

Southeastern Academy Charter School
Board of Directors Meeting Minutes

DATE: Tuesday, June 20, 2017

LOCATION: Southeastern Academy Charter School – Science Room

CALL TO ORDER: Meeting called to Order at 6:40PM

Chairman Alvin Ivey

ROLL CALL:

Chairman Alvin Ivey

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

Board Members Absent: Brian English, Tim Locklear, Caroline Jolicoeur

Others Present: Kristen Stone, Tonya Branch

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 – May 16, 2017 – Motion was made by Gwendolyn Roberts-Payne, Seconded motion by Shelley Foil. All in favor. Minutes approved.

II. New Business

a. Presentation from the Chairman

Chairman Alvin Ivey

a. Board Member Commitments 2017-2018

i. Alvin Ivey made a recommendation to the Board to nominate Eric West to serve on the Board. Eric West is a real-estate attorney in Lumberton. The recommendation was also made by Jay Britt. Motion made by Jay Britt to approve Eric West. Seconded by Alex Collins. All in favor.

ii. Lori Blackley made a recommendation to the Board to nominate Greg Caulder to serve on the Board. Greg Caulder is a local contractor, parent of 4th grader at SEA, has been a parent of a child at the school since the opening of SEA as a charter school. Gwendolyn Roberts Payne made a motion. Seconded by Shelley Foil. All in favor.

iii. Caroline Jolicoeur is stepping down off the Board after serving for three years. A replacement is needed to fill her role as Education Committee Chairperson. Gwendolyn Roberts Payne agreed to serve in that role. She will no longer serve as Policy Chairperson

and that role can be filled by another Board Member in that committee (Eric West or Alex Collins).

- iv. A recommendation was made to place Eric West on the Policy Committee and Greg Caulder on the Vision Committee.

b. Board Calendar 2017-2018

- i. The following dates were submitted to the Board to serve as the Board of Director's Meeting Schedule for the next Academic Year. Originally, the date of November 21, 2017 was made. The Board changed the date to November 14, 2017 because of school holiday the following day. Lori Blackley made a motion to approve the Board calendar. Seconded by Gwendolyn Roberts Payne. All in favor. The following dates are approved:

1. July 18, 2017
2. August 22, 2017
3. September 19, 2017
4. November 14, 2017
5. January 23, 2018
6. March 20, 2018
7. May 22, 2018
8. June 19, 2018

c. Review from Principal Evaluation Committee

- i. The Principal Evaluation was completed by 7 members of the SEA Board and 4 members of the teaching staff. The evaluation of Mrs. Stone was excellent. The comments about Mrs. Stone's performance as a principal were outstanding. The Board and teaching staff are very pleased with the role that Mrs. Stone serves the school as Principal. A Complete review is attached.

b. Committee Updates

a. Finance Committee

Tami George

- i. The finance committee met earlier tonight. The budget will be presented late in the meeting. Currently, the finance committee does not have any new business to present other than the proposed budget for the next Academic Year.

b. Policy Committee

Gwendolyn Roberts Payne

- i. Three policies were presented at the last Board meeting on May, 16, 2017. The following policies have been revised: 1) Teacher Technology Policy 2) Attendance Policy 3) COOP Policy. The Board discussed the revisions and were pleased with the changes that were made. A motion was made by Lori Blackley to approve. Seconded by Shelley Foil. All in favor.

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. The VISION Committee is moving along with the proposed Learning Lab. The proposed budget is \$150,000 that has been coordinated with

OPTS to raise the funds and were also looking at the possibility of grants to fund to the Learning Lab.

d. OPTS Committee

Emily Jones

- i. Emily Jones was unavailable to attend the Board Meeting. Emily Jones is the newly elected President of OPTS. Lori Blackley commented on the OPTS proposals to have a no-fuss/direct donation fundraiser, a large auction and other fundraisers with the goal being the Learning Lab and the Opts general budgeted items.

e. Education Committee

Principal Kristen Stone

i. End of Year Test Data

1. Kristen Stone commented that last year we were at 79.6% proficiency. This year we are at 81.9% proficiency. This figure does not include the growth component of the school. It is possible that if growth is exceeded then the figure will be even higher once calculated by the state. Overall the scores were 74% reading, 84% math, 89% science. The trend is that our math scores are 10% higher than reading. Mrs. Stone will be looking at other schools and developing strategies to try and improve the reading scores.

ii. Summer Reading Camp Results

1. A remediation day was offered to students that did not pass the EOG. 13 students passed the test that previously they had not received a passing score. The students and teachers were well pleased that 13 students passed the EOG in the subject area that was tested.

