

# Wayne Preparatory Academy

## Board of Directors Meeting

August 19, 2014

### Open Session

On August 19, 2014, at 5:05 P.M., the Wayne Preparatory Academy Board of Directors met for their August 19, 2014 Board meeting. In attendance were all seven board members, Dr. Ken Benton, Dr. Kathy Best, Jim Hull, L.J. Stanley, Mark Corbett, Sharon Thompson and John Ankeney. Also in attendance were Dr. Marilyn Benton, Observer; Pam Campbell, Project Manager; and Trent Parker, Banyan Strategics. Also, WPA staff members Treda Oates, SIS Data Manager; Shaherah Batts, Business Manager; and Debra Brown, Before and After School Director. WPA teachers attending were Patty Daughtry and Letitia Lennon. Randy Swartz of Swartz Builders, our contractor, was also present.

**The Welcome and Call to Order** were made by Dr. Benton.

**August 5, 2014 Minutes** - Sharon Thompson made a motion to amend the August 5, 2014 minutes to state on Page 1 "one mini-fridge" for the school. On Page 2, the name of the Pre-School will be Discovery School of Wayne and the Before/After School and Sail Programs will fall under Wayne Discovery Academy. Also on page 3 of the minutes, "Executive Committee" needed to be omitted since there is not an Executive Committee. Mark Corbett seconded the motion. The motion carried with the amendments.

### **TREASURERS REPORT**

Dr. Kathy Best, WPA Board Finance Chairman discussed the WPA budget with the Board. She asked for clarification of our two accounts. Dr. Benton advised that we have two accounts to take care of our expenses. The Board reviewed the budget and found it in order. Individual expenditures were listed and reviewed. Dr. Best advised that further expenses and revenues should be listed in more detail. Dr. Best made a motion to accept the report which was seconded by Sharon Thompson. Motion was then passed unanimously by the Board.

### **INDIVIDUAL REPORTS**

#### **Facilities Report**

Randy Swartz from Swartz Builders provided the following status of our facility and our grounds: The cement walks have been poured. The driveways and parking lot will be paved by the end of the week. The Occupancy Inspector is scheduled to review the facility on Friday or by late Thursday. Our facility should be approved for occupancy by late Friday or possibly late Thursday. With occupancy approval teachers will be able to move into the facility and start school operations on Monday, August 25<sup>th</sup>.

## **ACADEMIC SCHEDULE/STATUS**

Dr. Benton provided the following information: The school will officially open on Monday, August 25<sup>th</sup>. Most of the school supplies have arrived with a few more still to come. Program material for teachers and students are also present. Teacher Training was conducted this week. Teachers have received or will have training before the 25<sup>th</sup> on classroom culture, and classroom management. Supplies for these Music, Art, and Physical education subjects have been ordered by the WPA Business manager. In addition to this training, teachers were taught safety, medicine handling, and how to handle blood-borne pathogens.

## **UPCOMING EVENTS**

Dr. Forgette conducted Parent orientation on August 18 and 19. The last orientation will be held on August 20<sup>th</sup>.

The WPA Open House is scheduled for Friday, August 22, pending the school completion and occupancy certificate.

## **Board-On-Track Update**

All Board members have completed their Board assessments.

## **Admissions/Operating Status**

Theda Oates, the WPA SIS Data Manager, provided the following enrollment information: As of today, WPA has 451 students enrolled with the following breakdown: Kindergarten: 90; 1<sup>st</sup> grade, 91; 2<sup>nd</sup> Grade, 92; 3rd Grade, 92; and 4<sup>th</sup> grade 86.

Shaherah Batts, WPA Business Manager provided the following status report: Facility will be on lock-down until we have a security contract.

**Lunch Menus:** Pizza Inn selections will be available on Monday, Tuesday and Thursdays. Cost \$3.00 to \$3.50 per lunch. Wendy's will provide lunch Wednesday and Fridays. The cost is \$3.00. Once school has begun, there will be a software program used to order and pay for lunch by the students/parents. The menu will be available on the school website. A procedure for those families that do not have internet access to be able to order will be put in place.

