

Wayne Preparatory Academy
Board of Directors Meeting
August 18, 2015

Open Session

At 4:05 p.m. on Tuesday, August 18, 2015 the Wayne Preparatory Academy Board met for a Board meeting. In attendance were Board members, Dr. Ken Benton, L. J. Stanley, John Ankeney and Sharon Thompson. Also, Dr. Todd Forgette, WPA Director, Melodie Blackmon, WPA Academic Director, Sheharah Batts, WPA Business Director with Banyan, and JoAnne Trikett (not representing Banyan). Parents in attendance were Amanda Wells, David Evans and Melissa Brock.

Call to Order and Welcome - Dr. Ken Benton

Motion to Approve Agenda as Business Order of the Day was made by John Ankeney and seconded by L. J. Stanley. In Discussion Dr. Benton added to the agenda that we would go into Closed Session twice during this meeting. With no further discussion, the motion passed unanimously.

In accordance with North Carolina Law Article 33c 143-318.11 C, Paragraph 3, concerning Board client-attorney privilege, the following motion to go into Closed Session was made as follows: John Ankeney made a motion for the Board to go into Closed Session as follows: I move that Jefferson Preparatory School, Inc. doing business as Wayne Preparatory Academy ("Wayne Preparatory Academy") go into closed session to consult with John Walston, an attorney employed by Wayne Preparatory Academy in order to preserve the attorney-client privilege between the attorney and Wayne Preparatory Academy; consultation will include, but is not limited to, matters relating to Robert C. Jackson vs. Jefferson Preparatory School, Inc. and others which is pending in Wayne County Superior Court. The motion seconded by Dr. Benton and passed unanimously.

IN CLOSED SESSION

OUT OF CLOSED SESSION INTO OPEN SESSION

L. J. Stanley made a motion to go out of Closed Session and return to Open Session. The motion seconded by John Ankeney and passed unanimously. From discussions in the Closed Session, the Board decided to accept the proposed settlement of the suit referenced above in the Closed Session motion. John Ankeney made a motion to accept the settlement as presented. The motion was seconded by Sharon Thompson and passed unanimously by the Board.

Also from the discussions in the Closed Session, John Ankeney made a motion to re-appoint Jim Hull and Mark Corbett as Board members. Sharon Thompson seconded the motion which passed unanimously.

Motion to Approve Minutes - A motion was made by Sharon Thompson to approve the July 28, 2015 Open and Closed Session minutes which had previously been sent to the Board members for their review. The motion was seconded by L. J. Stanley. Dr. Benton asked to amend the minutes by deleting the prayer. The motion passed unanimously as amended.

Board Committee Reports - Sharon Thompson advised there was a Community Relations Committee meeting with several Parents Coordinators in attendance. She also discussed the new committee structure that will improve communication and effectiveness of the committees. The Student Services, Academic, and Business Committees will meet as needed throughout the school year.

REPORTS

Financial Services – Dr. Forgette advised that the North Carolina legislature has not yet passed a budget. The school received its first state allotment of \$308,633 in July. The Special Education funds request is still being reviewed by the relevant NC state authority.

Local funding will start when school resumes based on attendance.

There is a small credit on the lunch accounts where parents have not registered on the Pay For It website. The parents will be contacted to register so that their accounts will be credited.

Forecast of next month's expenses (Discretionary vs. Nondiscretionary)

August projection: \$113,599.85 September Projection: \$285,357.48

The printers are still being leased by COECO on a month to month basis. Mrs. Batts was unable to secure a contract with another vendor.

Dr. Forgette also advised his original budget was conservative in that the school would only have a 95% attendance rate 20 days after the start of the school year. He and his staff plan for a 98% attendance rate which should give the school some unexpected funds.

Curriculum, Instruction, Assessment & Accountability – Dr. Forgette advised that the school still has one teacher vacancy with a candidate under review for the position. Homeroom assignments have been completed. Student assessments are scheduled for the first three weeks of school.

Human Resources – Dr. Forgette advised the Board there are recommended individuals for staff vacancies which will be presented in Closed Session to discuss contracts.

Facilities and Management – Dr. Forgette shared with the Board that furniture for the 5th grade is to arrive on Thursday, August 20, 2015. The Punch list for the one year warranty began on August 15th with no notice. All floors were waxed prior to this date. Several tiles were replaced without notice and now there is a distinct difference in the tiles that were waxed and the new tiles.

Dr. Forgette had the following recommendations for the Board to consider for approval:
Jan Pro Cleaning Services – Dr. Forgette and Mrs. Batts will meet to review and discuss a new contract.

Franklin Covey – It is recommended that we obtain clarification from Banyan regarding if payment is being made to Banyan to cover the Franklin Covey contract and if so, to have that amount deleted from Banyan's payment. Dr. Forgette is recommending that we sign the agreement and payment plan with Franklin Covey directly.

KB Consulting – It is recommended that we accept this contract is for professional training of the staff.

