

Wayne Preparatory Academy

Board of Directors Meeting

September 16, 2014 at 4:12 P.M.

OPEN SESSION

At 4:12 p.m. on September 16, 2014, the Wayne Preparatory Academy Board of Directors met for a Board meeting. In attendance were Board members Jim Hull, L. J. Stanley, Sharon Thompson, and John Ankeney. Dr. Ken Benton was on medical leave. Dr. Kathy Best and Mark Corbett were not available. Also in attendance were Dr. Todd Forgette, WPA Director; Melodie Blackmon, WPA Academic Director; Shaherah Batts, WPA Business Manager; Dr. Marilyn Benton, Observer; and Pam Campbell. Deborah Brown, Wayne Discovery Academy and Discovery School Director was unable to attend.

The **Welcome and Call to Order** was made by Jim Hull, Vice Chairman.

September 2, 2014 Board Minutes – Sharon Thompson made a motion to accept the minutes and it was seconded by L.J. Stanley. With no further discussion the motion was unanimously passed by the Board.

Treasurer's Report – Dr. Best was not available, but the Board was presented a copy of the report for review.

REPORTS

Facilities - Randy Swartz was not present. However, his report was presented to the Board. The pump station should be completed by Friday, September 19th. He has requested a 30-day extension on the occupancy certificate and it was granted. Due to the excessive rain the site has experienced the pump station is expected to be finished by the end of the week.

ACADEMIC EXCELLENCE

Dr. Todd and Melodie Blackmon presented the following:

Leadership: The Administration/Leadership team meets every Tuesday. The Pre-School and After-school staff are included in this meeting.

Instruction: The Professional Learning Communities instruction is given to the staff every Thursday by Dr. Forgette and Melodie Blackmon. Included is instruction in PLC Reading, PLC Math, Class Management and Open Grade Level.

Culture: All teachers were given instruction and training on the Leader in Me Series. The materials are being reviewed and the staff is introducing the 7 Habits to the students. Thursday is Social Media Day and is being used to introduce the Leadership Skills to the parents and community.

Human Resources: Bianca is creating a medical benefits form for the teachers and staff.

Management: WPA still has some student openings at each grade level.

Wi-Fi is up and running.

Google Chrome is being used and everyone will be trained on how to use it by this Thursday.

External Development:

WPA has scheduled the first Operations Committee Organization meeting at 4:15 p.m. on Thursday, September 18th. Committees will be formed for different areas of the school. A Board member will be assigned to each committee.

The Goldsboro Fire Marshall conducted an inspection of the Academy today and found everything was satisfactory.

ADMINISTRATION and POLICY

Board on Track Status – The Board on Track manager has requested we put our future agendas and minutes into the Board on Track software beginning in October. A motion was made by Sharon Thompson to begin uploading the monthly agendas and Board minutes into the Board on Track software. The motion was seconded by John Ankeney and passed unanimously.

Google forms and docs are being created to use throughout the new mail system so that the WPA Staff and the Board of Directors can share information.

Shaherah Batts, Business Manager

Safety – The school is still on lock-down

Lunch Vendors and Menus - We currently use lunch deliveries from Wendy's, The Food Lady, Andy's and Pizza Inn. Menus are posted on Wednesday or Thursday, two weeks before they go

into effect. Other vendors are also being worked with to determine how they can best serve the school.

Currently the lunch payments are handled manually. However, a review of different systems is taking place to find one that would be suitable for parents to pay online.

Lunch total for the four-day period of September 2nd – 5th were 473, which included 64 free meals and 10 reduced price meals. For September 8th – 12th there were 635 which included 71 free meals and 11 reduced price meals.

Facility – Furniture Delivery Status – We are still waiting for our teacher chairs which should be delivered by this Thursday or Friday. All other ordered furniture has been delivered.

Inventory – An equipment inventory system is being studied by Melodie Blackmon and Shaherah Batts. The plan will probably require bar code stickers be placed on all relevant equipment, furniture and other items which require accountability.

Grounds Upkeep – Ms. Batts advised she had received a grounds maintenance proposal from a local company. The Board discussed the proposal. A motion was made by Sharon Thompson that Ms. Batts request these additional closed bids with a response date by October 2nd. The motion was seconded by L.J. Stanley and passed unanimously by the Board.

Wayne Discovery Academy, Discovery School, and SAIL Reports –

Deborah Brown, Director, was unable to provide her report as she was filling in for her an employee.

Marketing/Communication Report

A teacher portal has been set up on the website.

Bob O'Connell has begun the leadership series for parents and the community which is being held weekly for four weeks. This covers the 7 Habits and Gallup Assessment programs.

Weekend at Wayne Prep – was well attended by interested parents, and Board members. Mrs. Thompson and Dr. Forgette were interviewed on the local radio station about the academy, and the meeting was also listed in the Goldsboro News Argus as well as other media outlets.

OLD BUSINESS

Ribbon Cutting Review – This was a great event. WPA staff, teachers, parents, Board members, and students attended. Also Al King, Goldsboro Mayor and Kate Daniels, President of the Wayne County Chamber of Commerce were in attendance. Harris Teeter provided cake, Bake My Day provided mini cupcakes and Chick-Fil-A provided tea to attendees. Sharon Thompson will have the ribbon cutting photo placed in the News Argus. A beautiful plaque was presented to the school with the ribbon cutting photo by the Wayne County Chamber of Commerce.

NEW BUSINESS

Teacher stipend for teacher supplies –Sharon Thompson made a motion to table this item at this time. Motion seconded by Jim Hull. After some discussion the motion was voted on and passed unanimously by the Board.

CLOSED SESSION

Sharon Thompson made a motion to enter Closed Session to discuss personnel matters. It was seconded by John Ankeney, and unanimously passed by the Board.

OUT OF CLOSED SESSION

OPEN SESSION

A motion was made by Sharon Thompson to accept the September 2nd Closed Session minutes which was seconded by L. J. Stanley. It was passed unanimously by the Board.

A Motion to accept Trevino Simmons, Instructional Aide, for employment was made by John Ankeney and seconded by Sharon Thompson. The motion was passed unanimously by the Board.

The next Board meeting is scheduled for Tuesday, October 7th.

ADJOURNMENT

With no further business, Sharon Thompson made a motion to adjourn. Motion was seconded by L.J. Stanley and passed unanimously by the Board. Adjournment at 6:35 P.M.

John D. Ankeney, WPA Board Secretary