P.A.C.E. INC. BOARD OF DIRECTORS

—October Board Meeting—

Minutes

MEETING – October 16, 2018
6:00 p.m. Regular Session

Board Members Invited: Esteve Coll-Larrosa (Chair), Lori Cozzi (E.D. non-voting), John Hall (Faculty Rep. non-voting), Sharon McRorie, Tom Turner, Alice Vogler, Elaine Bleakney (Secretary), Gretchen Brown, Dan Carroll

Board Members Absent: Yael Baldwin

Invited Guests: Leila Wheless, Beth Watman

Regular Session

6:00 p.m. Welcome and Introduction of Guests (ECL, 10 min)

➢ Vision Statement: The ArtSpace Charter School community will be a national benchmark in educational excellence through integration of the arts.

➢ Mission Statement: ArtSpace Charter School offers a complete education, through an integrated curriculum centered around the visual and performing arts, utilizing an experiential approach. We believe in a family-centered, cooperative approach to education that encourages parental involvement and community service in order to nurture responsible citizenship.

Acknowledgements: John acknowledges the sixth-grade parents for their donation of books to the Lit. Council of Buncombe County. Lori acknowledges Mr. Hal for directing traffic and keeping kids safe, rain or shine. Lori acknowledges 6th grade for their amazing Greek plays and Mr. Hall for setting high expectations of them; all who contributed to 100 x 100 Fundraiser in different ways; and the Admin Team for being a great group of leaders to work with. Leila Wheless acknowledges John Hall for his work with students on their plays; Chelsea for jumping right in and helping with counseling and Student Council; and Kristin for being willing to roll with absolutely anything as well as helping with Student Council and TRIBES. Jocelyn Reese acknowledges Lara Nguyen (ArtSpace parent and professional muralist) who has been leading the Mural Art Elective in painting the fence. Meg Boerner acknowledges Tonya Clanton, Natalie Wilson, Paige Knoll, Ben Kutshied, Vicki Partridge, and director Rachelle Vachon for all their time and effort spent working on the musical. Robin Allred acknowledges Lori and all volunteers for their work on the 100 x 100 event. Megan Smith acknowledges Chelsea for jumping in to her new role in the North Wing and being proactive and a team player. Kristin Bearden acknowledges Chelsea for buildings relationships with ArtSpace students and families. Kristin also acknowledges the first-grade team for pulling together to create a sense of comfort, love, routine for the 1st graders while Ms. Claire is getting the care she needs. Melissa Redden acknowledges Ms. Carol for being thoughtful, helpful and caring in work-related issues and beyond. Tonya Clanton acknowledges Mr. Chris for planning an awesome field trip to Cataloochee, drumming with the kids, and leading a book club. Beth Garrison thanks Beth Lexa for lending her classroom for book fair. Jesse Satterfield thanks Betsy for putting so much time and effort into supporting her students and her coworkers. Ryan Brisini thanks the great and powerful Elise” for stepping into Ms. Claire’s shoes when she was needed. Evangeline Maumenee acknowledges Elise “who has jumped in to first grade with both feet running and a beautiful positive attitude.” Evangeline thanks Hollis whose support has been rock solid and the Kindergarten team for sharing Elise; Natalie who has helped make this transition flow with grace; Dede, Glenda, and Fiona who have continued first-grade reading groups seamlessly during this transition; Kristin for her support; Carol and Mary for checking in, “and
the list goes on!" Evangeline also thanks the **ArtSpace community** for welcoming her; **Carol and Steve** for bringing technology into her classroom; **all Specials teachers** for their patience; and **Thomas and crew** for all their help with settling in.

➤ **Public Comment**: Sign-up sheet

6:05 p.m. Consent Agenda Items – (ECL, 5 min)

- *Approval of September 18, 2018 regular meeting open minutes*
- *Approval of September 2018 financial report*

➤ **Motion to approve consent agenda items as presented. Motion by TT, 2nd by SM. Motion approved unanimously.**

6:20 p.m. Appointment of Gretchen Brown and Dan Carroll to P.A.C.E. Board of Directors

➤ **Motion to approve Gretchen Brown and Dan Carroll as P.A.C.E. Directors. Motion by ECL, 2nd by AV. Motion approved unanimously.**

6:25 p.m. ED Search Update

6:30 p.m. Teacher Supplement. Next steps: explore retaining lawyer to pursue

6:50 p.m. Annual Fund Kick-Off: Connect to Achieve

7:00 Committee Reports

Director’s Report (see attached)