iii. Block Schedule for Grades 3-5

1. Kristen Stone is recommending a Block Schedule for Grades 3-5. This will allow each teacher to teach in their strength area and they will teach that subject in each grade 3,4,5. Jen Whitley will teach reading, Erin Prevatte will teach Math, Pam Keltner will teach science. These three teachers will work as a team and the schedule for these students will be a block which will allow students to go to a higher grade or lower grade in math or reading if more time is needed in those subject areas or if a child is excelling in an area and could benefit from a more challenging curriculum. Each grade will have a homeroom and the three classrooms will be located next to each other. This will move 2nd grade into the large building in the room previously used by Jen Whitley.
2. K-2 will also work as a block. The same opportunities for students to go to another class for reading or math will be available as the teachers will have the same planning, math, and reading periods. In 2nd grade Mrs. Zekanis is excellent at

differentiation and she will make the challenging curriculum available within her 2nd grade classroom.

c. Presentation from the Principal

Principal Kristen Stone

a. Employee Hiring

- i. Assistant Position Kindergarten – With Mrs. Davis quitting toward the end of the school year an opening became available in the Kindergarten classroom for an assistant. Karla Beth Pittman served as the interim assistant in Kindergarten for the last few weeks of school. She had been subbing at SEA most of the year. Karla Beth Pittman has a degree in Youth Ministry and she is interested in obtaining her teacher degree. Kristen Stone recommends Karla Beth Pittman for the Assistant Kindergarten Position. Jay Britt made a motion Seconded by Gwendolyn. All in favor.
- ii. ELA Position 6-8th Grade – Mrs. White has chosen not to return to SEA for next year making this position available. Kristen Stone is recommending Lynn Hinson for the position. Lynn Hinson is currently teaching at Fairmont High School in 10th/11th grade. Her students reached 87% proficiency this year. Kristen Stone feels that Lynn Hinson will work well with the 6-8th team and her previous employer states that she is excellent at classroom management. Gwendolyn Roberts Payne made a motion to approve. Jay Britt seconded. All in favor.
- iii. EC Assistant Position – The budget that will be presented later in the meeting includes hiring an EC Assistant Position. Currently we have 13 students in the EC Classroom and 2 of those students are in the EC Room all day as a self-contained classroom. There is now a need to have an assistant in that classroom. Jay Britt made a motion to post the position. Shelley Foil seconded. All in favor.

b. Enrollment 2017-2018

- i. Currently we have 218 students enrolled for the next year. No students have withdrawn from the school, although some may withdraw due to moving over the summer. We have a very long waiting list in each grade if necessary.

d. Presentation from the Financial Secretary

Tonya Branch

a. Financial Report 2015-2016

- i. 2015-2016 Budget remains the same. We did go over budget in the Maintenance category to account for the Termite Treatment. Other areas did we did not go over budget on will pay for that fund. We still have \$42,000 left in State Funds. Tonya Branch is proposing a 3% Bonus to all staff which will account for \$21,500. Gwendolyn Roberts Payne made a motion to approve. Jay Britt seconded the motion. All in favor.

b. Budget 2017-2018

- i. Tonya Branch reviewed the proposed budget for the next academic year. Federal funds can only be used for EC. Becca Richter's salary is pulled from those funds. Local funds are county funds and can only be used in certain categories (athletics, bank fees). State funds are shown based on the amount that was given last year. The current NC budget has not been approved and those numbers have not been given. The budget proposed a 3% salary increase for teachers and a 1.5% salary increase for all non-certified staff. The budget also increased in the areas of staff development, textbooks, and maintenance. Gwendolyn Roberts Payne made a motion to approve the proposed budget. Shelley Foil seconded. All in favor.
- c. Building Repairs Update
 - i. Tonya Branch commented on the roof. Calvin Ard is still working on finishing the roof. An additional support beam was needed prior to installing the metal roof. The roof should be finished soon. Kristen Stone commented on possibly looking at building a storage building in the open area between Jill Britt's room and the cafeteria to serve as a storage location for athletic equipment and drama club props.
- e. Flexible Seating
 - a. Kristen Stone commented on the Flexible Seating option that will be available in 2nd grade with Lisa Zekanis next year. Mrs. Zekanis has been planning the space in her classroom that will allow wobble chairs, a couch, and other flexible seating along with traditional seating in her classroom to allow students to have motion during the day if necessary to help children with ADHD or other needs to move or stand during the day. Mrs. Zekanis put a plan on Donors Choose.org and is currently fully funded by parents and other donors for the classroom flexible seating option. Donorschoose.org matched each contribution equally allowing this option to be fully funded.

IV. Adjournment

Chairman Alvin Ivey

- a. A motion was made by Alvin Ivey to adjourn the meeting. Seconded by Jay Britt. All in favor. Meeting adjourned at 7:43PM. Minutes taken by Lori Blackley.

Next Board Meeting: July 18, 2017 – 6:30PM Science Room