

Wayne Preparatory Academy

Board of Directors Meeting

December 2, 2014

OPEN SESSION

At 4:05 p.m. on December 2, 2014, the Wayne Preparatory Academy Board of Directors met for a Board meeting. In attendance were Board members Dr. Ken Benton, Dr. Kathy Best, L.J. Stanley, Mark Corbett, Sharon Thompson, Jim Hull, and John Ankeney. Also in attendance were Dr. Todd Forgette, WPA Director, Melodie Blackmon, WPA Academic Director, Shaherah Batts, WPA Business Manager, and Bianca Guzman, Executive Assistant. Also, in attendance were Trent Parker, Banyan Strategics and Dr. Marilyn Benton.

Welcome and Call to Order was made by Dr. Ken Benton, Chairman of the Board.

November 4, Board Minutes – Mark Corbett made a motion to accept the minutes and it was seconded by L.J. Stanley. With no further discussion the motion passed unanimously.

Treasurer Report – Dr. Best reviewed the financial report provided by Banyan. She noted the Board receives the report a month late. Mr. Trent Parker advised the end of month report is completed the second week of the month, after our Board meeting. Dr. Best advised she needed a current day-to-day report. Mr. Parker advised her to get with their Chief Financial Officer and coordinate the program software between Dr. Best and Banyan. Dr. Best made a motion that we receive more detailed information from Banyan's CFO. Jim Hull seconded the motion and it was passed unanimously.

REPORTS

Facilities - Randy Swartz, of Swartz Builders, provided an e-mail regarding the facilities. He advised that the Discovery School TCO would be sent to the Goldsboro authorities tomorrow and he expected it would be approved. The building has been completed and is awaiting TCO final approval.

Academic Excellence – Dr. Todd Forgette presented the following:

The Academic Director and some grade lead teachers have attended training sessions out-of-town and brought information to share with the staff. Staff training in Habit 2 will begin December 8th.

Instructional Leadership: Scholar Progress Reports will be sent home on Tuesday, Dec 9th. The staff is determining the student needs based upon continuous evaluation. Corrective reading material has been received and implemented for second, third and fourth graders.

Cultural Leadership: The staff continues to work on our Leader In Me program to establish school culture. The Administration has concentrated on improving team achievement, staff communication, routines, and accountability to improve overall performance.

Human Resources: Work has been done to finalize NC state license reviews, and to complete out-of-state teacher licenses approvals. These have been sent to the state for review. The NC DCI Licensing Department has reported they are four to eight weeks behind in reviewing and approving these applications.

All monthly Power School reports have been submitted on time. The Administration continues to support the commitment to “Big Rocks” to and for the Staff.

External Development Happenings:

The Chick-fil-A fundraiser was a huge success. Many parents supported this event. The class that won “Lunch with the Cow” was Mrs. Wells.

The Scholastic Book Fair was also a great success. Parents bought over \$4500 in books and other items. Profits will go equally to each class to order books for their classrooms.

The current fundraiser underway with Park Lane Jewelry will conclude on December 5, 2014.

Everyone has been excited by the parent response to these fundraisers which indicates active parent support for WPA.

Other:

WPA will have a float in the Goldsboro Christmas parade. The fourth grade students will sing as they ride on the float.

WPA’s Christmas program will be held at First Assembly of God in Goldsboro.

The Christmas tree, with individual ornaments containing a wish list of items from each teacher for their classrooms, is almost empty. Parents and supporters have selected ornaments from the tree and will return the listed items by December 15th to be distributed to the teachers.

Business Manager’s Report – Shaherah Batts

The November lunch report was presented to the Board. A small number of parents have not paid for their child’s lunches, even after numerous reminders. Mrs. Batts was asked to contact the parents for immediate payment.

Training for the new online payment system will take place the last week of school in December. Once this system is operational, parents will be required to use the system to order and pay for school lunches.

Wayne Discovery School Report – Sharon Thompson presented the following:

With the resignation of the last director, Sharon Thompson has agreed to oversee the S.A.I.L. and Before & After School Learning Programs.

Session II of the SAIL Program – Several enrichment classes are currently being offered for students enrolled in the S.A.I.L. Program. Along with vendors, the program utilizes volunteers each week.

Before and After School Learning Program – A marketing campaign will begin after Christmas break to educate the families at WPA of the benefits of having their students in this program.

Discovery School of Wayne - The Preschool building is currently completed and awaiting the TCO Certificate before setting an opening date.

Old Business – Shaherah Batts advised that the bid process for the lawn care was completed. Three companies submitted proposals for WPA’s lawn service. Sutton Lawn Care won the bid and has a one-year contract.

New Business – In accordance with WPA’s policy, Sharon Thompson advised that a separate checking account could be opened to handle all school fundraising receipts. The account would require two signatures on the checks and authorizations. Two Board members and two administrative staff will be the designees. This will consist of the Chairman of the Board and the Community Relations Committee Chair from the Board, as well as the Managing Director and Administrative Assistant. Sharon Thompson made a motion to set up this account with the aforementioned designees. It was seconded by Dr. Best and passed unanimously by the Board.

The Board discussed next year’s Lottery Process. The Community Relations Committee Chair will oversee this process.

Closed Session Minutes for November 4, 2014 – The Board reviewed the Closed Session minutes. Dr. Best made a motion to accept the minutes which was seconded by Sharon Thompson. The motion was passed unanimously by the Board.

Closed Session – Mark Corbett made a motion to enter Closed Session to discuss personnel matters. It was seconded by Dr. Best and the motion passed unanimously by the Board.

Out of Closed Session

Jim Hull made a motion to return to Open Session which was seconded by Dr. Best. The motion passed unanimously.

Adjournment – With no further discussions, at 6:37 P.M., Dr. Best made a motion to adjourn. Jim Hull seconded the motion and it was passed unanimously. The next Board meeting is at 4:00 P.M. on January 6, 2015 at WPA.

John D. Ankeney, WPA Secretary