

## **Southeastern Academy Charter School**

### **Board of Directors Meeting Minutes**

DATE: Tuesday, January 10, 2017 at 6:30PM

LOCATION: Southeastern Academy Charter School – Science Room

CALL TO ORDER: Chairman Alvin Ivey

ROLL CALL: Chairman Alvin Ivey

Board Members Present: Alvin Ivey, Lori Blackley, Caroline Jolicoeur, Jay Britt,  
Alex Collins, Tami George, Shelley Foil

Board Members Absent: Brian English, Tim Locklear, Gwendolyn Roberts Payne

Also Present: Kristen Stone, Tanya Branch, Josh Whitley, Guest Phillip Britt,  
Guest Calvin Ard, Tiffany Walters

ADOPTION OF MINUTES: Chairman Alvin Ivey

- a. November 15, 2016 – Motion was made by Caroline Jolicoeur to approve minutes. All in favor.

#### **I. New Business**

- a. Realty Company Partnership Presentation Phillip Britt (Guest)

- a. Phillip Britt made a short presentation to the Board. He would like to be involved in SEA. He would like to be invited to school functions and would like to partner with the school. He would like to make a donation to SEA in 2017 for every closing that he complete with his realty company Keller Williams and he would like to donate \$100 per closing. His goal is 67 closings in 2017.

- b. Presentation from Calvin Ard regarding Building Repairs Calvin Ard (Guest)

- a. Calvin Ard gave a short summary of the building repairs needed post Hurricane Matthew. The roof is in bad need of repair after the Hurricane caused roof damage. The tarp is a temporary solution however a permanent solution is needed. He gave two estimates for replacing the entire roof 1) shingles and 2) metal roof. The metal roof would be similar to the metal roof installed last year over the cafeteria area. He also pointed out that something will need to be done soon to the brick around the building as the brick is creating moisture and will need to be resealed at some point in the near future. The Estimates are attached.

- c. Presentation from OPTS President Josh Whitley

- a. Josh Whitley gave a summary of the involvement of OPTS recently at the school. OPTS has originally planned different functions and fundraisers prior to Hurricane Matthew and after the storm the school decided to stop all fundraising. OPTS has completed the following items with monies raised. Those include: \$1000 donation to Super Science Team, \$5000 OPTS donation to the acoustic panels

in the GYM, \$4000 to the Beta Club to allow students to go to the Beta Club Convention. OPTS has chosen to hold the AUCTION in the fall and with all proceeds to benefit a new science lab on the SEA campus. OPTS will begin to send out letters to previous sponsors letting them know of the change of date to the fall and will begin to collect donations from local businesses. OPTS will host a general meeting in the next few weeks. OPTS completed a large Teacher Appreciation Event in December with the 12 days of Christmas goodies for all the teachers. Another teacher appreciation event will be held in February. OPTS will be looking to recruit new leadership in the spring as many of the members have been in current roles for 2 years.

d. Presentation from the Principal

Principal Kristen Stone

a. Enrollment and Applications for 2017-2018

- i. Kristen Stone remarked about the collection of intake forms. We are expecting to continue to have a long waiting list for each grade. Intent letters have been send home with every student. Open enrollment will be from February 1- March 31 and a lottery will follow. Kristen Stone made the suggestion to increase our total number of student by 8. That would gain an additional \$40,000 per year in the overall budget. The 8 students would be dispersed in all classrooms making class size 20-26, with 26 at the most in the class. Discussion about the pros and cons of increasing class size was held by the Board and other members present. Overall the 8 students did not seem to be a large change for any class as most classes are adding either 1 or 2 students. Jay Britt made a motion to increase the student population from 210-218. All in favor.

b. Testing and Benchmarks

- i. Kristen Stone noted that the Education Committee would meet next week to review the benchmark testing data. Upon initial review, the benchmark testing looks positive. K-2 began assessments today and she is expecting to show growth in those assessments as well.

c. Employment

- i. Kristen Stone received a letter of resignation from Mr. Jefferson as he had completed the PRAXIS and was offered a full-time teaching position. Mrs. Wanda was offered the job of Teacher Assistant to fill the gap and she has been working well with Mrs. Z in 2<sup>nd</sup> grade and she will continue to drive the bus. The school has listed an open job of a part-time custodian and light maintenance. Currently, no applicants have applied.

e. Presentation from the Financial Secretary

Tanya Branch

a. Financial Report 2015-2016

- i. Tanya Branch reviewed the attached financial summary.

b. Building Repairs and Roof

- i. Tanya Branch reviewed the Roof Estimate attached statement.

f. Committee Updates

- a. Education Committee Principal Kristen Stone
  - i. Education Committee will meet next week.
- b. Policy Committee Gwendolyn Roberts Payne
  - i. Policy Committee will meet next week.
- c. Vision Committee Lori Blackley
  - i. VISION Committee will meet next week.
- d. Finance Committee Tami George
  - i. Finance Committee met today and reviewed the financials and the audit report from Buddy McLean. Tami George made a recommendation to use the \$40,000 surplus that was not allocated in the budget to pay for the roof repairs. Jay Britt made a motion to approve the estimate provided by Calvin Ard and replace the roof with metal.
  - ii. Discussion about the Insurance Policy and possibly looking into reducing the deductible by having the insurance company evaluate the insurable value of the building and have a fixed deductible rather than 1% of the value. Tanya Branch will look into the possibility of adjusting the policy.
  - iii. The Audit showed that the financials are clean in all three categories: 1) internal control 2) financial 3) governmental. Tami George will review the entire audit report.
- e. OPTS Committee Josh Whitley
  - i. OPTS gave report in the earlier part of meeting.

#### IV. Adjournment

Chairman Alvin Ivey

Next Board Meeting March 21, 2017 – 6:30PM Science Room