

Southeastern Academy Charter School

Board of Directors Meeting Minutes

DATE: Tuesday, September 20, 2016 at 6:30PM

LOCATION: Southeastern Academy Charter School – Science Room

CALL TO ORDER: Chairman Alvin Ivey

ROLL CALL: Chairman Alvin Ivey

Present: Alvin Ivey, Tami George, Lori Blackley, Caroline Jolicoeur, Gwendolyn Roberts Payne, Jay Britt, Brian English, Shelley Foil, Alex Collins

Absent: Tim Locklear

Also Present: Kristen Stone, Jill Britt, Tanya Branch, Melody Britt, Tiffany Walters and Family,

ADOPTION OF MINUTES: Chairman Alvin Ivey

- a. August 8, 2016 – Motion was made by Gwendolyn Roberts Payne to approve minutes from August 8, 2016 Meeting. All in favor.

I. Presentation to Outstanding SEA Teachers (Melody Britt, Tiffany Walters) Chairman Alvin Ivey

a. Alvin Ivey presented a plaque to Melody Britt and Tiffany Walters for Outstanding Teachers of the Year for the 2015-2016 school year. Both teachers received a gift certificate to be used in the classroom for supplies or other needs for the classroom. Alvin Ivey commented on how thankful we are as a Board for the outstanding teaching. He also commented that as a School of Math and Science it is excellent that we are awarding our Math and Science teachers. Melody Britt also was awarded SEA Teacher of the Year by her colleagues. A reception will be held in her honor soon.

II. Old Business

a. COOP Manual for Operations Manual Chairman Alvin Ivey

- a. The Policy Committee will be meeting next week to begin the process of developing a COOP Manual.

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

- a. Tanya Branch reviewed the Financials as of August 2016. The total allotment of funds from the State is 1.3 Million Dollars. Tanya Branch reviewed each budgeted line item. All books and supplies have been purchased for the year. The technology lease on the Dell laptops have been paid and we are in the 4th year of the 5 year lease agreement. We have paid Calvin Ard for his services this summer which include: cleaning the floors in the entire school, maintenance and repairs in the café and first grade room. All insurances have been paid for the year. An error is in the budget with the bus insurance being pulled from Transportation and Travel line instead of insurance. If we stay within budget for all line items we will have a surplus of \$40,000 at the end of the year. Total Federal Revenue is \$46,317 that is for EC Student Use only. Tanya Branch gave a very detailed summary of the financials up-to-date.

IV. New Business

b. Building Maintenance Concerns

Financial Secretary Tanya Branch

a. Tanya Branch proposed 3 repairs for the school:

- i. 2nd, 3rd, 4th Hallway has old carpet, SEA would like to replace the carpet with tile floors. The quote for this repair would be \$1035 by Calvin Ard.
- ii. AC duct work over the offices of Kristen Stone and Tanya Branch. Currently the Heat and AC are not coming through the vents in those two offices. The offices remain either HOT or COLD. The AC unit seems to be running fine, however the duct work needs to be replaced. The quote provided by Calvin Ard is \$2795 for parts and labor. The old duct work seems to be too small and ineffective to provide heat and AC.
- iii. Update the gym acoustics with a sound barrier provided by Branch Acoustical. The quote was \$10,000 for the sound proofing barriers.
- iv. Gwendolyn Roberts Payne made a motion to approve Items I and II. Seconded by Lori Blackley. All in favor.
- v. Lori Blackley made a proposal that if OPTS will pay for 50% of the funds for Gym Acoustics, the School could pay for 50%. Lori Blackley will present that offer to Josh Whitley for OPTS approval. Lori Blackley made a motion to approve the proposal. Motion was seconded by Shelley Foil. The gym acoustics will be necessary for a school production in December 2016 along with several dates in the spring. All in favor.

c. Testing Information/Updates

Jill Britt

- a. Jill Britt gave a presentation on the Testing Data from last school year. SEA is the 2nd school in the region with a score of a B (80). SEA is tied for 1st when compared to the 9 other charter schools in the region. SEA is the 22nd Charter School in the state of NC which has 150 charter schools. SEA met growth last year and had a proficiency score of 80. The data has been broken down to reveal areas of weakness to focus on for this year. Students will have extra time in remediation if necessary to prepare for the tests.

d. Upcoming Events and Enrollment

Principal Kristen Stone

- a. Kristen Stone gave a presentation on Upcoming Events at SEA. These events include: Book Fair, Grandparent's Day, Beta Conference, EC Leadership Conference that Kristen Stone will attend, Charter Institute which Jill Britt will attend, Benchmark Testing October 11-13th, Science Conference will be attended by Pam Keltner and Tiffany Walters, Reading Conference in the Spring and Math Conference in the Spring. Teacher Workday will be held on NCAT Training focusing on Digital Technology in the Classroom.
- b. Enrollment has a current 210 students and a full waiting list for each grade. If a student leaves prior to December that student will be replaced with a student on the waiting list. A 3rd grade student is leaving Friday because of an out-of-town move and will be replaced by a student on the waiting list.

e. Committee Updates

a. Education Committee

Principal Kristen Stone

- i. The Education Committee met last week. The Committee reviewed the testing data. The Committee will look specifically at Level 2 students and those students will receive targeted remediation in the subject area that they need additional instruction. K-5 has built in time for remediation each week and those teachers will use that time with several students. Jill Britt has reviewed goal setting with students. A policy is needed to encourage students to attend school for the entire day. When a student is tardy or leaves early that student is missing instructional time in the classroom.

b. Policy Committee

Gwendolyn Roberts Payne

- i. The Policy Committee will meet next week. The Policy Committee will work on developing and reviewing policies in the following areas:
 - 1. COOP Manual for Technology
 - 2. Tardy/Early Dismissal Policy
 - 3. Technology Loss/Damage Policy

c. Vision Committee

Lori Blackley

- i. The Vision Committee will meet September 27th at 6:30PM. The Vision Committee will no longer be working toward the charter renewal as our charter was a 10 year charter and the renewal process will not take place until 2021. The Vision Committee will still meet and will begin working on plans for the Science Lab and other School Improvement Needs.

d. Finance Committee

Tami George

- i. The Finance Committee met earlier today and reviewed the budget and each line item that was presented by Tanya Branch. The Finance Committee should have \$40,000 of funds in excess of the budget if we remain in budget in each line item.

e. OPTS Committee

Josh Whitley

- i. OPTS has several fundraisers going on currently in the school. A membership drive is being pushed for all parents to join and support the school through OPTS. Parents are showing interest in volunteering and helping out around the school. OPTS executive committee will meet on September 29, 2016. Charleston Wrap Fundraiser will start on September 19-September 30. Fall Festival November 10th from 6-8. Fitness Walk for athletics on November 3rd.

IV. Adjournment

Chairman Alvin Ivey

- a. Meeting was adjourned by Alvin Ivey. Next Board Meeting November 15, 2016 – 6:30PM Science Room. Minutes taken by Lori Blackley.