

Oxford Prep Board of Director Meeting Minutes

January 9, 2024 – 7:00pm

Oxford Preparatory School – Lower School Conference Room and Conference Call

Attendees:

- **Board Members:** Chance Wilkinson, Ben Hicks, Maria Benn (minutes taker), Anita Williams, Jason Overby, Tara Roberson, Mckinley Perkinson, Hannah Altieri
- **Administration:** Andrew Swanner, Ashley Barnette, Maryann Crews
- **Teacher Reps:** Angela Satterwhite, Heather Daniel
- **Student Reps:** Kianna Evans, Kathryn Folger
- **Not in attendance:** Jason Pegram

1) 7:00pm Call to Order

2) Reading of Mission Statement: Chance Wilkinson

3) Minutes: Ben Hicks made motion to approve, Maria Benn second. All approved

4) No Presentations

- a. For February meeting: Booster President and PTO will present

5) Board Policy, Review and Training:

- a. Reviewed Indicator 4
- b. Assignment of Indicator 5 for February Meeting
- c. Discussed Board Member Composition and Potential Call for Additional Applicants Bylaws require 7-11. Current composition is 10. Board desire to keep odd number for voting purposes but seeking 1-2 new members.
- d. **Action:** Andrew will put out call with focus on HR, Finance and Legal

6) Enrollment Update

- a. Open Enrollment started 11/1/24 and will end 1/13/25

7) Academic Report

- a. Lower School Report
 - i. Report Cards going home on 1/10/25. Award Ceremony on 1/17/25. Various testing happening in January
 - ii. Character Trait for January = Emotional Regulation
- b. Upper School Report
 - i. Report Cards going home on 1/10/25
 - ii. GEF grant applications in process
 - iii. Reviewed Driver's Ed Process and what classes are being offered, and when
 - iv. Kudos for hard work and amazing job with fall concerts and shows
 - v. Reviewed Student, Lower School and Upper School Reports

- vi. Teacher of the Year Process – call for Board members to participate in this review process
 - c. Reviewed Financial Report
 - d. Athletics Report – reviewed current draft of NCHSAA
- 8) Unfinished Business – no new unfinished business
- 9) New Business
 - a. Reviewed proposed 2025 Summer School/Reading Camp Plan.
Discussed different instructional staffing changes to meet academic needs
 - i. Tara Roberson made motion to approve proposed Summer School plan, Jason Overby second. All approved
 - b. Reviewed proposed Upper School Friday bell schedule to begin in August 2025
 - i. **Action:** Ashley to share latest feedback and recommendations to board in February meeting to vote.
- 10) Call to Closed Session at 8:59pm. Return to Open Session at 9:15pm.
- 11) Reviewed Announcements
- 12) Meeting Adjournment at 9:25pm