- Coalition of Charter Schools discussion: revisit membership in this new body in future meeting

Development Committee

- Fundraising updates
- 100 x 100 Fundraiser cleared $10K goal

Policy

- COI Policy for Employees

➤ **Motion to approve COI Policy for Employees as presented. Motion by ECL, 2nd by AV. Motion approved unanimously.**

Beginning Teacher Support Program Plan

➤ **Motion to approve beginning teacher support program plan as presented. Motion by TT, 2nd by SM. Motion approved unanimously.**
7:40 p.m. To prevent the disclosure of information that is privileged or confidential pursuant to the laws of this state or the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes, a motion is made to go into closed session. *Motion by GB, 2nd by DC. Motion approved unanimously.*

**CLOSED SESSION**

- *Motion to return to open session. Motion by: TT, 2nd by: SM. Motion approved unanimously.*

**OPEN SESSION**

- *Motion to approve the September 18, 2018 closed regular session minutes. Motion by SM, 2nd by: AV. Motion approved unanimously.*

- *Motion to approve candidate as presented in closed in accordance with terms of the grant. Motion by SM, 2nd by: AV. Motion approved unanimously.*

8:00 p.m.

- *Motion to adjourn. Motion by TT, 2nd by DC. Motion approved unanimously.*
### VISITOR LOG

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<tr>
<th>PRINT NAME</th>
<th>ROLE IN SCHOOL</th>
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<tbody>
<tr>
<td>Leila Wheless</td>
<td>ELA 7 &amp; 8</td>
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<tr>
<td>Beth Watson</td>
<td>SLP</td>
<td>788-557-9046</td>
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PLEASE USE REVERSE SIDE IF MORE SPACE IS NEEDED

### SIGN UP FOR PUBLIC COMMENT

(PLEASE REMEMBER THAT PUBLIC COMMENT IS LIMITED TO 3 MINUTES PER PERSON)

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Director’s Report
October, 2018

Acknowledgements

- Mr. Hal! Rain or shine he is out there directing traffic and keeping our families safe. Lately, there’s been a lot more rain than shine, but Mr. Hal keeps smiling. Thank you Mr. Hal.
- Wow! Our sixth graders just performed two plays and they were fantastic. Good job 6th grade and congrats to Mr. Hall for setting high expectations for students and helping our 6th graders achieve them!
- Thank you to everyone who helped make 100x100 a success! Artists, patrons, staff, volunteers and PACE Board members. It truly was a team effort.
- The school year started out so smooth, then......stuff happened. The last few weeks have been busy and stressful, but our Admin. Team manages, solves problems and leads. They are an amazing group. Thank you Elizabeth, Lucy, Hollis, and Rob!

School Mental Health Grant
Chelsea Lafferty started as our second School Counselor on October 1st. We are so happy she’s here. Chelsea and Kristin decided that Chelsea will work primarily with grades 5-8 and Kristin will focus on K-4. Chelsea began supporting students immediately.
You may also recall that I wrote a part-time school nurse into this grant as well. Vicki Ransom started in this position this week. Vicki is a retired nurse and ArtSpace grandma. She has already proven to be a wonderful volunteer and supporter of ArtSpace; working in classrooms and in the thrift store. Darlene Dimenna is working with Vicki to better define the position and goals for the year. We expect that the grant will allow us to pay her to be here 4-6 hours per week. Her support in the front office and with student health issues is much needed. We are so grateful to have this funding, and are grateful that Vicki is willing to do this work at a very discounted hourly rate.

Building & Campus Projects
On October 1st I met with parent Mike Lovoy, our architect Maggie Carnevale, and the landscape designer Greg Cloos. Below is a summary of that meeting (compiled and
sent by Maggie). Basically, we are moving forward with the exterior improvements with a few changes. Our hope is to start this work in June, but maybe sooner.

Hi Lori & Mike,

Great to see you both yesterday. Below is the email about painters who came recommended by some GCs.