Students who are eligible for free or reduced lunch will have the option of selecting from the menu or bringing their lunch from home. Thus far, 48 students have been identified that previously were in this program.

Furniture should be delivered by Thursday or Friday and placed in the classrooms by late Friday.

Supply orders for teachers should be received and completed by Thursday, August 21<sup>st</sup>.

All required staff have been hired, except for the school custodian. Shaheerah Batts advised us that she has interviews with two individuals on Thursday, August 21<sup>st</sup>.

Dr. Benton commented that the custodian's first duty is to keep our facilities as clean as possible and that this main requirement be required to obtain the custodian position.

**BEFORE/AFTER SCHOOL PROGRAM**

Deborah Brown, Before/After School Program and S.A.I.L. Director provided each Board member with a folder providing the following information: The Before School schedule will be from 7 a.m. to 7:45 a.m. The After School schedule is from 3 p.m. to 6 p.m. Fees are as follows:

Before School Only	\$35.00 per week; each additional child \$17.50 per week
After School Only	\$75.00 per week; each additional child \$37.50 per week
After Care Per Day	\$25.00 per day; each additional child \$12.50 per day
Before and After Care	\$100.00 per child; each additional child \$50.00 per week

Payment must be by check or online. Cash will not be accepted. An online system will be available for payment.

Sharon Thompson made a motion to accept the fee schedule. The motion was seconded by L. J. Stanley. The motion carried unanimously.

The Before/After School programs have a capacity for 60 students.

As of today 46 applications have been submitted. Ms. Brown is calling other parents to advise them of this program. She thinks by the time school opens there will be other applications.

Two care staff have been hired. Interviews are still continuing for additional staff.

A sign in and sign out procedure will be required for all students in the program. This will include photo ID and an authorized form from the parent/guardian if anyone but the parent/guardian will be picking up a student.

**Marketing/Communication**

Trent Parker advised that we will use our WPA web site and or Facebook account to advertize we still have slots for 4<sup>th</sup> grade students

**OLD BUSINESS**

None

**NEW BUSINESS**

The Board suggested we hold our Ribbon Cutting Ceremony with the Wayne County Chamber of Commerce the first week of September or no more than 10 days after the school opens. L.J. Stanley and Sharon Thompson volunteered to set the date and time, preferably after school on September 4<sup>th</sup>.

**CLOSED SESSION**

A motion was made by Mark Corbett to go into Closed Session. Sharon Thompson seconded the motion and the Board unanimously approved the motion.

**IN CLOSED SESSION**

**OPEN SESSION**

A motion was made by Dr. Kathy Best and seconded by John Ankeney to go back into Open Session. Motion carried, unanimously.

The Board reviewed the names and backgrounds of our newest teachers. Their names are:

- Tiffany Bowser 1<sup>st</sup> Grade Teacher
- Angel Duncan Instructional Aide
- Gary Frederick 4<sup>th</sup> Grade Teacher
- Tina Hinson 4<sup>th</sup> Grade Teacher
- Joy Jacobs 4<sup>th</sup> Grade Teacher
- Lydia Mills Receptionist
- Amy Preskitt 3<sup>rd</sup> Grade Teacher
- Sarah Sauber Kindergarten Teacher
- Sonja Summerville 4<sup>th</sup> Grade Teacher
- Nancy Truhan EC Teacher
- Patty Daughtry Kindergarten

Sharon Thompson made a motion to accept these teachers for employment. L.J. Stanley seconded the motion and the motion was passed unanimously by the Board.

Our next Board meeting is September 2<sup>nd</sup> at 4 P.M. in the offices of Academics Plus.

**ADJOURNMENT**

At 7:00 P.M., with no other business, Sharon Thompson made a motion to adjourn. Mark Corbett seconded the motion and it was passed unanimously by the Board.

John D. Ankeney, WPA Secretary