

Southeastern Academy Charter School

Board of Directors Meeting Minutes

DATE: Tuesday, July 19, 2016 at 6:30PM

LOCATION: Southeastern Academy Charter School – Library

CALL TO ORDER: Chairman Alvin Ivey

ROLL CALL: Chairman Alvin Ivey

- a. Present: Alvin Ivey, Lori Blackley, Jay Britt, Caroline Jolicoeur, Tim Locklear, Brian English
- b. Also Present: Kristen Stone, Tanya Branch, Alex Collins, Will & Tiffany Walters

ADOPTION OF MINUTES: Chairman Alvin Ivey

- a. June 14, 2016 – Made an amendment to minutes to reflect that Kristen Stone will be signing a 2-year contract instead of a 3-year contract. Motion made by Jay Britt to approve the amendment. All in favor. Motion made by Tim Locklear to approve the minutes per the change. All in favor.

I. Financial Report 2015-2016 Budget Financial Secretary Tanya Branch

- a. Tanya Branch, Financial Secretary reviewed the 2016-2017 Budget that was approved during the June 14, 2016 Board Meeting. She also reviewed the Financial Report as of May 31, 2016. The Finance Committee is hoping to remove the Dowless Catering funds in the SEA account. Checks will be made directly to Dowless instead of SEA. The income and expenses are at \$0 for Dowless, however depending on the time of the report the school may show a gain or a loss. Alvin Ivey commented that the 2016-2017 Budget is tighter as we will have only \$39,000 of funds that are not allocated in the budget at this time.

II. Old Business

- a. Board Calendar 2016-2017 Chairman Alvin Ivey
 - a. Board Calendar has already been approved. It is in the folder for all Board Members to see for the upcoming year.

III. New Business

- a. Board Member Recommendations 2016-2017 Chairman Alvin Ivey
 - a. Board Recommendation Committee met on July 12, 2016. This committee included: Alvin Ivey, Jay Britt, Caroline Jolicoeur, and Lori Blackley. The Committee recommends 4 additional Board Members for a 3-year term to serve on the SEA Board, these include: Shelley Foil, Tami George, Alex Collins, and Gwendolyn Roberts Payne. All new Board members are to be contacted by Alvin Ivey and they will begin serving on the Board at the next meeting which is August 9, 2016. Motion was made by Tim Locklear to approve. All in favor.
- b. Board Committee Recommendations 2016-2017 Chairman Alvin Ivey
 - a. Lori Blackley presented and reviewed the Board Committee Recommendations. Alvin Ivey will contact the New Board members and ask which committee they would like to serve on. Each Board member must serve on one committee. Confirmation about committee members, Committee Chairpersons, and a Treasurer will be made at the next meeting on August 9, 2016.

- c. New Teacher Recommendations 2016-2017 Principal Kristen Stone

- a. Kristen Stone reviewed 2016-2017 Personnel Recommendations Chart. Kristen Stone has completed interviews for the resignation/retirement positions. Three positions are needing to be filled for the upcoming year. 6-8th grade Social Studies – a recommendation was made to hire Karen Locklear; EC Teacher – a recommendation was made to hire Rebecca Richter; 4-5th grade ELA/Social Studies Teacher – a recommendation was made to hire Jen Whitley. Kristen Stone reviewed each candidate and their credentials that make each candidate qualified for the position. Lori Blackley made a motion to approve. All in favor.
- b. Kristen Stone will be in the process of interviewing for a Media Specialist position for the upcoming year. The job has already be posted to the website. Currently, this is the only vacancy left to fill for the 2016-2017 Academic Year.

d. Upcoming Events

Principal Kristen Stone

- a. Kristen Stone presented a Google Doc Calendar that will be utilized by the teachers and staff this year. This will prevent overlap in scheduling and also inform each teacher of all the events going on school-wide. The Events Committee has already set many of the dates for the year. The Events Committee is working closely with OPTS and going to have 3 OPTS meetings during a time that the children are involved to encourage more parent involvement with OPTS and volunteer opportunities at the school. SEA will host an Open House on August 12 and a New Parent Orientation on August 12 prior to Open House.

e. Committee Updates

a. Policy Committee

Chairman Alvin Ivey

- i. Alvin Ivey presented the Board with a Proposal to develop a Operations Manual for Technology. This Technology Manual will be an addition to the Operations Manual. The Manual will include all information that would be necessary for all the computers, servers, etc. The Manual will provide instruction on administrative rights in the event that Mr. Barnes was unable to provide the information. Lori Blackley made a motion to approve that Mr. Barnes complete the Technology Manual and to make that Manual available and present at the next Board Meeting on August 9, 2016.

