

**Wayne Preparatory Academy
Board of Directors Meeting
Learning Cottage A
Thursday, August 10, 2017 at 5:15 p.m.**

On Thursday, August 10, 2017, at 5:25 p.m., the WPA Board of Directors met for a scheduled Board meeting. In attendance were Board members Sharon Thompson, Amanda Wells, Michael Woodard and John Ankeney. Glenn Barfield attended as WPA's attorney. Also in attendance were John Twitty, WPA's Managing Director, staff members Stephen Beckett and Pam Campbell, and Diane James. Also in attendance was Lisa Beckett.

I. OPENING

a. **Welcome and Come to Order** was made by Sharon Thompson, Chairman

b. **Notification of Conflicts of Interest.** Mr. Ankeney read the Board's policy as follows: Board members are reminded that it is our duty to avoid conflicts of interest and the appearance of conflicts of interest as we handle the work of the Board. Does any member of the Board know of any conflict of interest or any appearance of conflict with respect to any matters coming before this meeting? If so, please state them 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 did not have any conflicts.

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

II General Agenda

A. Enrollment – Recruitment and advertising are ongoing to meet the expected enrollment for 2017-2018.

Marketing – The Board discussed several ideas and plans to obtain our enrollment goal as follows:

1. Buying access to the large graphic billboard located near the Harris Teeter grocery.
2. Having staff take provided school posters and place them at locations throughout the area, specifically in high-traffic areas.
3. Large banners with WPA's logo and telephone number and web-site.
4. Posters placed in area business such as theaters, restaurants, places of business and other places where the public frequent.
5. Announcements on local radio.
6. Facebook and website
7. Google posts

B. Finances

1. Main Budget – The Board discussed options for the budget should enrollment be less than expected.

2. Ready Groups Budget – The Board reviewed the account balance and discussed upcoming class offerings for Session I.

3. Update on the Educational Learning Center – Mr. Maxwell has been onsite to make necessary repairs to the Preschool for official inspection.

C. Professional Development

1. The Leader In Me – Each year the staff receives a full day's instruction with the Leader in Me trainers with supplemental instruction throughout the year. The Board was invited to attend the session.
2. Employee Handbook – The Employee Handbook is being revised and will be reviewed by Mr. Barfield before it is distributed to the staff during professional development.
3. Communications Committee - The Board and Mr. Twitty discussed the makeup of the committee. It was decided that one parent per class will be asked to participate, the lead teacher from each grade level, at least one administrative staff member, custodial staff, an elective staff member from each school, all Deans and Directors, and at least one Board member. Each family at WPA will be assigned a family email address that will follow the family and scholars throughout their career at WPA. All correspondence from the school including teachers will go through the family email addresses. This committee will be to help keep the lines of communication open between parents and the school.

D. Human Resources – Closed Session

1. Employee Benefits – The Board has requested five different options for the school Health Plan. The Board will review the options and make its recommendations before it meets with the staff next week

E. Lunch Program – There are still outstanding balances from last year for lunch fees. The Board discussed ways to ensure that scholars receive lunch and parents pay the lunch fee. A motion was made by Michael Woodard and seconded by John Ankeney to offer a sandwich to those scholars who have an outstanding lunch balance of more than two weeks and their parents have not made plans to take care of the bill. The motion passed unanimously. Michael Woodard made a motion which was seconded by John Ankeney to increase the lunch fee to \$4.50. The motion passed unanimously.

F. Parent-Scholar Handbook

1. The Board is finalizing changes and will submit them to Mr. Barfield for review before being distributed.

G. Fiscal Management Policy Amendments.

1. The Board discussed additional proposed amendments from the June 5th Board meeting. John Ankeney made a motion to approve the Fiscal Management Policy amendments which was seconded by Amanda Wells. The motion passed unanimously.

H. Upcoming Events

1. Open House – August 19th at 10 a.m. at the Middle School campus for all grades

At 6:10 p.m. Amanda Wells made a motion to enter 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.

III. CLOSED SESSION

At 7:20 p.m. Michael Woodard made a motion to return to Open session. The motion was seconded by Amanda Wells and passed unanimously.

IV. OPEN SESSION

A. New Business

1. Motions from Closed Session

- a. Amanda Wells made a motion to accept Mr. Twitty's staff positions and salary recommendations. John Ankeney seconded the motion which passed unanimously.

b. Motion to Approve Minutes – Amanda Wells made a motion to approve the Open and Closed minutes from July 11 & 31, 2017. Michael Woodard seconded the motion which passed unanimously.

2. Lunch Program – The Board discussed who would be in charge of the lunch program this year. Mr. Twitty will make his recommendations to the Board at the next meeting.

3. Update on the Middle School – According to the new landlord, construction is scheduled to start before the first day of school.

V. ADJOURNMENT

With no other business to discuss, at 7:23 p.m. John Ankeney made a motion to adjourn. Michael Woodard seconded the motion which passed unanimously.

The next Board meeting is scheduled for Tuesday, August 22nd at WPA at 5:15 p.m.

John D. Ankeney, WPA Secretary