Sutton Lawn Care – It was recommended to negotiate this contract and that the Community Relations Committee coordinate Community Days to beautify the campus.

Custodial Contract – To be reviewed by the Board in Closed Session

Potter and Company – It was recommended that this contract be approved for annual auditing services.

A motion was made to accept the above recommendations as presented by Sharon Thompson and seconded by John Ankeney. The motion passed unanimously.

Banyan Partners – Dr. Forgette asked the Board to obtain clarity from Banyan on the following items:

A request was made to Banyan regarding access to WPA websites social media and domain names including the URL currently under Go Daddy. The response was that Banyan held that as “intellectual property” and would not release it to WPA.

Regarding Ancillary Services provided by Banyan there is a concern that a percentage of the payment of Charter School Funds is being spent to consult on Non Charter School Activities - including Before School, After School, SAIL, and Preschool Development.

There is also a need to have an itemized statement that shows what areas and how much is being invoiced for each item supported by Banyan. Dr. Forgette requested a re-alignment on the invoice to include:

Accounting & Payroll

Student & School Information Management

General Business Administration

Budget Planning & Management

General Ledger/Financial Reporting

Professional & School Development Services

Strengths Finder

Also of note is that Franklin Covey has conveyed that they will not engage in any communication or business with Banyan

An accounting error has also been found as described below:

As per the approved budget, notes from the additional draft recommendations, and the Service Agreement: Wayne Preparatory Academy agreed to retain Mrs. Shaherah Batts, an employee of Banyan, as the Business Manager whereas Banyan continues as the sole agent for her employment (SSA p.10). Mrs. Shaherah Batts is not an employee of Wayne Preparatory Academy and her position is not accounted for in any line items of any budget draft discussed outside of the multiple line items that the Banyan Service Agreement covers.

In July 2015 Mrs. Batts was issued a check of her gross salary.

In July 2015 Banyan was issued their full invoice amount of: \$16,639.30

Thus, Wayne Preparatory Academy overpaid Banyan by Mrs. Batts salary. To remedy this issue I am requesting two changes:

Banyan’s August invoice reflect the reduction of July’s overpayment of her gross salary

And that Banyan take over the sole responsibility of paying their employee

External Development -

Open House will be held August 19 from 3 p.m. to 7 p.m.

First day of school is August 24, 2015

Before and After School Learning Program (BASLP) & SAIL –Sharon Thompson brought to the attention of the Board that no Banyan representative was at the meeting to present on these programs and has not contacted Mrs. Shaherah Batts, Business Manager, Dr. Todd Forgette, Managing Director, or JoAnne Trinkett, Banyan employee, about the start of any of these programs. Mrs. Thompson has found someone interested in the position and the contract will be discussed in Closed Session.

Regular Agenda

Treasurer’s Report – Mrs. Shaherah Batts presented the report sent by Banyan. A motion was made by Sharon Thompson to accept the monthly report submitted by Mrs. Batts and not to accept the report submitted by Banyan. The motion was seconded by John Ankeney and passed unanimously.

Grants and Service Agreements – None

Resolutions - None

New Business

Non-Profit Status – Application has been made to change the name on the 501(c)(3) application from Jefferson Preparatory to Wayne Preparatory Academy Charter School, Inc.

Under North Carolina Law Article 33c 143-318.11 C, paragraph 5, the Board will go into Closed Session to discuss personnel matters. A motion to go into Closed Session to discuss new proposed staff was made by Sharon Thompson and the motion seconded by John Ankeney. The motion passed unanimously.

IN CLOSED SESSION

OUT OF CLOSED SESSION

John Ankeney made a motion to return to Open Session which was seconded by L. J. Stanley. The motion passed unanimously.

John Ankeney made a motion to approve the following Intent to Hire Contracts:

The motion seconded by L.J. Stanley and approved unanimously.

Mary Millard – 5th Grade Crystal Robinson – 1st Grade April Jones – Kindergarten
Sheryl Alba – 2nd Grade Rebecca Aldrin – 5th Grade Amber Walls – 2nd Grade
Marcey Boyd – Instructional Assistant Dan Millard – EC Instructional Aide

John Ankeney made a motion to approve the following positions:

Christina Albritton – BASLP & SAIL Director Judy Leonard – After School Teacher

L. J. Stanley seconded the motion and it passed unanimously.

WPA Director and WPA Academic Director Contract Renewals - Based on the Board’s confidence in Dr. Forgette and Mrs. Blackmon, L.J. Stanley made a motion to extend the contracts for Dr. Todd Forgette and Melodie Blackmon for an additional five (5) years. The motion was seconded by Sharon Thompson and passed unanimously by the Board.

ADJOURNMENT

With no further discussions or business, Sharon Thompson made a motion to adjourn. The motion seconded by L. J. Stanley and passed unanimously. Time of adjournment: 6:15 P.M.

The next Board meeting is scheduled for Tuesday, September 1, 2015 at WPA at 4 p.m.

John D. Ankeney, WPA Secretary