

Wayne Preparatory Academy

Board of Directors Meeting

Tuesday, September 2, 2014

Open Session

On Tuesday, September 2, 2014, at 4:08 P.M., the WPA Board of Directors met for their scheduled Board meeting. In attendance were Board members, Dr. Ken Benton, Dr. Kathy Best, Jim Hull, Mark Corbett, L.J. Stanley, Sharon Thompson and John Ankeney. Also Dr. Todd Forgette, WPA Managing Director; and Melodie Blackmon, WPA Academic Director. Others in attendance were Dr. Marilyn Benton, Observer, Pam Campbell, WPA Project Manager, Shaherah Batts, WPA Business Manager; and Deborah Brown, Before/After School Manager. One parent attended, Hope Hart; as well as a potential food vendor, Constance Jones.

CALL TO ORDER was made by Dr. Ken Benton.

MINUTES

August 19, 2014 Minutes – Dr. Benton read the minutes aloud. After the reading he asked for a motion to accept the minutes. Pam Campbell added that the names of two teachers had been misspelled: Tiffany Bowser and Patty Daughtry. With no further discussion, Mark Corbett made a motion to accept the corrected minutes. The motion was seconded by Dr. Kathy Best and passed unanimously by the Board.

TREASURER'S REPORT

Dr. Kathy Best presented the Treasurer's Report.

A motion to accept the Treasurer's report as presented was made by John Ankeney and seconded by Sharon Thompson. The motion passed unanimously.

REPORTS

FACILITIES - Randy Swartz was not present but provided the following status via email as of September 2, 2014:

1. The school has been granted an Occupancy permit for 30 days by the City of Goldsboro.

2. The following items need to be completed:
 - A. Landscaping, planting and seeding scheduled for next week, hoping for cooler weather so plants have a better survival rate.
 - B. The turning lane needs to be overlaid and striped. This will be done on a weekend when school is not in session.
 - C. The forced sewer is being worked on and should be up and running by Friday.
 - D. Generator scheduled to be installed by 9-12 and tested by 9-19.
 - E. The fire damper work is in progress
3. The Pre-K building is being built. The building permit is being applied for tomorrow with the foundation completed by 9-10 or 9-11. The building is scheduled to be completed and move in ready on or about October 28, 2014.
4. There is a lot of paperwork to be completed which Mr. Swartz is working on.

ACADEMIC EXCELLENCE - Dr. Todd Forrette, Melodie Blackmon

Leadership - Dr. Forrette advised that he and the staff continue to share the school mission statement with parents and scholars and create a legacy of leadership and learning. The staff has completed the first two parts of Leadership training in the 7 Habits of Highly Effective People and the scholars have been introduced to the Leader In Me program.

Dr. Forrette advised that since the first day of school classes have begun at 8:05 a.m. His goal is to trim that back to 8:00 a.m. Math placement testing began Thursday, August 31st and is expected to be completed on Thursday, September 4th. Math grouping is expected to be completed by Monday, September 8th.

Culture – Dr. Forrette advised that the Professional Learning Center (PLC) began the first week of school. Teachers and administration are being instructed on reading and math assessments which will continue through September. The staff meets at the end of each day to discuss Leadership, Environment, Curriculum, and related subjects.

Human Relations – All insurance forms have been signed and submitted. Payroll has been verified by a third party. All teacher background checks have been conducted and completed. Email addresses for the staff should be issued by the end of business today.

Management – WPA has some remaining seats in each grade open. Dr. Forrette will place an announcement on the WPA Facebook page as well as local advertising with various media.

Office equipment (copiers and printers) should be delivered on Thursday. Six additional walkie-talkies have been ordered.

The WPA Facebook page and website are monitored and updated routinely with current school information and events.

ADMINISTRATION and POLICY

The Board-On-Track assessment report was presented and showed that the Board is on track for increasing our effectiveness. A working session will be scheduled before the next Board meeting to continue the training for the Board members.

ADMISSIONS/OPERATING

Dr. Todd Forrette - Power School is being populated with student information as well as staff information so that WPA will have full use of this tool. This information is being manually updated by Treda Oates. Once NC identification numbers are assigned for those teachers who were from out-of-state, UIDs can be assigned within Power School.

Substitute Teachers – Dr. Forrette will submit to the Board the policy for hiring and certifications for substitute teachers for review and approval.

