

Southeastern Academy Charter School

Board of Directors Meeting Minutes

DATE: Tuesday, March 21, 2017 at 6:30PM

LOCATION: Southeastern Academy Charter School – Science Room

CALL TO ORDER: Chairman Alvin Ivey

ROLL CALL: Chairman Alvin Ivey

Board Present: Shelley Foil, Lori Blackley, Alvin Ivey, Tami George, Jay Britt, Gwendolyn Roberts Payne

Board Absent: Caroline Jolicoeur, Brian English, Tim Locklear, Alex Collins

Also Present: Kristen Stone, Tanya Branch

ADOPTION OF MINUTES: Chairman Alvin Ivey

- a. January 20, 2017 – Motion was made by Tami George to approve minutes. Motion was seconded by Shelley Foil. All in favor. Minutes approved.

I. New Business

a. Presentation from the Chairman

Chairman Alvin Ivey

- a. Formation of the Principal Evaluation Committee: Discussion of the form used by the Board to evaluate the principal. Many factors are hard to rate as many board members are not aware of several of the listed items on the form. The Policy committee should consider using a different form next year that better reflects our school and that we will have the data to support the evaluation. Principal Evaluation Committee was formed for 2017 and will consist of: Alvin Ivey, Lori Blackley, Jay Britt, Gwendolyn Roberts Payne. The Committee will meet and review the Board member packets of evaluation and will bring a presentation to the next Board Meeting.
- b. Board Member Commitments 2017-2018: Board Meetings in May and June with the current board members. Members that have served three years and will be rolling off include: Lori Blackley, Caroline Jolicoeur, Tim Locklear. Unsure if Brian English and Jay Britt will continue.

b. Committee Updates

a. Finance Committee

Tami George

- i. Finance Committee met this evening earlier and Tami George reviewed the financial packet included in the Board packet. Financials still remain on track for the rest of the year.

b. Policy Committee

Gwendolyn Roberts Payne

- i. Policy Committee met this month and are currently working on drafts to revise the following policies: School Device Policy, Tardy Policy, COOP Plan. All should be finalized and ready to present at the next meeting in May.

c. Vision Committee

Lori Blackley

- i. Vision Committee has been working on developing a “Learning Lab” an additional space mobile unit for all grades to utilize. Tiffany Walters has been key in designing the space and getting the necessary components needed to have a functional science and art space available for all students complete with technology components in the space. Vision Committee is working towards developing a plan to offer the school and OPTS to determine the fundraising goals for the space.
- d. OPTS Committee – Not Present/No Update Josh Whitley
 - i. No Update at this time.
- e. Education Committee Principal Kristen Stone
 - i. Education Committee is scheduled to meet on April 4th to review benchmark scores and data.
- c. Presentation from the Principal Principal Kristen Stone
 - a. Enrollment/Applications/Lottery for 2017-2018
 - i. Applications are accepted until March 31, 2017. Enrollment numbers are large for next year. Few spots are available in the school, however we will have a waiting list over 200 students for next year. Kristen Stone hosted an open house to perspective parents and students that went well with the attendees.
 - b. Charter Framework 2015-2016
 - i. Report on the Charter Framework was completed and we were rated at 100% compliant in all areas.
 - c. Employee Approval
 - i. Bobby Smith was hired pending board approval as a part-time custodian and maintenance man. He has been working for a few weeks at the school and doing a great job. Lori Blackley made a motion to accept this employee and make his contract permanent. The motion was seconded by Gwendolyn Roberts Payne. All in favor.
 - d. Teacher Intent Letters
 - i. Teacher Intent Letters were given to all teachers for next school year. Mrs. White, the current 6-8th grade ELA teacher has chosen not to return for the next school year. Kristen Stone would like to post the application for the position for next year. Jay Britt made a motion to approve posting the vacancy. Shelley Foil seconded the motion. All in favor.
 - e. Programs: Wax Museum, 8th Grade Ripley’s Field Trip, Beta Inductions, School Play
 - i. Many exciting things have been happening on campus this year. The 3-5th graders put on a Wax Museum that was well attended by parents and students. This wax museum had many political figures, athletes, inventors, etc. Students did a wonderful job in preparing for the event. 8th grade went on an overnight trip to Ripley’s aquarium and had a great time and were able to participate in a dissection and this trip seemed to spark an interest in scientific discovery among the students. 31 new members of SEA were inducted in the BETA club. This

was the 3rd year that SEA received the National Beta School of Merit Award. The Majority of SEA students are involved in BETA club. The 6-8th grade students are working on a drama production with the assistance of Mrs. Kennedy, the media specialist. The production looks to be a success and will be coming up soon.

f. Calendar Approval 2017-2018

- i. Kristen Stone presented a calendar for the next academic year. The calendar was voted on by the staff. The calendar is similar to the current calendar with the addition of a small fall break for teachers and students in October. Gwendolyn Roberts Payne made a motion to approve. Jay Britt seconded the motion. All in favor.

g. Summer School Approval

- i. SEA is eligible to offer a summer enrichment reading program to students that do not pass the EOG. Last year, 12 of the students who participated in the program went on to pass the EOG after the enrichment program. Several 1st-2nd grade students were able to grow 2-3 levels in the M Class Reading Level. The State will give SEA \$13,000 to run the program to purchase materials and pay teachers for the extra days in teaching. Jay Britt made a motion to accept the Summer Enrichment Program. Gwendolyn Roberts Payne seconded the motion. All in favor.

d. Presentation from the Financial Secretary

Tanya Branch

a. Financial Report 2015-2016

- i. Tanya Branch presented the Board with the most up-to-date financial report. All budgeted line items are still well within budgeted range.

b. Building Repairs

- i. Tanya Branch presented 2 bids for repair to the building due to termite damage. All Star Pest Management did a thorough job in preparing the quote and estimate and have given an estimate of \$14,000 to treat and repair all damage. Gwendolyn Roberts Payne made a motion to approve the repairs. Shelley Foil seconded the motion. All in favor.

IV. Adjournment

Chairman Alvin Ivey

Meeting was adjourned by Alvin Ivey.

Next Board Meeting May 16, 2017 – 6:30PM Science Room