To summarize our meeting yesterday, I believe we landed on the following:

- At this point, we are not considering rebidding the project
- Mike will reissue the drawing package with a description of the intended scope to price to several sitework contractors. The scope we discussed includes:
  - Sitework as detailed in the drawing package
  - Add the drainage pipe to the face of the turndown slab from the area around the corner of the school (Mike, does you need to include a drawing or sketch?)
  - Send addendum items as well (obviously only site related items are relevant)
  - Reduce the wood fence/gate to end at the edge of concrete
  - Eliminate curb & gutter and replace with turn down slab
  - Eliminate the tree and tree grate
  - Do not include the canopy foundations in the pricing at this time (we can discuss this later once we know the magnitude of cost)

Let me know if I missed anything. Our goal would be to have numbers back in a month or so from Mike’s contacts and the painting so that we can decide if the canopies are feasible (as wood or steel). Thanks Yall. I am glad to be making some progress toward these improvements for ArtSpace!

**Staff Update**

Recently, first grade teacher Claire Spence learned that she will need to have major surgery to remove a growth in her abdomen. Claire was very ill two years ago and she has heart problems. We are very concerned about her undergoing this surgery. It is hard to say how long she will be out, but we expect a best case scenario would put her back in the classroom when students return from winter break in January.

We have asked Elise Fuller to step in and assume the role of teacher in this first grade classroom until Claire can return. Elise is our teaching assistant in kindergarten, so we are developing a plan for long-term sub for those classrooms. Elise is a licensed teacher and she is currently working on her master’s degree in elementary education. We feel fortunate that Elise is willing to step in. Below is the letter we are sending home (on Thursday) to the parents of Claire’s students

Naturally, many people will be asking how they can support Claire. She is a very private person and this has all transpired very quickly. At this time, we are letting people know that the best way to support Claire is to keep her in your thoughts and prayers.
Letter to Claire’s Families

Dear First Grade Parents,

I am writing to share some personal and challenging news with you. Recently I learned that I will need to have a major surgery to remove a growth in my abdomen. I tried to talk the doctors into waiting until the winter break, but they feel this issue needs to be addressed now. I will have the surgery next week, with an expected recovery period of 6-8 weeks. My hope is that I will be able to return to the classroom and your wonderful kids after the winter break at the latest.

While I am away Ms. Elise will be taking over as the teacher for my class. Ms. Elise has been a classroom teacher in the past, has worked as a teaching assistant at ArtSpace for several years, has been an ArtSpace parent, and she is currently working on her Masters Degree in Elementary Education. She is ready, willing and very much able to take over while I am gone.

I have overcome obstacles before in dealing with health issues. While this is a lot to process right now, I know that I am going to be okay and so will my students. You can best support me right now by sending positive energy my way and continuing to support your students, Ms. Elise and the first grade team.

Thank you all for your support. I feel lucky to work in this community. Sincerely, Ms. Claire

Coalition of Charter Schools

I am attaching a letter we received from a new organization, The Coalition of Charter Schools. Membership would run about $4,000 for this school year. The Board will need to discuss this at our October meeting. Please read the letter before the meeting so that we can assume we are all informed as we start this important conversation.
1) Nepotism
   a) No voting member of the governing board shall be an employee of a for-profit company
      that provides substantial services to the charter school for a fee.
   b) No employee of the charter school shall be immediate family (as defined in G.S. 115C-
      12.2) to any member of the nonprofit board of directors.
   c) No employee of the charter school, whether hired by the board of directors or a
      management company, shall be a voting member of the nonprofit board of directors.
   d) No teacher or staff member that is immediate family of the chief administrator shall be
      hired without the board of directors evaluating their credentials, establishing a structure
      to prevent conflicts of interest, and notifying the Department, with evidence, that this
      process has occurred.

2) The interested parties shall make full disclosure, by notice in writing, to the full Board of
   Directors of all possible conflicts of interest, including but not limited to the following:
   a) A staff member in a supervisory capacity is related to another staff member whom
      he/she supervises
   b) A director or staff member receives payment from the school for any subcontract, goods
      or services other than as part of his/her regular job responsibilities or as reimbursement
      for reasonable expenses incurred as provided in the bylaws and Board policy
   c) A director or staff member may have personal, financial, professional or political gain
      through their involvement with the school

3) Following full disclosure of a possible conflict of interest or any condition listed above, the
   Board of Directors shall determine whether a conflict of interest exists and, if so, the Board
   shall vote to authorize or reject the transaction and/or condition. Both votes shall be by
   majority vote without counting the vote of any interested director, even if the disinterested
   directors are less than quorum, provided that at least one consenting director is
   disinterested.
   a) Verification of preexisting conflicts will be made by Board Chair or Designee.
   b) If preexisting conflict involves Board Chair then verification will be made by disinterested
      director.
   c) An interested director, officer or staff member shall not participate in any discussion or
      debate of the Board of Directors or any committee thereof in which the subject of
      discussion is a contract, transaction or situation in which there may be a conflict of
      interest.

