

Wayne Preparatory Academy
Board of Directors Meeting
October 7, 2014

At 4:04 p.m. on October 7, 2014, the Wayne Preparatory Academy Board of Directors met for a Board meeting. In attendance were Board members Dr. Ken Benton, Dr. Kathy Best, Jim Hull, L. J. Stanley, Mark Corbett, Sharon Thompson and John Ankeney. Also in attendance were Dr. Todd Forgette, WPA Director; Melodie Blackmon, WPA Academic Director; Shaherah Batts, WPA Business Manager; Deborah Brown, Director of Wayne Discovery Academy and Discovery School of Wayne; Dr. Marilyn Benton, observer; and Pam Campbell. Other attendees were Bianca Guzman, WPA Executive Assistant; WPA Teachers - Maile Elliott, Stephanie Webber and Cayla Hobbs. Also in attendance were Randy Swartz and Randy Swartz, Jr. of Swartz Builders; Trent Parker and Jason Guffey from Banyan Strategics; and Ophelia Grimes, The Food Lady.

The **Welcome and Call to Order** was made by Dr. Ken Benton, Board Chairman.

September 16, 2014 Board Minutes – Sharon Thompson made a motion to accept the minutes and it was seconded by L. J. Stanley. With no further discussion the motion passed unanimously.

Treasurer's Report – Dr. Best advised the Board of the current expenditures and assets thus far in the school year. Sharon Thompson made a motion to accept the report and it was seconded by Mark Corbett. With no further discussion the motion passed unanimously.

REPORTS

Facilities – Randy Swartz provided the following information: By November 7th, Buildings A, B, and C will have been completed and inspected. The permanent Occupancy Certificate should be awarded at that time. A retaining fence between the retention pond and Building C will also be completed.

Mr. Ankeney asked what it would cost to build a playground. Mr. Parker replied that no funds are available for a playground but that the local community might provide it. This item will be presented to the Community Relations Committee. The Preschool Building is also scheduled to be completed by November 7, 2014.

The DOT work on the highway has also been completed. Turning lanes have painted lines and school zone signs are up.

ACADEMIC EXCELLENCE

Dr. Todd Forgette presented the following:

Operation Committee Organization: This entity has been established to serve the various areas of the school that need parent and community support. The OCO (Operation Committee Organization) is what would traditionally be known as a Parent – Teacher Organization. The four main committees are as

follows: Academic, Community Relations, Student Services and Business. A Board member will serve as Chair for each committee with the remaining Board members serving on a committee. Parents are encouraged to volunteer on at least one committee but are not limited to only one committee. The Committee meetings will be scheduled by each Chair.

Strategic Leadership: WPA's identity is embodied in the life of the school and community. A front cover newspaper article on "Leader In Me" featuring Kindergarten and 3rd grade students was recently published in the News Argus. WPA has experienced an increase of approximately 100 students since opening day. Monday Professional Development continues to allow the teachers and staff the opportunity to understand the vision and implement the strategies for improvement that impact the students.

Instructional Leadership: Discussion regarding curriculum, instruction, and assessments based on research-based practices regarding math and reading are presented each week. Processes to accommodate schedules are also being updated as needed to allow for maximum instructional and support time.

Cultural Leadership: Weekly meetings with teachers and staff are held to encourage teamwork and how outstanding results can be obtained by utilizing the "7 Habits of Highly Effective People" and "Leader in Me" programs.

Human Resources Leadership: A Professional Learning Community is utilized weekly. A system is established to ensure a high-quality, high-performing staff. An evaluation process using True North Logic will be used to evaluate teachers in a fair and equitable manner with focus on teacher performance and student achievement.

Managerial Leadership: Develop and enforce expectations, structures, rules and procedures for students and staff.

External Development Leadership: Develop Operating Committees to gain parent and community involvement in school projects.

Business Manager Report by Shaherah Batts

Lunches: During the week of September 29th to October 3rd, 120 free and reduced meals were served with a total of 776 meals. Money collected was \$1,176.35 and actual meal expenses were \$2,263.77. WPA continues to obtain a variety of vendors for the lunch program.

RevTrac: After a webinar with some members of the Board and Ms. Batts, it was decided that RevTrac is not the right software program for WPA. A webinar to learn about another system will be scheduled this week.

Furniture Delivery : Only a few items remain to be delivered – cubbies for reach classroom are ordered. Two tables are broken and need to be replaced. There are no funds for bookcases for the classrooms. This item will be brought before the Community Relations Committee.

Inventory: A computerized system with all equipment, books, furniture, etc. is to be in place and presented at the next Board meeting on November 4th.

Personnel: Second Shift Maintenance Person – No further action is being taken at this time.

Grounds Keeping Bid: Bids were open to the public. Several vendors provided bids but were widely varied since a Specification of Bid worksheet was not provided. The Board discussed having a Specification Bid sheet developed and to open bids again. Jason Guffey from Banyan said he would work in conjunction with Ms. Batts to have this done as soon as possible. Sharon Thompson made a motion that a Specification of Bid Worksheet be created and the bids reopened so that bids could be presented at the next Board meeting. John Ankeney seconded the motion. No further discussion and the motion passed unanimously.

Wayne Discovery Academy Report – Deborah Brown, Director

Ms. Brown reported that the Before and Afterschool programs continue to gain students.

Discovery Academy Report – Deborah Brown, Director

Work is being completed on the cottage and is estimated to be finished by November 7th. Advertising for the Preschool program has been underway.

SAIL Enrichment Program – 160 students attend the various enrichment classes. The procedure for dismissal of class is being mirrored with the dismissal procedure for WPA to ensure the safety of the students. Parent volunteers are being screened with background checks.

OLD BUSINESS – None

Power School Update – We submitted our PMR report to the State and it was accepted.

NEW BUSINESS

Therapy Services Contract – A contract with “We Habilitate, Inc.” of Raleigh, NC was submitted for services for our EC population. Mark Corbett made a motion to accept the contract and it was seconded by Sharon Thompson. No further discussion and it passed unanimously.

CLOSED SESSION – Sharon Thompson made a motion to enter Closed Session to discuss personnel issues. It was seconded by John Ankeney and unanimously approved by the Board.

OPEN SESSION – Sharon Thompson made a motion to move out of Closed Session and return to Open Session. It was seconded by Jim Hull and passed unanimously.

CLOSED SESSION MINUTES for September 16, 2014 – Sharon Thompson made a motion to amend the minutes to remove the motions and votes since they were taken when the Board was in Open Session and with those changes to accept the minutes. It was seconded by Jim Hull and passed unanimously.

ADJOURNMENT

The next meeting is at 4:00 p.m. on November 4, 2014 at Wayne Preparatory Academy.

Sharon Thompson made a motion to adjourn. It was seconded by Dr. Kathy Best and passed unanimously by the Board. Adjournment at 6:35 P.M.

John D. Ankeney, WPA Secretary