b. Education Committee

Principal Kristen Stone

- i. The Education Committee will meet again once final test scores become available.

c. Vision Committee

Lori Blackley

- i. Lori Blackley gave an update on the VISION Committee. The VISION committee has asked Kristen Stone to set into place several items this year; Many are set in place for this year and several others are being worked on which include: Master Calendar, Teacher Workdays, Reading Program, Science Team, RoadMap for Curriculum, and several other. The VISION Committee looked at ways to make improvements large and small to the SEA educational environment and many steps have been made by Kristen Stone to make those improvements for the upcoming year.
- ii. VISION Committee has discussed as part of the 5 year plan to maintain the current amount of students, NOT to expand grades or to add grades as part of the 5 year plan. The Vision committee has discussed this over the course of the year and at this time feels that the next 5 years will focus on improving the current school and in five years to look at expansion.
- iii. The Following Proposals were made by Lori Blackley to the BOARD:
 - 1) VISION would like the Policy Committee to draft a Policy about lateness; We would like to have a Policy in place that sets a standard that SEA can no longer accept late notices, late payments, etc. Much time is wasted in chasing down a field trip form, or a Dowless catering form and money.

- 2) VISION would like the Policy Committee to establish a Teacher of the Year Award; the Policy will establish what goals a teacher needs to meet to be awarded the Teacher of the Year and include the Award for success in the classroom
 - 3) VISION would like the Finance Committee to establish the Financial Goals for 2016-2017 Academic Year as well as the 5 Year Goals for SEA to be attached to the Renewal Process
 - 4) VISION would like the Board to approve combining the VISION committee and the Education Committee for meeting for the 2016-2017 meeting schedule. The Education Committee will remain as a separate committee, however the VISION Committee will include the members of the Education Committee for its meetings.
 - 5) Alvin Ivey confirmed that each of the above proposals could be handled by the individual committees above and they would report that information back to the VISION Committee to be added to the GOALS for the renewal process for this year.
- iv. Lori Blackley also made a proposal to the Board to approve beginning to research a SCIENCE LAB. The VISION committee is proposing adding on a Science Lab for all grades K-8 to utilize as a resource space for hands-on science learning. The VISION Committee would like to begin researching what structures can be added to the SEA facility and begin researching the costs of the LAB. Jay Britt made a motion to approve the researching of the Science Lab.
- d. Finance Committee Chairman Alvin Ivey
- i. The Finance Committee met before the BOARD meeting and the Financials were reviewed by Tanya Branch in the beginning of the meeting.
 - ii. A Treasurer of the Board will be identified at the next meeting.
- e. OPTS Committee Lori Blackley
- i. Lori Blackley provided the Board with the following Updates from Josh Whitley. We also discussed the the members of the OPTS executive board were voted on in May 2016 and the executive board will be serving 2-year terms and Josh Whitley will remain President.

Members of the OPTS Executive Committee recently met to begin planning for the 2016/2017 school year. As you may recall, the spring auction was a successful fundraising campaign, and with the funds donated, OPTS has been able to fund the following:

- A mobile iPad cart (with 43 devices), a mobile Chromebook cart (with 30 devices), and three Premium Tech Tubs (each with 6 iPads) for use by the Kindergarten, First, and Second grade classes. (Total Cost of \$25,679.32)
 - The OPTS Executive Committee is in the process of determining a budget for training and apps to be used on the devices.
- Installation of a security system to better secure the entrance to the school and activities on campus. (Total cost of \$8577.52)
- Installation of a water fountain in the lobby area. (Total cost of \$952)
- Reserve \$10,000 to budget for the 2016/2017 school year
- To date, these school improvements total \$45,208.84.

Additional OPTS Exec. Committee meetings will be held prior to the start of school to finalize a budget and goals for 2016/2017.

Important OPTS Dates:

- August 12: Open House at SeA: membership campaign will begin
- August 16: 4-8pm, Sweet Frog Night
- September 13: Skate Night Fundraiser at Mr. P's
- October 21: Fitness Walk
- October 27: Fall Festival
- March 20: Week of Auction Fundraiser

- May 1-5: Teacher Appreciation Week

IV. Adjournment

Chairman Alvin Ivey

Next Board Meeting August 9, 2016 at 6:30 PM