4) No director, officer or staff member shall participate in the selection, award or administration
   of a procurement transaction in which federal or state funds are used, where, to his/her
   knowledge, any of the following has a financial interest in that transaction (except for
   transactions authorized by the Board as per Section 2):
   a) the staff member, officer or director;
   b) any member of his/her immediate family;
   c) his/her partner;
   d) an organization in which any of the above is an officer, director or employee;
e) a person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment.

5) In addition a contract or transaction can be rendered voidable by the Board of Directors if entered without full disclosure of the personal interests of a director, officer or staff member. The existence of any of the above listed conditions shall likewise render a contract or transaction voidable unless full disclosure of personal interests is made in writing to the Board of Directors and such transaction was approved by the Board in full knowledge of such interest.

6) The disinterested directors are authorized to impose by majority vote other reasonable sanctions as necessary to recover associated costs against a director, officer or staff member for failure to disclose a conflict of interest as described in Section 1 or for any appearance of a conflict.

7) Appeal from sanctions imposed pursuant to Section 5 and 6 above shall be prescribed by law in those courts of the state (NC) with jurisdiction over both the parties and the subject matter of the appeal.

8) In the event that the P.A.C.E., Inc. Board of Directors has incurred costs or attorney fees as a result of legal action, litigation or appeal brought by or on behalf of an interested director or staff member due to a conflict of interest and consequent sanctions and in the event that the Board of Directors prevails in such legal action, litigation or appeal, the Board shall be entitled to recover all of its costs and attorney fees from the unsuccessful party.

9) A copy of this policy shall be given to all directors, officers and staff members upon commencement of such person's relationship with the School. Each Board member, officer and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

Possible conflicts of interest: Yes__________ No__________
Has conflict been authorized by Board: Yes__________ No__________
If yes when:________________________________________________________________________
If no, please explain:________________________________________________________________
__________________________________________________________________________________

Verification/Action Taken/Date________________________________________________________
Board Chair/Director Signature________________________________________________________

Employee Signature_______________________________________________________________
Employee Name printed________________________________________________________________
Date______________________________________________________________________________
Adopted – November 21, 2006
Revised – May 19, 2015
Beginning Teacher Support Program Plan
Revised: October, 2018

Beginning (novice) teachers working at ArtSpace Charter School will be required to participate in the Beginning Teacher Support Program for three years.

I. Process for Identifying and Verifying All Beginning Teachers (BTs)
   - Teaching credentials for all new teacher hires at ArtSpace Charter will be evaluated to determine if they meet requirements for NCDPI's assignment of initial licensure.
   - Every effort will be made to hire only teachers with a current NC Teaching License.
   - All teachers with fewer than three years of teaching experience will be in the BTSP program.
   - In rare instances that a teacher is hired with an out of state teaching license appropriate experience and positions held will be evaluated to determine eligibility for the BTSP. Those that qualify will be entered into the program.
   - Teachers hired at ACS will only be assigned in the area of licensure.
   - Teachers hired at ACS will be required to take the appropriate licensure tests for the process for license conversion.
   - Teacher licenses will be converted to a continuing license when all required coursework has been completed, these tests have been passed, and three years of teaching have been completed.
   - The Executive Director of ArtSpace will be responsible for collecting BT data for the State of the Teaching Profession in NC Report and will submit all required reports by the required deadline.

II. Plan for Implementing a Sound BT Induction Process

   Three-year induction process overview

   a. Orientation
   - Will be scheduled and presented by the Executive Director and/or Assistant Directors
   - Will take place before the second week of the new school year
   - Will be attended by all beginning teachers and their mentors
   - Will include:
     - ArtSpace's goals, policies and procedures
     - The NC Teacher Evaluation Process
     - The NC Standard Course of Study
     - ArtSpace required curriculum planning and mapping
     - The BTSP process for achieving a continuing license
The safe and appropriate use of seclusion and restraint of students
- The State Board of Education’s Missions and Goals
- A description of available support, professional development and training opportunities
- Working conditions guidelines

**Working Conditions Guidelines**

ArtSpace will follow these working conditions for BT’s:
- Mentors will be assigned early in the year and will be in close proximity
- BT’s will have limited preparations for classes
- BT’s will have limited non-instructional duties
  - The ED will work to create the best schedule possible for BT’s. The ED will monitor the number and type of duties assigned to new teachers. These assignments will be restricted to those that all teachers on the staff are required to complete such as hall, lunch in order to maintain a safe school environment.
- BT’s will have a limited number of exceptional or difficult students
- BT’s will not have extracurricular assignments unless requested in writing by the BT. The ED will review the BT’s request and approve only if determined the BT can handle the extracurricular assignment without a negative impact on their BTSP and instruction for students.

