

**Wayne Preparatory Academy  
Board of Directors Meeting  
August 22, 2016**

On Monday, at 5:05 p.m., August 22, 2016, the Wayne Preparatory Academy Board of Directors met at WPA, Cottage B. In attendance were Board members Sharon Thompson, L. J. Stanley, Amanda Wells, and Michael Woodard. Also Dr. Todd Forgette, WPA Managing Director; Sonja Thomas, Dean of Scholars; Kendrick Exum, Dean of Ready Groups; Diane James, EC Coordinator; teachers Beth Carr, Nancy Henderson, and Mrs. Tatum.

**Welcome and Call to Order** were made by Sharon Thompson

**Motion to approve Agenda as Business Order of the Day** – A motion was made by John Ankeney and seconded by Michael Woodard to accept the Agenda as Business Order of the Day with the additional items added. The motion passed unanimously.

Michael Woodard made a motion to go into Closed Session to discuss specific personnel matters in accordance with the NC Open Meetings Law. The motion was seconded by L. J. Stanley and passed unanimously.

**CLOSED SESSION**

**OPEN SESSION**

A motion was made by Michael Woodard to go back into Open Session and seconded by Amanda Wells. The motion passed unanimously.

**Motion to Approve Minutes** – A motion to approve the minutes for July 15 and 16 and August 2 and August 15, 2016 was made by Amanda Wells and seconded by John Ankeney. The motion passed unanimously.

**COMMITTEE REPORTS**

**Community Relations Committee**

Michael Woodard advised that postcards were being sent to WPA parents to Open House and a note regarding the 20 Day Campaign. He also shared that several gift cards had been donated for the prizes for the 20 Day Campaign giveaways. The committee is still looking for large gifts to give to the scholars that have perfect attendance the first 20 days of school. The large gifts will be presented from a drawing of the scholars that had perfect attendance in each grade level. The committee is also planning a party for the end of the 20 days for those scholars that have perfect attendance.

The Community Relations committee will have tables set up at Open House for volunteers to sign up to volunteer for various events this year.

Mr. Woodard asked that Facebook and website posts be made to remind parents and scholars of the 20 Day Campaign.

## **MANAGING DIRECTOR'S REPORTS**

### **Finance**

Dr. Forgette shared with the Board that PowerSchool has 643 scholars currently listed with a waitlist for most grades.

John Ankeney asked Dr. Forgette if WPA would have its full projection of scholars and Dr. Forgette assured the Board that he expected to have 100% scholar enrollment for this school year. Board members suggested doing some marketing to keep adding to the waitlist. Sources suggested were ads in the News Argus, radio, ads in the Wright Times, Fremont News Leader, Facebook, Website, base contacts and banners (like political signs) be placed around the county. Dr. Forgette informed the Board that the staff could handle the marketing and wouldn't need assistance from the Board.

Dr. Forgette stated that calls had been made in July by employees that were brought in and paid to make calls to find out if scholars were returning. Some calls were made by Ambassadors.

The Board asked for a list of withdrawals since school dismissed in June to be presented at the next meeting. The list is to include the date of withdrawal and reason.

Currently parents have one day to return the registration packet once they are called that a spot has opened for their scholar.

### **Academics**

No Report as the Math Action Plan was approved at the August 2 meeting.

### **Operations**

HR – Specific personnel matters to be discussed in Closed Session

### **WPA Ready Groups**

Dr. Forgette and Kendrick Exum, Dean of Ready Groups, provided the Ready Groups schedule for Session I and the budget for 2016-2017.

Mrs. Thompson offered her assistance in helping Mr. Exum with the program since she oversaw the program in the past. Dr. Forgette stated that he and Mr. Exum could handle it and did not require her help.

Dr. Forgette reviewed the finances and budget for the program. John Ankeney made a motion to accept the Ready Groups budget with the amendments made by the Board pending review by legal counsel. Amanda Wells seconded the motion and the motion passed unanimously. Dr. Forgette asked the Board to allow some the Specials staff to help with the Ready Groups program. Michael Woodard made the motion which was seconded by L. J. Stanley. The motion passed unanimously.

