

**Wayne Preparatory Academy
Board of Directors Meeting
November 8, 2016 at WPA Cottage C**

At 5:22 p.m. on Tuesday, November 8, 2016 the Wayne Preparatory Academy Board of Directors met for a scheduled general meeting. In attendance were Sharon Thompson, Board Chairman, Michael Woodard, and John Ankeney. Amanda Wells joined the session by phone. Also attending were Dr. Todd Forgette, WPA Director; WPA staff Anais Tatem, Amanda Maple, Sonja Thomas, and WPA parents Rachael Radford, David Brock, Lauren Forgette, David Kerr and Dawn Kerr. Glenn Barfield, WPA's legal counsel, was also in attendance.

Welcome and Call to Order was made by Sharon Thompson.

Mrs. Thompson asked if any Board members had any Conflicts of Interests that would prevent them from conducting business of the school. All Board members replied they had no conflicts of interest.

The Agenda as presented as Business order of the Day was suspended so that the Board could vote on items before Mrs. Wells would have to leave the call. Mrs. Thompson informed the Board that she had spoken with the Office of Charter Schools and they were aware of the events that had left the Board with only four members and understood that the Board would have to conduct business with the current Board until another member could be added and the Bylaws revised.

A motion to conduct school business with a Board of four members until a fifth member could be added and to act as a Board of four with a majority of three was made by John Ankeney and seconded by Amanda Wells. The motion passed unanimously.

Michael Woodard made a motion to allow Board members to attend meetings electronically on an as needed basis as long as the member could hear all Board and public comments. The motion seconded by John Ankeney and passed unanimously.

A motion to approve the revised budget presented by Dr. Forgette on October 5, 2016 was made by Amanda Wells and seconded by John Ankeney. The motion passed unanimously.

Michael Woodard made a motion to have the Fundraising and Ready Groups accounts audited by WPA's accountant, Dianne Uzzell, each month and not co-mingled with state, federal, and local funds in LINQ. The motion was seconded by Amanda Wells and passed unanimously.

Mrs. Thompson informed the Board that the OCS had approved the school's request to adjust the bell scheduled and Session II of MEP due to the loss of instructional hours as a result of the Hurricane. John Ankeney made a motion to approve WPA's bell schedule change as requested by Dr. Forgette to 8 a.m. until 3:30 p.m. Tuesday through Friday and 8 a.m. to 1:30 p.m. on Mondays and to suspend MEP for the second session with the third session resuming on January 23, 2017. The motion was seconded by Michael Woodard and passed unanimously.

A motion to approve the open and closed minutes from September 19, October 5, and October 25, 2016 was made by Michael Woodard and seconded by Amanda Wells. The motion passed unanimously.

John Ankeney made a motion to approve the revised Bylaws as submitted and reviewed by the Board. The motion was seconded by Amanda Wells and passed unanimously.

Michael Woodard made a motion to allow the Board minutes from November 8, 2016 to be approved via email so that the revised Bylaws can be sent to OCS for approval with the minutes as required by OCS. The minutes will be ratified at the next open meeting. The motion was seconded by Amanda Wells and passed unanimously.

John Ankeney made a motion to approve WPA's participation in the Wings Over Wayne event at Seymour Johnson Air Force Base on May 20 & 21, 2017. The motion was seconded by Michael Woodard and passed unanimously.

Michael Woodard made a motion to approve Spring Creek's Youth Basketball Association to solicit WPA students to participate in the league. The motion was seconded by Amanda Wells and passed unanimously.

Michael Woodard made a motion to approve the travel reimbursement submitted by Sharon Thompson for the many DPI and OCS Training Sessions, Board meetings, seminars, and workshops that she has attended. Mrs. Thompson requested only mileage reimbursement at the lowest state rate and no meal or hotel reimbursement. John Ankeney seconded the motion which passed unanimously. Prior to the motion, Glenn Barfield read the policies on Conflicts of Interest and Nepotism which outline reimbursement for Board members for expenses.

COMMUNITY RELATIONS COMMITTEE REPORT – Michael Woodard

1. Mr. Woodard shared that the Fall Festival had been a great success. They estimated over 400 attended. Mrs. Thompson thanked Mr. Woodard, the committee, and staff for making this event successful.
2. Community Day – The committee is looking for volunteers to clean up the school grounds. Mr. Woodard will send out an email soliciting those who have the equipment to bush hog the ditches and clean up grounds to come when it fits their schedule instead of a scheduled date.
3. Christmas Program – Dr. Forgette shared that the Christmas program will be scaled back this year and the Committee will not be needed to assist with props, etc.
4. Mr. Woodard shared with the Board an email he had received asking if WPA would like to participate in sending care packages to airmen from SJAFB. The packages would need to be ready by December 2, 2016. The Board agreed that this would be a great event for the scholars to participate and asked that Mr. Woodard and Dr. Forgette work together to inform the parents via email and flyers.
5. The next Community Relations Committee will meet on Monday, November 28, 2016.