**b. Mentor Selection, Training, and Assignment**

Each BT will be assigned a mentor meeting the requirements of GS115C-286(e). Mentors will only be assigned if they:
- are rated at least “proficient” level on NCEES (Ratings of accomplished or higher on three of the five standards, including Standard 4 on the most recent summative or on Standard 4 on an abbreviated)
- are willing to serve as a mentor and to participate in on-going annual professional development related to mentoring.

In addition:
- ArtSpace will use the most recently available evaluation and/or growth data available
- Teachers for whom a growth model does not exist will be deemed eligible to serve as a mentor teacher provided all other mentor requirements are met.
- Mentors must meet requirements in the year of assignment.
- Mentors will be trained through NCDPI

**c. Professional Development Plans**

All BT’s will develop a Professional Development Plan (PDP). The components of the beginning teacher’s PDP will be covered during orientation. The PDP will be completed by September 30 of each year. The PDP will be created in collaboration with the BT, the mentor and an administrator. The Executive Director or Director will review the PDP with the beginning teacher at the beginning, middle and end of the school year.
**Professional Development**

The process for determining required and/or prescribed professional development for all BT's will be reviewed at orientation. In addition, BT's will be provided an ArtSpace Professional Develop process document and it will be available on the schools server. Like all teachers at ArtSpace BT's will be surveyed at the start of each school year to determine their perceptions of areas of need for professional growth. These surveys will be considered when developing the schools yearly plan for on-site and offsite PD.

**III. Formal Process for Conducting Observations and Summative Evaluations on all BTs**

Beginning teachers will be observed a minimum of four times per year in accordance HB 1080, Section 8.32 (h & i), using the instruments adopted by the State Board of Education (NCEES) for such purposes. Observations will be conducted by the ED and/or Directors at least three times a year and by their mentor at least once a year.

ArtSpace will make every effort to conduct these observations throughout the year by using following scheduling guidelines:

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<th>Observation One</th>
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<tr>
<td>Observation Two</td>
<td>By January 15</td>
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<td>Observation Three</td>
<td>By March 20</td>
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<td>Observation Four</td>
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Beginning teachers will also be evaluated using the NCEES Summative Evaluation each year.

**IV. Plan for Participation in BTSP Monitoring**

ArtSpace will participate in locally provided meetings and support sessions related to the BTSP Monitoring Process. ArtSpace will participate in monitoring for compliance with TCED-016 on a five-year cycle. In addition, administrative staff will continue partnerships and dialogue with local charter leadership to ask questions and share best practices. The ED of ArtSpace will maintain these partnerships and train the school's Assistant Directors in these monitoring practices and expectations as well.

**V. Plan for Participation in the BTSP Peer Review Process**

ArtSpace will participate in the BTSP Peer Review Process as required and in partnership with other local charters. The ED will ensure the BTSP process is followed.

**VI. BTs’ personnel files (files that include the teacher's PDP and performance evaluation report(s)) are filed and secured.**

BTs' personnel files will be created and secured in the same manner as all teacher files at ArtSpace Charter School. These files are retained in a fire proof safe in the ED's office and will include documentation including
copies of the teacher’s resume, license, and references. Electronic files of the BT’s evaluations, summative evaluations and PDP’s will be maintained in NCEES.

VII. Timely Transfer of BT to Subsequent Employing LEAs, Charter Schools, or Non-public Institutions within the state.

The ED will ensure that BT files are shared in a timely manner with other NC Charters, LEA’s and non-public institutions upon request.

BTSP Coordinator: ___________________________ Date: _________________
School Board Chair: ___________________________ Date: _________________
Approved by the local School Board (date): _____________________________
Submitted to NCDPI (date): _____________________________
Approved by NCDPI (date): _____________________________