### **Calendar Updates**

A Town Hall meeting is scheduled for September 8<sup>th</sup> at Generation Church (formerly First Assembly of God) in Goldsboro at 7:00 p.m. Dr. Forgette was asked to promote this via the website, mass alert and Facebook.

## **Board General Agenda & Officers Reports**

### **Treasurer's Report**

The Board reviewed the financial statements presented from Acadia. Dr. Forgette advised that as of June 30, 2016, the school had a budget surplus. Mrs. Thompson reviewed some of the line items that needed to be adjusted to balance the categories. Those include moving \$5000 to Staff Development, \$1000 to Utilities, and \$12000 to Capital Purchases. John Ankeney made a motion to accept moving these amounts to the categories listed. L. J. Stanley seconded the motion which passed unanimously.

Mrs. Thompson reminded Board members that the Board is ultimately accountable for all finances of the school and as such, only Board members and the Managing Director should be signing checks at this time. Michael Woodard made a motion to remove Bianca Guzman's authorization for signing checks. Checks are to

be signed by the Chairman of the Board and Managing Director or two Board members. The motion was seconded by L. J. Stanley and passed unanimously.

## **OLD BUSINESS**

### **WPA Middle School Project Update**

Mrs. Thompson advised that weekly telephone conference calls are being held to discuss the plans and financing with all parties involved.

### **Policy**

#### **Fiscal Management Policy**

To be reviewed by the Board and submitted for approval at the next Board meeting

#### **Employee Handbook**

The revised handbook was reviewed by the Board. Michael Woodard made a motion to accept the revised Employee Handbook pending review by legal counsel. L. J. Stanley seconded the motion which passed unanimously.

## **NEW BUSINESS**

### **Motion to elect a Board Vice-Chairman**

John Ankeney made a motion to elect Michael Woodard as the WPA Board Vice-Chairman. The motion was seconded by L. J. Stanley and passed unanimously.

### **Discussion of participation with WEN Upcoming event**

Mrs. Thompson shared that WPA has been invited to participate in the Dancing with Stars event that raises money for teacher grants in Wayne County in conjunction with WEN and the Wayne County Chamber of Commerce. More information is needed to determine if this would be a conflict of interest with the Wayne County Board of Education. Mrs. Thompson will call Dr. Ed Wilson to discuss this partnership.

### **Bus Purchase**

Mrs. Thompson advised that she had found a used bus for sale for \$2500 that could be used to transport students from the main campus to the KinderCottage. This would save the cost of having additional personnel at the KinderCottage for Before and After School and Monday Enrichment. It would also provide the opportunity to move scholars to the main campus for events involving the entire school. Discussion from the Board members included vehicle condition, maintenance, repairs, insurance, etc. Mrs. Thompson has inquired about the cost of insurance and is waiting for a reply from the school's insurance agent. She also stated that there is a donor willing to purchase the bus once it has been inspected by a mechanic. Mrs. Thompson asked if any Board members were available to go see the bus for an initial inspection to determine if it is a purchase that the Board would like to pursue. A couple of the members stated they would contact her for details of where its located and when they could go see it.

A motion was made by Michael Woodard to go into Closed Session to discuss specific personnel issues as permitted by the NC Open Meetings law. Amanda Wells seconded the motion which passed unanimously.

## **CLOSED SESSION**

## **OPEN SESSION**

A motion to go out of Closed Session and into Open Session was made by Amanda Wells and was seconded by L. J. Stanley. The motion passed unanimously.

A motion to approve the recommendations by Dr. Forgette regarding hiring new employees was made by John Ankeney and seconded by Michael Woodard. The motion passed unanimously.

Motion to Approve Resolution from the Board – Tabled to the next Board meeting.

**Motion to approve Resolution by the Board**

Tabled until the next meeting

**ADJOURNMENT**

With no further items to discuss, John Ankeney made a motion to adjourn. The motion was seconded by L. J. Stanley and passed unanimously.

The next Board meeting is a Special Called meeting scheduled for September 10<sup>th</sup> at 9 a.m. at the offices of Glenn Barfield.

John D. Ankeney, WPA Secretary