

Southeastern Academy Charter School

Board of Directors Meeting Minutes

DATE: Tuesday, May 16, 2017 – 6:30PM –

LOCATION: Southeastern Academy Charter School – Science Room

CALL TO ORDER: Meeting called to Order at 6:35PM

Chairman Alvin Ivey

ROLL CALL:

Chairman Alvin Ivey

Board Members Present: Alvin Ivey, Lori Blackley, Caroline Jolicouer, Tami George, Shelley Foil, Alex Collins, Gwendolyn Roberts-Payne, Jay Britt

Board Members Absent: Brian English, Tim Locklear

Others Present: Kristen Stone, Tanya Branch, Lisa Ard; Several Members of SEA Teaching Staff: Tiffany Walters, Jen Whitley, Jill Britt, Pam Keltner, Lisa Zekanis, Becca Richter, Sara and Jeff Kennedy; Marianne LeVigne of LB Haynes Group; Parents: Rodney Davis, Michaela Dean, William Davis

MISSION STATEMENT:

Chairman Alvin Ivey

Southeastern Academy Charter School will maintain high expectations and promote excellence, especially in the fields of math and science for all students. The school, within its rural community, will foster a caring and creative learning environment. The school emphasizes the social, emotional, physical, and intellectual development of each child. This will be obtained through learning experiences that help children reach their greatest potential in order to function as independent learners in a diverse and ever-changing society.

- I. Adoption of Minutes – March 21, 2017 – Motion was made by Gwendolyn Roberts-Payne, Seconded motion by Jay Brit. All in favor. Minutes approved.
- II. New Business
 - a. Donation from Phillip Britt
 - a. Phillip Britt of Keller Williams Realty Company has contacted the school about making a donation based on each closing by the agency to the school. Phillip Britt presented the School Board with a check for \$1500 to the School. The Board greatly appreciates this donation to the school.
 - b. Presentation from the Chairman

Chairman Alvin Ivey

 - a. Board Member Commitments 2017-2018
 - i. Alvin Ivey stated that we will have three members rolling off the SEA Board: Tim Locklear, Caroline Jolicouer, and Brian English. If any Board member has a recommendation of a Board Member to replace those open seats to please contact Alvin Ivey or Lori Blackley in the next 3 weeks as we will present those name at the next meeting for discussion.
 - b. Review from Principal Evaluation Committee
 - i. The Principal Evaluation Committee met earlier tonight at 5:30PM. Principal Evaluations have been completed by members of the Board. Lori Blackley will compile the results and will have a presentation to be made to the Board at the next meeting in June.

c. Presentation from Finance

Marianne LeVigne

- a. Marianne LeVigne is the representative of LB Haynes Accounting Firm that coordinates with SEA on receiving funds from State Revenue and works with Tanya Branch on accounting for SEA. Marianne commented that she has been involved with SEA since the beginning of SEA becoming a charter school. She noted that we are one of the few schools that LB Haynes works with that will not use up all of its State funds before the year ends. She stated that our Staff and Board are very fiscally responsible and that Tanya Branch does a tremendous job with the accounting at SEA. She said it was a joy to work with our school.

d. Committee Updates

a. Finance Committee

Tami George

- i. Tami George gave a report on the Finance Committee. The full committee has not met since the last meeting. She has been working with Tanya Branch on developing a way to have reports available to the Board prior to the meeting. Tami and Tanya are working together and have a goal of having quarterly and annual reports available. The goal date is July 1, 2017 to have a new system in place to have these reports available

b. Policy Committee

Gwendolyn Roberts Payne

- i. Gwendolyn Roberts Payne has provided revised copies of the following policies for the Board to review in each Board member packet. There is a revised Attendance Policy with the highlighted changes noted. The policy committee also worked on developing a Teacher Technology Policy and COOP Policy. Both are included in the packet and the Board members will review and discuss any changes at the June meeting and vote on adopting the policies in June. The COOP Policy was developed by Mr. Zekanis, the husband of one of the SEA teachers. Mr. Zekanis works at Fort Bragg in the IT Department. He made initial suggestions to SEA of ways to make the school more secure. Richard Barnes, the SEA IT Staff member completed the initial suggestions and changes have been made to make the technology at SEA more secure.

