

**Wayne Preparatory Academy
Board of Directors Meeting
Tuesday, May 9, 2017
WPA, Cottage A**

At 5:20 p.m., on Tuesday, May 9, 2017, the WPA Board of Directors met for a regularly scheduled meeting. In attendance were all Board members Sharon Thompson, Amanda Wells, Michael Woodard and John Ankeney. Also in attendance were WPA staff members Dr. Todd Forgette, Sonja Thomas, Amanda Maple, Diane James, Joy Jacobs, and Anais Tatum. Visitors attending were David Kerr, parent, Dr. Ken Benton, and Dr. Marilyn Benton.

Welcome and Call to Order was made by Sharon Thompson, Chairman

A quorum was noted to conduct business.

Notification of Conflicts of Interest –Board members are reminded that it our duty to avoid conflicts of interest and the appearance of conflicts of interest as we handle the work of the WPA Board. Does any member of the WPA Board know of any conflict of interest or any appearance of conflict with respect to any matters coming before us at this meeting? If so, please state tem for the record. If during the course of the meeting you become aware of an actual or apparent conflict of interest, please bring the matter to the attention of the Chair. It will then be your duty to abstain from participating in discussion on the matter and from voting on the matter. All Board members replied they had no conflicts regarding the issues coming before the Board.

Motion to Approve Agenda as Business Order of the Day – Michael Woodard made a motion to approve the Agenda as Business Order of the Day and was seconded by John Ankeney. The motion passed unanimously.

CELEBRATIONS: Dr. Forgette and Mr. Woodard advised that the Spring Fun Day was a success, though the rainy weather hindered it a little. Volunteers from the University of Mount Olive and Seymour Johnson Air Force Base were particularly helpful in making the event a success.

DIRECTOR REPORTS

a. Finance Report –

1. WPA and Ready Groups

a. Revenue vs Expenditures – Dr. Forgette provided the Board with the latest report. The report indicated the WPA school budget and Ready Groups budget are still in alignment. However, the food purchases are trending higher than expected due to more scholars ordering lunch. Recommendations were presented for allocating monies to separate line items within the budget. A motion to approve the recommendations were made by John Ankeney and seconded by Amanda Wells. The motion passed unanimously.

b. Enrollment Update – Mrs. Thompson asked Dr. Forgette if the Intent to Return Forms had been sent home. He informed the Board that they have been sent out and assured the Board there would be follow-up calls to those who replied they would not return. The Board asked him to submit a list of those families not returning due to moves or base reassignments so Board members can contact them by phone.

c. Applications for Lottery Update – Dr. Forgette submitted a report with the available seats by grade for the upcoming Lottery to be held on May 11, 2017.

2. Fundraising Balance – Dr. Forgette provided the Board with the month ending balance for the fundraising account.

B. WPA Read to Achieve (RTA) Summer School Budget for 2017

1. Dr. Forgette presented the Board with the budget for the Read to Achieve Summer School. With changes made to the budget after Board discussion, Michael Woodard made a motion to approve the submitted WPA RTA Summer School Budget. The motion was seconded by John Ankeney and passed unanimously.

2. HR Approval for Summer School Staff – To be covered in the Closed Session.

C. WPA Operational 2017-2018 Budget Draft

1. Dr. Forgette presented his 2017-18 School budget to the Board for initial review.

Mrs. Thompson thanked Dr. Forgette for the effort in putting together the budget. The Board will review the budget before a final vote at the end of June.

2. Ms. Thomas organized a 3rd through 6th grade Day of Safety with local law enforcement. This has become an annual event with the school providing lunch to the officers that attend. The Board thanked Ms. Thomas for her efforts in putting this event together. The Board suggested that the school reach out to parents that are currently serving or retired from law enforcement to volunteer at the school on their days off to facilitate pick up and overall security checks at the school. The Board suggested that Mr. Preskitt could facilitate this planning.

3. Ready Groups Early Center 2017-18 Budget – Dr. Forgette presented the Board with the budget for the WPA Ready Groups Early Learning Center for review. There will be a licensing training at the school on May 24, 2017 from 10 a.m. to 3 p.m. The Board will approve the budget once the training is completed and all items have been accounted in the budget.

D. 2016-17 EOG Testing Schedule – Dr. Forgette advised the Board that he had received a call from DPI regarding the testing dates proposed for EOGs. Due to the requirements, test dates would have to be moved or the last day of school would have to be moved. After discussion, Michael Woodard made the motion to change the last day of school to June 7, 2017 with using the published testing schedule. Amanda Wells seconded the motion which passed unanimously.

Break 7:19 p.m. to 7:24 p.m.

BOARD GENERAL AGENDA & OFFICER REPORT

a. Treasurer's Report

1. Petty Cash – Mrs. Thompson reminded the Board and Dr. Forgette that all monies need to be deposited and that checks should be written for petty cash as needed.

2. Mrs. Guzman was notified of possible fraudulent activities with the credit cards from the bank. The cards have been cancelled and new cards will be issued. No charges were made to any WPA accounts.

3. Mrs. Thompson submitted expenses for attending SBE and OCS meetings. A motion was made by John Ankeney to approve the reimbursement. The motion was seconded by Amanda Wells and passed unanimously. Sharon Thompson abstained.

b. Old Business

1. 2017-18 School Calendar – Dr. Forgette presented the proposed school calendar for 2017-2018 for review. The Board suggested changes and will vote on the revised schedule at its next Board meeting.

2. Mrs. Thompson shared the current ads running in the local paper. Also discussed were upcoming events including Wings Over Wayne where WPA will be present for recruiting.

3. Lottery – The lottery is scheduled for Thursday, May 11 at 6 p.m. at the school.
4. Insurance Quotes – Mrs. Thompson shared with the Board the quotes that have been submitted by different agencies. One quote is still outstanding. As previously voted, once all the quotes are in Mrs. Thompson has been authorized to bind the coverage after review by legal counsel.

C. New Business

1. Update from SBE and CSAB Meetings - Mrs. Thompson gave an update from the recent SBE and CSAB meetings. The main topic was the new formula that will be used for school overall grades. A meeting is scheduled for May 30, 2017 in Raleigh to discuss the parameters that will be used for Charter School grades.
2. MEP Face book Page & Logo – The Board discussed the logo citing changes that needed to be made. All groups/clubs will have their name listed in the banner underneath the logo and will not have separate logos as approved previously.
3. Staff Intent to Return –Dr. Forgette presented the Board with the Intent to Return report for staff.

D. Motion to Approve Minutes - Michael Woodard made a motion to accept the Open and Closed Session minutes for the April 11 and April 28, 2017 minutes as previously sent to them by e-mail for review. Motion was seconded by John Ankeney. Motion passed unanimously.

Motion to Go Into Closed Session – John Ankeney made a motion to go into 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. Michael Woodard seconded the motion which passed unanimously.

CLOSED SESSION at 7:55 P.M.

OPEN SESSION at 8:31 P.M.

Michael Woodard made a motion to return to Open Session. Amanda Wells seconded the motion which passed unanimously.

A motion was made by Michael Woodard and seconded by John Ankeney to accept the recommendations by Dr. Forgette for the WPA Summer Program employees. The motion passed unanimously.

ADJOURNMENT at 8:32 p.m.

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

The next Board meeting is scheduled for May 23, 2017 at WPA.

John D. Ankeney, WPA Secretary