

# Wayne Preparatory Academy

## Board of Directors Meeting

November 4, 2014

### OPEN SESSION

At 4:02 P.M. on November 4, 2014, the Wayne Preparatory Academy Board of Directors met for a Board meeting. In attendance were Board members Dr. Ken Benton, Dr. Kathy Best, L.J. Stanley, Mark Corbett, Sharon Thompson, and John Ankeney. Board member Jim Hull was excused to manage the County voting process. Also in attendance were Dr. Todd Forgette, WPA Director, Melodie Blackmon, WPA Academic Director, Shaherah Batts, WPA Business Manager, Bianca Guzman, Executive Assistant, and Maile Elliott, WPA teacher. Also in attendance was the new Wayne Discovery School Director, Terri Davis. Dr. Marilyn Benton, observer, Trent Parker, Banyan Strategics, Randy Swartz, Jr., Swartz Builders, Ophelia Grimes, The Food Lady vendor, Daryl Anderson and parent Leron Scott representing AFLAC Insurance were in attendance.

**Welcome and Call to Order** was made by Dr. Ken Benton, Chairman of the Board

**October 7, 2014 Board Minutes** – Sharon Thompson made a motion to accept the minutes and it was seconded by Dr. Kathy Best. With no further discussion the motion passed unanimously.

**Treasurer's Report** – Dr. Best advised the Board of the current expenditures and assets thus far this school year. All appears in order but Dr. Best requested that the next report needs individual, daily-expenditure amounts/reports to complete the financial statement. A motion was made by John Ankeney to accept the report with the suggested daily requirements. It was seconded by Mark Corbett. With no further discussion the motion passed unanimously.

**Staff Member Report** - Maile Elliott, WPA PE teacher, presented the Board with her "wish list" of items for the physical education department. The Board will review the request and work to provide the items through fundraisers or individual/parent donations.

**AFLAC Insurance Proposal** - The AFLAC representatives provided insurance plans to the Board for the teachers and staff. The Board suggested that Dr. Forgette offer to let the representatives talk with the teachers and staff regarding the available plans.

**Facilities** – Randy Swartz, Jr. provided the following information on the Preschool building: By next week all electrical, fire alarm system, HVAC, flooring and outside light poles installation will be completed. The parking lot will be paved and the playground fence will be installed by the end of this week. Final official occupancy building approval should be completed by next week. Landscape Design is working to complete the Wayne Prep area first, then will start on the preschool building afterwards. Mr. Swartz advised the Board on the landscaping cost. The Board thought this figure high and asked him to either re-negotiate the amount or look for another vendor.

**Dr. Todd Forgette** presented the following:

**Strategic Leadership** - The Operations Committee Organization Community Relations Committee has met several times. Sharon Thompson is the chair of this committee. The Fall Harvest Celebration was a huge success. The committee scheduled the following future fund raising and community activity events: Scholastic Book Fundraiser; Chick-Fil-A Fundraiser; the Christmas parade and a Christmas Program & Vendor event. The committee is working on funding for the PE Field and Playground, a Parent Directory, and wish list items for the teachers and staff.

**Instructional Leadership** – Universal Screening, MAP testing began November 4th. DIBELS testing has begun but only 8 Chrome books have been received. Tiered testing has also begun.

3rd Grade Reading: 86% of students on grade level or above.

3rd Grade Math: As per placement in our Connecting Math Concepts we are reporting 88% of students working on grade level.

4th grade Reading: 75% of students working on grade level or above.

4th Grade Math: As per placement in our Connecting Math Concepts we are reporting 84% of students working on grade level.

All grade level reporting will be validated using MAP and DIBELS norm referenced assessments and reported after winter testing.

**Cultural Leadership** – The staff and teachers are encouraged to acknowledge failures and accomplishments. Teachers/Staff are also encouraged to document GLOWS and GROWS to update their skills. The beginning teacher development plan has been sent to NC Charter School Office.

**Human Resources** – WPA is establishing a high-performing, quality and fair staff evaluation system. Due to licensing compliance, a reduction in two lateral entry positions was made.

**Managerial Leadership** – In response to a lower number in enrollment, some grade levels have merged classes thus resulting in a decrease in teachers.

A procedures manual is in development that will enforce expectations, structures, rules and procedures for students and staff.

**External Development** – The OCO Community Relation Committee continues to meet with parents to help develop community support for WPA. A generous financial gift from Randy Swartz was accepted for use in developing the playground/field area. Two grants were also approved (Idea 611 Grant and Emergency Funds Grant).

**Other** - Shaherah Batts, Business Manager, reported an increase in the free and reduced lunches from September to October (September 24%; October 34%). The Board requested that the Business Manager apply for federal funds to help offset the cost of free and reduced lunches.

Dr. Forgette reported that furniture and equipment have been moved around the school to increase work load effectiveness. All cottages now have a workroom and copier.

#### **Business Manager's Report** – Shaherah Batts

To manage lunch receipts and other payments, an online paying system has been reviewed by Mrs. Batts and other Board members. Data Business Systems has the capability to handle the required needs at this time. There is an annual fee, as well as a charge for each transaction. After some discussion, Mark Corbett made a motion to pay the annual fee with the transaction fees being incorporated in pricing. It was seconded by Sharon Thompson. There was no further discussion and the motion passed unanimously.

All furniture has been delivered. Mrs. Batts submitted a complete equipment inventory. There are more Chrome textbooks that have not been delivered.

Bids are currently being received for new grounds-keeping maintenance. Mrs. Batts will present the winning bid at the next Board meeting. The Board requested that the owner of the company be on the property when the work is being done.

A second shift part-time maintenance position was discussed. The Board tabled this item until the next Board meeting.

**Wayne Discovery School** - Sharon Thompson informed the Board that Deborah Brown, Director, had resigned and that Mrs. Terri Davis had been hired for this position. Mrs. Davis introduced herself to the Board. Current enrollment is as follows: 12 students are enrolled in Before School and 19 students in After School. Currently there are two teachers and one director on staff.

**Session II of the SAIL Program** began November 3, 2014. Currently there are 72 students enrolled. A second enrollment phase has begun. A request has been sent to the WPA Staff via Dr. Forgette asking for help with the 3 p.m. dismissal and a Before School position.

**Discovery School of Wayne** – Sharon Thompson reported that marketing has begun for the 3 and 4 year old Preschool program. A Facebook page has been created and information is being sent out via social media. January 2015 is the target date for the start of this program.

**Old Business** - None

**New Business** – Enrollment is still open for the grades that are not full. Dr. Forgette suggested a cut-off enrollment date of November 1, 2014 for this school year. Mark Corbett made a motion to make November 1, 2014 the cut-off date for accepting additional students. It was seconded by John Ankeney. After some discussion, it passed unanimously.

Dr. Kathy Best made a motion to go into Closed Session which was seconded by Mark Corbett.

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

Sharon Thompson made a motion to accept Jennifer Bickel as a 1st Grade Teacher and Rachel McCormick as an Instructional Aide. The motion was seconded by L.J. Stanley. The motion was approved unanimously by the Board.

The Board requested an updated WPA budget and financial report from Banyan between the 10<sup>th</sup> and 15<sup>th</sup> of each month so that it can be reviewed by Dr. Kathy Best and the Board prior to the next month's Board meeting.

The next Board meeting is scheduled for December 2, 2014. Dr. Kathy Best made a motion to adjourn which was seconded by Sharon Thompson. Motion passed unanimously. Adjournment was at 6:20 p.m.

John D. Ankeney, WPA Secretary