Shaherah Batts, Business Manager reported that the school still operates on lock-down. Visitors must enter Building B where the school office is located and show identification and reason they are there. Custom Security Inc. will be providing the security system which should be installed soon however, we will continue to use lock-down procedures after installation.

Lunch menus are listed on the WPA website. Pizza Inn and Wendy's are our current vendors. We continue to look for other vendors to widen our menu choices. Lunch money collections have worked well. Last week 516 meals were purchased with 60 of those being free and 9 reduced price meals. As of this week, the ordered meals have increased significantly over last week. The Food Lady presented her menu options for consideration. After much discussion, Ms. Batts was asked to include The Food Lady in the rotation and report back to the Board at the next meeting how this program was received by the scholars.

Office desks, as well as cubbies for the classrooms have been ordered. Some textbooks and teacher manuals were double shipped for one unit and missing for another unit. Melodie Blackmon, Academic Director, is handling the process of returning the duplicates and having the missing units sent. The missing units are for use later in the curriculum and will not cause any issue with instruction at this time.

Inventory of equipment has been completed and is recorded on a spreadsheet. The contract with Waste Industries has been signed for school waste pick up.

Wayne Discovery Academy Before-After School Program - Deborah Brown, Director

Ms. Brown advised that there are a few seats remaining in the Before/After school program. Background checks have been completed for all Before/After school employees. A Facebook page has been established for Wayne Discovery Academy Before/After School program, as well as the S.A.I.L. program. Since these programs are administered by a third party, WPA's Logo will not be used.

Wayne Discovery Academy Before/After school fees were discussed. Due to exceptional management of funds, a new fee schedule was submitted for approval as below:

Before School:	\$35.00 per week, each additional child \$17.50 per week
After School Only:	\$50.00 per week, each additional child \$25.00 per week
Before and After Care:	\$70.00 per child, each additional child \$35.00 per week

Mark Corbett made a motion to accept these new fees effective September 8, 2014. It was seconded by Sharon Thompson. With no further discussion, the motion passed unanimously.

The enrollment for the S.A.I.L. programs is currently full. Volunteers are still needed to help with these enrichment programs on Monday afternoons from 1 p.m. to 3 p.m.

Discovery School of Wayne Preschool Program has also established a Facebook page. The application form and fee schedule for this program will be emailed to the Board for review and approval. The WPA logo will not be used for this program since it is administered by a third party. The Discovery School of Wayne cottages are expected to be completed by the end of October 2014. Opening is tentatively scheduled for the first week of November 2014.

MARKETING/COMMUNICATION

Dr. Forgette is working with Banyan on the advertising and social media communications.

OLD BUSINESS

The ribbon cutting will be held on September 4, 2014 at 4 p.m. at the school. The Wayne County Chamber of Commerce, city and county officials as well as the community, parents, students and staff have been invited to attend.

NEW BUSINESS

A 2014 Charter Leadership Institute class is available to leadership staff and Board members on October 6th 2014 in Zebulon, N.C. Applications must be submitted by September 3rd to Pam Campbell from any Board member planning to attend.

CLOSED SESSION

Mark Corbett made a motion to go into closed session. It was seconded by Dr. Kathy Best. No discussion and the motion passed unanimously.

A motion was made by Mark Corbett to go into Open Session and seconded by Jim Hull. The motion passed unanimously.

OPEN SESSION

Dr. Todd presented to the Board his recommendations for new hires. Their names and positions are as follows:

Kristi Aycock	Instructional Aide
Jennifer Bickle	Exceptional Children's Instructional Aide
Tera Eden	Instructional Aide

Dr. Kathy Best made a motion to accept these hires which was seconded by Sharon Thompson. No further discussion and the motion passed unanimously.

A motion was made by Sharon Thompson to accept the minutes of the Closed Session on August 19, 2014 as presented, seconded by Dr. Kathy Best. The motion passed unanimously.

Our next Board meeting is scheduled for Tuesday, September 16th at 4:00 p.m. at the school.

A Leadership Development Program for parents was presented and discussed. A motion was made by L. J. Stanley, seconded by Mark Corbett to table this for a later date. The motion passed unanimously.

ADJOURNMENT

Sharon Thompson made a motion to adjourn. It was seconded by Dr. Kathy Best. With no further discussion, the motion passed unanimously. Adjournment at 6:32 P.M.

John D. Ankeney, WPA