based on needs assessed, make recommendations to PATH Lead.
- Based on identified needs of HS teachers and students, develop an annual calendar of how PATH will provide support annually
- Support Teacher Appreciation Lead in facilitating initiatives at the HS
- Create sign up genius as needed
- Lead teacher gifting ideas
- Recruit volunteers to support HS Events
- Organize events for students and or parents to help build ERA community
- Support/coordinate PATH's involvement in HS

SOCIAL DEVELOPMENT LEAD: Denise Burnette

- Organize opportunities before, after, or separate from PATH meetings to provide a social outlet for PATH members.
- Explore creating ERA Nights at local events (meet up at parade, take a historic tour, karaoke)
- Explore working with HS Lead for PNO opportunities to coincide with PATH parent meet ups.

DATA LEAD: Sarah Yagnow

- Document PATH Activity
- Manage GOTO Team (volunteer) list and communications

PATH GOALS 2019-2020

1. Restructure PATH Leadership team structure to help divide the workload and reach and build smaller communities within ERA. 2019-2020 will be a year of evaluating what ERA has done in the past, what ERA's current needs are, and creating a system to sustain us for years to come.
2. Assess and structure an ERA volunteer program. Create a volunteer system that will help recruit and track volunteers that have interest in helping PATH (and other groups) but may not be able to attend meetings. PATH will focus efforts to take ERA parents from casual to connected to committed through volunteering.
3.
 - a. 2019-2020 PATH team will focus on marketing/branding PATH and volunteer development. We will create a system to recruit and track volunteers that have interest in helping PATH but may not be able to attend meetings. PATH will focus efforts to take ERA parents from casual to connected to committed through volunteering. These first line volunteer PATH members will receive direct PATH communications and serve as our go to volunteer pool for PATH needs. This group will be called our GOTO team.
4. Marketing/Branding what PATH is, who we are, what we do, and how to get involved.
5. PATH will continue to provide excellent teacher appreciation efforts throughout the year and during teacher appreciation week.
6. PATH will facilitate 4 community events (Spring Fling & a fall event to be determined) that will allow parents to get involved and experience ERA community.