PUBLIC PARTICIPATION

David Kerr had requested via email to address the Board which the Board approved for this meeting. Mr. Kerr inquired if the Board would be filling the empty seat left by Mr. Stanley and the Board replied that it is planning to fill the position. Mr. Kerr inquired as to when the Board minutes that were recently posted on the website had been approved. Mrs. Thompson shared that they had been approved after a closed session on October 5, 2016. Mr. Kerr asked about the new Bylaws that were voted on at the beginning of the meeting. Mr. Barfield explained the

reason for revision of the Bylaws was due to the dysfunction of the current Bylaws and that the revised Bylaws simplify how the Board functions and conducts school business. Mr. Barfield had copies of the revision for review which he shared with Mr. Kerr.\

DIRECTOR REPORTS

a. Finance Reports

1. Dr. Forgette provided the current financial report to the Board. The school is operating within its budget, and shows a surplus into the next school year.

b. Ready Groups

1. Dr. Forgette provided the current budget and expenses for the Ready Groups programs as well as the enrollment report for BASLP and MEP.

c. Fundraising

1. Dr. Forgette reported on the total Fundraising account and various subcategories where specific donations have been applied.

d. Dr. Forgette's request to have the Fundraising and Ready Group accounts placed with Acadia. This was handled in a previous motion by the Board.

e. Request Board approval of the proposed budget update – This was handled in a previous motion by the Board.

OPERATIONS

1. Dr. Forgette reported that WPA has had to replace 10 out of 33 BARD air conditioner coils for a \$13,000 cost. Mr. Preskitt, the WPA Facilities Manager, along with Jackson & Sons has inquired from the manufacturer if the coils are defective and if they can assist in the expense of replacing these. The Board discussed that although the warranty on the cottages has expired that the warranty on these systems should still be valid.

2. Dr. Forgette advised that the cottage roof shipping points are being removed due to water leakage. The Board noted that these should have been removed at installation. Dr. Forgette shared that there was no recourse now as the manufacturer has gone out of business.

3. Human Resources – Mrs. Thompson shared that BB&T has requested the opportunity to talk with the staff about the BB&T work program which will benefit the staff. Dr. Forgette was asked to coordinate a time for a representative to address the staff, preferably at the next all staff meeting.

Mrs. Wells left the meeting.

BOARD GENERAL AGENDA & OFFICER REPORTS

a. **Treasurer's Report** – The complete financial beginning cash balance, income, expenses, and end cash balances were reported in Dr. Forgette's report. Mrs. Thompson reminded Dr. Forgette and Dianne Uzzell and Mrs. Thompson needed to be granted access to the LINQ system. Mrs. Uzzell also needs viewing access to the bank accounts. Also, the Ready Groups and Fundraising account information should be submitted monthly to Mrs. Uzzell to audit.

b. OLD BUSINESS

1. Financial Non-Compliance

The 2015-2016 audit is almost ready to be sent to DPI for review. The Board, along with Mrs. Uzzell, is currently working on the MD&A which will complete the audit. Also, the last items to send to DPI regarding the Financial Non-Compliance are being finalized at tonight's meeting and will be sent to DPI.

2. Facilities Planning –The Board is currently working on a contingency plan for next year.
3. Governance Noncompliance - Mr. Barfield advised that he still has to interview a few people on the complaint made against L. J. Stanley and once that is complete that he will then submit his report to the OCS.
4. Motion to Approve New School Schedule – This item was handled in a previous motion by the Board.
5. Safety Issues - WPA and the Board are concerned that the school main access road, Tommy’s Road, has a 45 mph speed limit while other schools have one at 25 mph. Mrs. Thompson shared that she has spoken with officials to find out what is required to lower the speed limit. She stated that a traffic study would be required at the expense of the school. The Board has requested this to be done in conjunction with the upcoming building construction.

c. NEW BUSINESS

1. Motion to Approve Minutes – Michael Woodard made a motion to approve Open and Closed Session minutes for September 19, October 5, and October 25, 2016. The motion was seconded by John Ankeney and passed unanimously.

The Board recessed at 6:45 p.m. and resumed at 7:00 p.m.

Michael Woodard 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 client-attorney privilege, and to discuss personnel matters. The motion was seconded by John Ankeney and passed unanimously.

Closed Session at 7:00 p.m.

John Ankeney made a motion to go out of Closed Session and into Open Session. Michael Woodard seconded the motion which passed unanimously.

Open Session at 9:30 p.m.

Dr. Forgette recommended the following staff members for hire:

Tan Ni Ng	3 rd Grade teacher
Wes Boyd	6 th Grade Science teacher
Lanise Bass	1 st Grade
Pamela Campbell	Dean of Ready Groups

John Ankeney made a motion to approve the above staff for hire. The motion was seconded by Michael Wooard and passed unanimously.

Michael Woodard made a motion to accept the revised Letter of Engagement with Glenn Barfield. The motion was seconded by John Ankeney and passed unanimously.

ADJOURNMENT

With no other issues to discuss, Michael Woodard made a motion to adjourn. John Ankeney seconded the motion which passed unanimously.

The meeting adjourned at 9:32 p.m.

The next scheduled Board meeting is at 5:00 p.m. on November 29, 2016 at WPA.

John D. Ankeney, WPA Board Secretary.