

**Wayne Preparatory Academy
Board of Directors Meeting
November 30, 2015
WPA Cottage C**

At 5:11 p.m. on Monday, November 30, 2015, the Wayne Preparatory Academy Board of Directors met in Cottage C at WPA for a General Board meeting. In attendance were Board members Sharon Thompson, L. J. Stanley, Amanda Wells, Michael Woodard, and John Ankeney. Mark Corbett was not present. Also in attendance were WPA staff members Dr. Todd Forgette, Managing Director, Melodie Blackmon, Academic Director, Josh Preskitt, Facilities Manager, Christina Aubritton, Ready Groups Director and teachers Mrs. Carr and Mrs. Henderson.

Call to Order and Welcome was made by Mrs. Thompson

Motion to Approve Agenda as Business Order of the Day – John Ankeney made a motion to accept the agenda as presented. The motion was seconded by Amanda Wells and passed unanimously.

Motion to Approve October and November Minutes – Mrs. Thompson asked for a motion to approve October and November open and closed session minutes. Michael Woodard made a motion to approve the October 19 Closed Mediation Minutes, the October 20 Open and Closed Session minutes, and the November 18 Special Called Board Meeting Open and Closed minutes. L. J. Stanley seconded the motion which passed unanimously.

Board Committee Reports

Community Relations – Spirit Week was a success. Pictures from the week are on the WPA website. The Chick-Fil-A fundraiser brought in \$484. The Book Fair raised over \$7000, almost twice the amount raised last year.

The Teacher Wish List Tree has also been set up in the main cottage with ornaments for parents to choose to purchase and donate the items listed. These unwrapped items are due back to the school December 16th.

The Christmas Program is scheduled for December 18th at the Goldsboro First Assembly of God Church.

Student Services – No Report

Academic Committee Report – Three parents and three teachers have volunteered to be on the committee. The initial meeting will be conducted by Dr. Forgette along with Ms. Blackmon and will meet on December 3rd. The committee will review the WPA's Strategic Plan and review the new report card format and testing data.

Business Committee Report – No Report

Reports

Financial Services

Revenues – Dr. Forgette reported on the monies received from all fund sources

Monthly Purchase Orders – Dr. Forgette presented the Board with a purchase order for math workbooks at a cost of \$12,175.48. A motion was made by Amanda Wells to purchase the workbooks and seconded by John Ankeney. The motion passed unanimously.

Curriculum, Instruction, Assessment & Accountability

Dr. Forgette shared with the Board the progress that is being made in establishing policies and procedures for long term subs by staff members. Once completed, these will be reviewed by the Academic Director.

Instructional Assistants are working with the reading and math programs in the grade levels where teachers are out for maternity leave.

a. Dr. Forgette provided Grade Level Progress and Grade Level Mastery Reports showing the progress that is being achieved by each grade level. Fifth grade teachers have been assigned mentors to improve their communication and understanding as this is a new team at WPA this year

b. Results from a Town Hall meeting were very favorable. Parent concerns that were addressed:

*understanding the curriculum and what is being taught weekly

*communication between the teachers and parents

*report card format

*homework – being completed during study hall at dismissal

An action plan has been established for 5th grade which includes:

*grade level professional development

*mentors assigned

*lesson planning

*parent communication

c. The staff sent out a parent questionnaire on the report card format. Only a few questionnaires were returned.

Human Resources – Employee contracts and recommendations for hire to be discussed in Closed Session

Facilities and Management –

Dr. Forgette introduced Josh Preskitt as the new Facilities Manager

a. Safe and Secure Environment - Mr. Preskitt has completed a full assessment of the facilities and campus. He has made safety repairs on the porch, replacing a few rotted deck boards and applied non-slip pads and paint on the steps and ramps. Pest control has been completed. Mr. Preskitt was asked to follow up with the fire ant treatment that was approved by the Board.

b. Technology Update –Dr. Forgette shared that the school is exceeding its contract price for printer copies from our supplier. He provided the Board the current contract information with Carolina Office Systems who requested a 3-year renewable contract that would also provide printers, supplies and an increase in copies. Mrs. Thompson shared that the Board should consider a contract for a shorter period of time since the school will have a two year business track record at the end of June 2016. The Board agreed with her assessment and asked Dr. Forgette and Mr. Preskitt to obtain a shorter contract from Carolina Office Systems. Michael Woodard made a motion to obtain a shorter contract and obtain quotes on purchasing printers. Amanda Wells seconded the motion which passed unanimously.

Dr. Forgette recommended that the Board change the current services with Acadia for PowerSchool support to full PowerSchool Services. John Ankeney made a motion to accept the proposal and contract with Arcadia to run the Power School program. The motion was seconded by L. J. Stanley and after discussion passed unanimously.

Dr. Forgette discussed with the Board how the E-Rate grants help with the purchase of technology o the school. Crystal Works has submitted a proposal to write the grant which should net the school a huge savings next year in the purchase of technology. Michael Woodard made a motion to approve the contract pending review by our legal counsel. The motion was seconded by Amanda Wells and passed unanimously.

External Development

a. WPA Soccer Team Update – The YMCA was not able to accommodate another team for the fall season. Dr. Forgette was asked to consult with other sports facilities and organizations as several resources were shared by Board members.

b.WPA Ready Groups – Mrs. Albritton shared the success of Session II for the Monday Enrichment Program. Registration for Session III will go home the first week of December. The next session will begin the day the students return from Christmas break. She also shared about the discipline and leadership training Dr. Forgette provided the volunteers for this session and the improvement in each of the classes because of his training. Parent volunteers are helping with dismissal now instead of the Instructional Assistants.

Regular Agenda

- a. Treasurers Report – Acadia provided the current budget and was reviewed by the Board. Acadia will have a representative at the January Board meeting to train the Board on the reports they will provide.
- b. Old Business – None
- c. New Business – None

Amanda Wells made a motion to enter Closed Session to discuss school employment contracts and personnel matters in accordance with Article 33C Chapter 143 #5 of the NC Open Meetings Law. L. J. Stanley seconded the motion which passed unanimously.

In Closed Session – Article 33C Chapter 143 #5 Out of Closed Session

Amanda Wells made a motion to go out of Closed Session and into Open Session. John Ankeney seconded the motion which passed unanimously.

Reporting on any Motions to be carried out from Closed Session discussions

L. J. Stanley made a motion to approve the employment contracts for Christina Albritton, WPA Ready Groups Director, Josh Preskitt, WPA Facilities Manager, and Jollette Newsome, Custodian. Michael Woodard seconded the motion which passed unanimously.

Dr. Forgette advised that during the Chick-fil-A fundraiser, a student hit another child. Clarification on how to handle matters that are off-campus but during a WPA event should be handled. The Board discussed how these matters should be handled and advised Dr. Forgette to make sure the policy is included in the Student/Parent handbook next year.

ADJOURNMENT

With no further business, John Ankeney made a motion to adjourn. The motion was seconded by Amanda Wells and passed unanimously.

The next meeting is scheduled for 5:00 p.m. on Monday, December 14 at WPA and will be an abbreviated meeting.

Adjournment was at 7:58 p.m.

John D. Ankeney, WPA Secretary