

## Wayne Preparatory Academy Board Minutes

June 3, 2014

At 3:55 p.m. on June 3, 2014, the Wayne Preparatory Board met. Dr. Ken Benton welcomed everyone and the parent visitors that were in attendance. In attendance were Board members Dr. Ken Benton, Dr. Kathy Best, Jim Hull, L.J. Stanley and Sharon Thompson. Keisha Bunch was not present. Also in attendance were Trent Parker from Banyan Strategies, Pam Campbell, Project Manager, and Marilyn Benton, observer.

John Ankeney, Secretary was unable to attend and Sharon Thompson was asked to record the minutes.

### **OLD BUSINESS**

The Board minutes for May 20, 2014, were approved and will be posted on the WPA website.

The Treasurer's Report, presented, by Dr. Best was "No action" at this time, as we have not spent any of our funds at this time.

The Employee Handbook with the corrections from the last meeting was approved.

The Bereavement Policy listed in the Employee Handbook was brought before the Board. Since the bereavement time is considered under sick time for leave purposes, a motion was made by Sharon Thompson and second by Jim Hull to dismiss the Bereavement policy from the handbook. The motion passed.

Clarification of Pay Dates for employees were presented. Per email from Sharon Barnard, Banyan representative, the first pay date is scheduled for July 31<sup>st</sup> for 12-month employees and teachers are scheduled to be paid on August 29<sup>th</sup>. Payment will be made by direct deposit from Wells Fargo. Stipends for the upcoming training will be paid with the first paycheck. Since the first teacher workday being August 15<sup>th</sup>, a motion was made to change the first payment to September 15<sup>th</sup> for 10-month employees ending with the last payment on June 15<sup>th</sup> by Dr. Kathy Best and seconded by Sharon Thompson. The motion passed, unanimously.

An addition that needed to be added the Parent Handbook was the grading scale. A motion was made by Sharon Thompson, seconded by Dr. Kathy Best to add this grading scale (see attached). Motion passed, unanimously.

A quote for Insurance coverage was presented to the Board. There are other bids out to be quoted. This item was tabled until the next meeting.

Being no further Old Business, the floor was open for New Business.

## **NEW BUSINESS**

An Exceptional Children's Policy was discussed. Following North Carolina and Federal law, we are required to have an Exceptional Children's Policy. A motion was made by Jim Hull and seconded by L. J. Stanley to follow the same guidelines as the state policy. The motion passed, unanimously.

A review of the Technology Plan was given to the Board for informational purposes. This covered the equipment purchases to be made as well as set up and implementation.

## **OTHER BUSINESS**

The Ready-Open Checklist was discussed. Bank accounts need to be set up for the school. A motion was made by L. J. Stanley, seconded by Jim Hull for the accounts to be opened. Motion passed. Two signatures are required for each check and Dr. Ken Benton, Jim Hull and Dr. Kathy Best are the authorized signatures on the checks. The accounts will be opened by the authorized signature designees.

Bob Jackson reported that paperwork for the closing on the land is scheduled for June 4, 2014 at 8:15 a.m. at the office of Jack Edwards. Building permits will be submitted in the next two to three days. Everything is on schedule with construction.

Policies and Procedures for the WPA Before and After School Program were discussed. A Board member is needed to serve as liaison between the committee and the Board. L. J. Stanley agreed to serve on this committee.

A motion as made to go into closed session to discuss personnel issues by Sharon Thompson, seconded by Dr. Kathy Best. Motion passed, unanimously.

## **OPEN SESSION**

Dr. Kathy Best made a motion to accept the "Letter of Intent to Hire" that will be sent to prospective employees and seconded by Jim Hull. Motion passed, unanimously.

## **RECOMMENDATIONS FOR HIRE**

The following were recommended by the Board for hire in the following positions:

Dr. Todd Forgette – Managing Director (Principal)

Melodie Blackmon – Academic Director

Rebecca Murray – Teacher

Connie Wells – Teacher

Erica Colick – Teacher

Amanda Gray – Teacher

Jamie Luchtman – Teacher

Stephanie Webber – Teacher

Maggie Olsen – Teacher

Bernadette Wilson – EC Teacher

A motion was made by Dr. Kathy Best to send a "Letter of Intent to Hire" to the above candidates, seconded by Jim Hull. Motion Passed.

A motion was made to move into Closed Session was made by Dr. Kathy Best, seconded by Sharon Thompson. Motion passed.

## **OPEN SESSION**

### **RECOMMENDATIONS FOR HIRE**

A motion was made by Dr. Kathy Best to send a Letter of Intent to Hire to Bernadette Wilson, EC Teacher, seconded by L. J. Stanley. Motion Passed, unanimously.

A motion was made by Dr. Kathy Best to not participate in the North Carolina State Teacher Retirement Plan, seconded by Jim Hull. Motion passed, unanimously.

A motion to have David Dow present the insurance plan to the Board at the next scheduled Board meeting on June 17<sup>th</sup> was made by Dr. Kathy Best, seconded by Sharon Thompson. Motion passed, unanimously.

The Covey Training will be held at The First FWB Church at 604 East Ash Street, Goldsboro June 16<sup>th</sup> – the 19<sup>th</sup>. It was mentioned that there are approximately 5 to 7 spots available for any future Board members, dignitaries, and officials of the city/county to attend. Board members are asked to submit any names they think should attend. Also, Board members need to let WPA know if they plan to attend.

Being no further business, Dr. Kathy Best made a motion to adjourn, seconded by Jim Hull. Motion passed, unanimously.

The next WPA Board meeting is scheduled for June 17<sup>th</sup> at 4 p.m. at the offices of Academics Plus, 706 Berkeley Boulevard, Goldsboro, NC 27534.

The meeting was adjourned at 7:00 p.m.

Sharon Thompson, acting Secretary