c. Vision Committee

Lori Blackley

- i. Lori Blackley gave an update on the VISION Committee. The Vision Committee has been working on the Learning Lab space. Tiffany Walters and Kristen Stone have collaborated and developed a binder of ideas that includes the layout of the space, necessary furniture needs, technology, supplies, etc. The Vision Committee will meet throughout the summer with an architect and contractor to come up with the budget needed to build the space. It is the goal of the VISION Committee to present that goal to OPTS in August so that OPTS may begin fundraising to support the Learning Lab as its main fundraising goal.

d. OPTS Committee

Josh Whitley

- i. Josh Whitley was not available at this meeting. Lori Blackley, OPTS Board Liaison gave an update on OPTS. OPTS met in May 2017 and at the meeting reviewed the role of OPTS in the school. Parents were encouraged to participate in the school in various ways. OPTS was successful in

providing a week long Teacher Appreciation celebration, has been providing EOG support to all students taking the standardized tests during this testing week. OPTS completed elections in the May Meeting and have elected President: Emily Jones, and Treasurer: Tamara Kemp.

e. Education Committee

Principal Kristen Stone

i. K-2 Assessment Results (Attached)

1. Kristen Stone provided a report on the K-2 Assessment Results. The Results were outstanding for those grades. See the attached report. The K-2 Team is strong and the results prove that the teachers are working very hard to make sure that all children are reading on a proficient level. The TRC – Text Reading Comprehension overall for those three grades is 84.4% which is excellent. Kristen Stone commented on what a great job the teachers and assistants in each of the classrooms were performing.

ii. EOG Testing Dates

1. Kristen Stone gave an update on the EOG testing schedule. Reading EOG was completed today. Math EOG will be completed on Wednesday. Science 5th EOG will be completed on Friday. Math 1 EOG 8th grade will be completed next Monday. Kristen Stone commented that each of the teachers reported that the students who were testing were seeming to give 100% effort today while testing. The 8th grade Science EOG has been completed and the results were 96% proficient for that class. Kristen Stone commented on what an excellent job Tiffany Walters has done teaching science this year.

e. Presentation from the Principal

Principal Kristen Stone

a. Lottery 2017 Update

- i. SEA received 203 applicants for the 2017 Lottery. Unfortunately we did not have very many open spots in the school. 20 open spots in Kindergarten and a few in each grade 1-8. We have a long waiting list of names. All applicants have been contacted by Lisa Ard and know where their child is on the waiting list.

b. End of Year Dates

- i. May 24th – K-5th awards and field day; May 25th – 6-7th Awards, 6-8 Field Day, 8th Grade Graduation; May 28 last day of school – release 1pm.

c. Employment

- i. Currently we have an opening for a 6-8th grade ELA position. The position has been posted online on the SEA website, Facebook, and NC Teach website. Currently, we have 5 applicants. Kristen Stone will begin the interview process once school is out. Kristen Stone may have a name to present to the Board at the June Meeting. She is hoping to have a good candidate for the position.

f. Presentation from the Financial Secretary

Tanya Branch

a. Financial Report 2015-2016 (Attached)

