

**Wayne Preparatory Academy
Board of Directors Meeting
December 13, 2013 at WPA Cottage C**

On Tuesday, December 13, 2016 at 5:30 p.m, the Wayne Preparatory Academy Board of Directors met for a regularly scheduled Board meeting. In attendance were Board members Sharon Thompson, Chairman, Amanda Wells, Michael Woodard and John Ankeney. Also, Dr. Todd Forgette, WPA Managing Director, Sonja Thomas, Dean of Scholars, teacher Anais Tatum, Diane James, EC Coordinator, and parents Rachel Radford and David Kerr.

Welcome was made by Sharon Thompson, Board Chairman

Conflicts of Interest - Mrs. Thompson asked Board members if they had any Conflicts of Interest that would prevent them from conducting business of the school. All Board members replied "No."

Community Affairs Committee Report – Michael Woodard

WPA long-sleeved shirts are in for pickup and/or to be paid for by WPA staff and students. Parents were given Christmas teacher gift suggestions.

Students and staff prepared Christmas care packages for our military troops who were overseas. The Board expressed their thanks for their efforts.

A review of recent Facebook posts for events held at the school was given.

DIRECTORS REPORTS

Finance Report

WPA

- a. Revenue and Cash Flow – The budget submitted to the Board shows an ongoing positive balance thus far. Both the Board and Dr. Forgette will monitor the budget and review any expenses which can be reduced.
- b. Dr. Forgette also reported on the cash flow and expense projection for the rest of this fiscal year.
- c. Enrollment Update – Dr. Forgette updated the Board on the current enrollment including new students and withdrawals.

Ready Groups

- a. Revenues vs Expenditures – Dr. Forgette reported on the current revenues and expenditures for the Ready Groups account.
- b. Dr. Forgette reported the enrollment update for the BASLP and reviewed upcoming classes for Session III of MEP
- c. Dr. Forgette and Mrs. Guzman met with Diane Uzzell to discuss the format for reporting on these accounts. This information will be used to update the Board on the current cash flow for all accounts.

Fundraising

Dr. Forgette reviewed the current balance of the Fundraising account and updated the Board on recent expenditures.

Operations

- a. Winter Closing Procedures – Dr. Forgette reported that the procedures for closing the building were given to the staff for preparation.
- b. HR – Held in closed session at the end of the meeting
- c. E-rate Update – The contract with Crystal Works has ended. Mr. Preskitt has attended a recent E-rate workshop. Dr. Forgette was directed to schedule a meeting with the school's E-rate representative so that the various options for the school can be reviewed. Dr. Forgette is to inform the Board of the meeting so they can attend.
- d. Request for Proposal update on Lawn care service – Mr. Preskitt will present the proposed RFP to the Board for approval prior to the next meeting.

BOARD GENERAL AGENDA & OFFICER'S REPORT

TREASURER'S REPORT

- a. The Board reviewed the cash balance at the beginning of the period
- b. The Board reviewed the income received during the period
- c. The Board reviewed the expenses during the last period
- d. The Board reviewed the cash balance at the end of the period

OLD BUSINESS

- a. WPA's Audit was reviewed with no irregularities found. Due to the efforts of Mrs. Thompson, the loans taken out in the first year, have been forgiven which now allows the school to show a net surplus for the 2015-2016 school year. The audit will be submitted by the school's auditor, Potter and Company, on time. The Board will sign the appropriate letters for submission.
- b. Mr. Glenn Barfield, WPA's legal counsel, reviewed the lawsuit with Banyan. It is scheduled to go to trial in March however, since an extension was granted, another mediation will take place first. Banyan has finally provided over 3000 documents in answer to the Discovery requested by Mr. Barfield. Mr. Barfield and Mrs. Thompson will review these documents prior to mediation which has not yet been scheduled.
- c. Construction Financing was discussed by Mr. Barfield. The landlord and land developer are currently working with the bondholders to finalize the financing for construction of the Middle School building. A resolution for amendment to the lease has been signed by Mrs. Thompson per Board approval. Ground breaking is tentatively scheduled for January 2017.

NEW BUSINESS

Ground breaking on the Middle School Building is tentatively scheduled for January 2017.

Glenn Barfield announced he would sponsor a WPA Staff appreciation breakfast at the school on December 19th.

Mrs. Thompson requested travel reimbursement for attending school related meetings and to purchase storage boxes for school materials. John Ankeney made a motion to allow Mrs. Thompson to use the school debit card for the purchases. The motion was seconded by Michael Woodard and passed unanimously.

A motion was made by John Ankeney to enter Closed Session to discuss matters that are privileged and confidential under state or federal law, to discuss matters that are protected under attorney-client privilege, and to discuss personnel matters. The motion was seconded by Amanda Wells and passed unanimously.

CLOSED SESSION

A motion to come out of Closed Session and into Open Session was made by John Ankeney and seconded by Michael Woodard. The motion passed unanimously.

OPEN SESSION

Glen Barfield, WPA's attorney, reported on his findings of expenditures by Mrs. Thompson for the 2015-2016 school year for the Ready Groups programs. All purchases were determined to be appropriate and necessary for the school and were completely and accurately documented with receipts and purchase orders. Mr. Barfield also reported his findings regarding a previous governance issue with a former Board member. This report is being submitted to the Office of Charter Schools and should resolve any governance issues regarding the school.

Mr. Barfield suggested that a resolution be adopted that would allow the Chairman of the Board a monthly expense amount to be used for school purposes that can then be ratified with the receipts at the next Board meeting. Mr. Barfield stated that he would draft the resolution for review by the Board.

MOTION TO APPROVE MINUTES

A motion to approve the WPA Board minutes for November 21, 2016 and November 29, 2016 was made by Amanda Wells and seconded by John Ankeney. The motion passed unanimously.

ADJOURNMENT

With no further business to discuss, Michael Woodard made a motion to adjourn. The motion was seconded by Amanda Wells and passed unanimously.

The next Board meeting is scheduled for Tuesday, January 10, 2017 at 5:15 p.m. at the school.

John D. Ankeney, WPA Secretary