- i. Tanya Branch provided a thorough Financial Report as of April 30th, 2017. Budget is still on track for the end of the fiscal year.
- b. Building Repairs Update
 - i. Calvin Ard is planning to complete the Roof project beginning the week school is out. Calvin Ard has not been paid for the materials for the roof yet. That will come out of the Facilities budget. The insurance company will not pay for the portion of the Roof Repair until the job is completed. The termite treatment and repair have been completed by All Star Pest Company. They have been paid in full. The company provided before and after photos of the treatment. A moisture barrier was put in place in the crawl space of the entire school. There was no additional structural damage noted by the company. No additional repairs are needed at this time.
- g. Parent Comment
 - a. A parent requested to speak at the end of the meeting. Rodney Davis spoke with a concern about baseball equipment needed for the SEA Baseball team. Rodney served as a volunteer co-coach to the team. He commented about the need for catcher's equipment and helmets. Rodney also asked for clarification about the team being able to play with students in academic trouble and discipline trouble. He asked for a review of the policy regarding students being able to play. Rodney commented that he did not want to be paid for his services and would not be cashing the check that was given to him. Rodney is the spouse of Libby Davis, a former employee of the school. He commented about his disapproval of the school in her choosing to leave the school. He is also the parent of a 7th grade student and expressed his concerns about the current ELA teacher. Alvin Ivey thanked him for his comments.

IV. Adjournment

Chairman Alvin Ivey

- a. A motion was made by Lori Blackley to adjourn the meeting. Seconded by Jay Britt. All in favor. Meeting adjourned at 7:13PM. Minutes taken by Lori Blackley.

Next Board Meeting June 20, 2017 – 6:30PM Science Room

SOUTHEASTERN ACADEMY CHARTER



Financials as of April 30, 2017

Expenses	Budget	Actual - YTD	Remaining
Total 1. Salaries & Bonuses	780,644.00	608,506.39	22.05%
Total 2. Benefits	307,402.00	217,903.57	29.11%
Total 3. Books & Supplies	64,106.06	53,556.50	16.46%
Total 4. Technology	18,000.00	17,119.00	4.89%
Total 5. Non-Cap Equipment & Leases	23,000.00	13,561.77	41.04%
Total 6. Contracted Student Services	42,676.94	34,909.24	18.20%
Total 7. Staff Development	8,000.00	10,242.00	-28.03%
Total 8. Administrative Services	27,968.00	17,740.06	36.57%
Total 9. Insurances	23,867.62	18,113.03	24.11%
Total 10. Rents & Debt Service	46,311.30	0	100.00%
Total 11. Facilities	42,900.00	55,007.19	-28.22%
Total 12. Utilities	35,000.00	25,575.38	26.93%
Total 14. Transportation & Travel	9,550.50	5,791.98	39.35%

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Remaining YTD</u>
Total State Revenue	\$1,324,177.00	\$362,154.27	27%
Total Local Revenue	\$ 185,234.19	\$43,228.10	23%
Total Federal Revenue	\$ 46,419.07	\$6,856.01	14%

K-2 EOY Reading 3D

Grade	DIEBELS Measures Phonemic Awareness, Letter Naming, Letter Sounds, Accuracy, Fluency, Oral Retell, & Sight Word Recognition	TRC (Text Reading & Comprehension) Measures Accuracy, Fluency, Oral, and Written Reading Comprehension
Kindergarten (20 Students)	RED (Far Below Proficient): 0 Yellow (Below Proficient): 0 Green (Proficient): 20 students (100%)	RED (Far Below Proficient): 5 students (25%) Yellow (Below Proficient): 2 students (20%) Green (Proficient): 4 students (20%) Blue (Above Proficient): 9 students (45%) % Proficient: 65%
First Grade (21 Students)	RED (Far Below Proficient): 1 student (4.8%) Yellow (Below Proficient): 3 students (14.3%) Green (Proficient): 17 students (80.9%)	RED (Far Below Proficient): 0 Yellow (Below Proficient): 1 student (4.8%) Green (Proficient): 9 students (42.9%) Blue (Above Proficient): 11 students (52.4%) % Proficient: 95.2%
Second Grade (23 Students)	RED (Far Below Proficient): 2 students (8.7%) Yellow (Below Proficient): 0 Green (Proficient): 21 students (91.3%)	RED (Far Below Proficient): 1 student (4.3%) Yellow (Below Proficient): 1 student (4.3%) Green (Proficient): 8 students (34.8%) Blue (Above Proficient): 13 students (56.5%) % Proficient: 91.3%

Total K – 2 Students Proficient or Above: DIEBELS: 90.6% TRC: 84.4 %