

**Southeastern Academy Charter School
Board of Directors Meeting Minutes**

DATE: Monday, August 8, 2016 at 6:30PM
LOCATION: Southeastern Academy Charter School – Library

CALL TO ORDER: Chairman Alvin Ivey
ROLL CALL: Chairman Alvin Ivey

Present: Alvin Ivey
Jay Britt
Shelley Foil
Alex Collins
Caroline Jolicoeur
Lori Blackley
Gwendolyn Roberts Payne

Absent: Tami George
Brian English
Tim Locklear

Also Present: Kristen Stone
Tonya Branch
Josh Whitley

ADOPTION OF MINUTES: Chairman Alvin Ivey

- a. July 19, 2016 – Motion was made to approve minutes from July, 19, 2016 meeting. Minor revision to change Gwendolyn Roberts to Gwendolyn Roberts Payne in the minutes. Motion was made by Caroline Jolicoeur. All in favor.

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

- a. Tonya Branch did not have a Financial Report at this time. The financial information is not available until a later date in the month. A financial report will be available at the next board meeting. Kristen Stone reported that all materials have been purchased for the classroom. The budget this year is a \$40,000 increase from the State budget last year. The State Budget is approved for this year.

II. Old Business

- a. Board Member Recommendations 2016-2017 Chairman Alvin Ivey
 - a. Alvin Ivey welcomed the new Board Members: Shelley Foil, Gwendolyn Roberts Payne, Alex Collins, Tami George
- b. Board Committee Recommendations 2016-2017 Chairman Alvin Ivey
 - a. Vacancy in the following positions for the Board Committees were filled with the following recommendations.

- i. Treasurer – Tami George.
 - ii. Policy Committee Chair – Gwendolyn Roberts Payne
- b. Alex Collins agreed to serve on the Policy Committee
- c. Shelley Foil agreed to serve on the VISION Committee
- c. COOP Manual for Operations Manual Chairman Alvin Ivey
 - a. More information is needed for the COOP manual. We need to have Richard Barnes provide information on the entire network of computers. This will serve as a back-up to assure that in the event that Mr. Barnes was unavailable the school would be able to have access to all it needs for the technology of the school. Mrs. Stone is in search of a template manual to complete this task.

III. New Business

- d. New Teacher Recommendations 2016-2017 Principal Kristen Stone
 - a. Mrs. Stone received 2 resignations since the last meeting. One resignation was received 2 weeks prior to school starting (Shannon Luper) and another was received 1 week prior to school starting (Mr. White). Mrs. Stone has been diligent in searching for a replacement for both positions. The following are her recommendations to the Board:
 - b. Sarah Hall Kennedy – recommended for the Media Specialist Position for K-8. Mrs. Kennedy is K-6 Certified teacher. She is finishing her Library Certification at ECU currently. She has taught 3rd grade under the direction of Mrs. Stone before. She has taught in the Library for the past 2 years.
 - c. Melissa White – recommended for the 6-8th grade position. Mrs. White is certified to teach Social Studies 7-12th grade. She has taught ESL for K-12th grade. She has a Bachelor's Degree in English Literature and will need to complete the PRAXIS in order to become certified for this position.
 - d. Jay Britt made a motion to approve Sarah Kennedy and Melissa White for the above stated positions. All in favor.
- e. Gym Acoustics Principal Kristen Stone
 - a. Mrs. Stone presented the Board with a Proposal for outfitting the GYM with a sound blocking barrier to be installed by Branch Acoustics. The quote is \$10,000. Discussion was made about the importance of the need for this type of sound blocking barrier for the purposes of large crowd events. The acoustics in the GYM are terrible. This issue was discussed but a decision was not made. The next event is scheduled for December. The Board will evaluate the finance and review at the next Board meeting.
- f. Curriculum Purchases Principal Kristen Stone
 - a. Mrs. Stone reviewed the purchases that have been made and the programs that were decided upon for the next school year. The school has purchased: MOBI MAX, RAZ KIDS, Scholastic, SAXON Math, Hooton Math, and Words Their Way, Being a Write, Making Meaning, Making Words, and Hallway Hero's. Many curriculum purchases were made over the summer and the teachers are excited about the new materials for the classroom.
- g. Committee Updates
 - a. Policy Committee Chairman Alvin Ivey

- i. The Board discussed and approved the need for the Policies below:
 - 1. Teacher of the Year Award - The Board has approved for SEA teacher to vote each year and honor a Teacher of the Year. The Teacher of the Year will then be submitted to the NC Charter School as Teacher of the Year to represent SEA.
 - 2. SEA Teacher of Excellence Policy – The Policy Committee will develop a policy of qualifications for SEA teachers to receive Teacher of Excellence Award. The Policy committee will determine the qualifications for the award as well as the award given to the teachers that are able to achieve EXCELLENCE in the classroom
 - 3. Loss/Stolen/Damaged Property Policy – The Policy Committee will be tasked with developing a policy regarding laptops and iPads and other SEA property in the event the property is damaged, lost or stolen.
- b. Education Committee Principal Kristen Stone
 - i. The Education Committee will meet prior to the next Board Meeting in September to discuss Testing Information.
- c. Vision Committee Lori Blackley
 - i. The VISION Committee is scheduled to meet on September 27, 2016 at 6:30.
- d. Finance Committee Chairman Alvin Ivey
 - i. The FINANCE Committee has scheduled the next meeting on September 20, 2016 at 5:30 prior to the next Board meeting at 6:30
- e. OPTS Committee Josh Whitley
 - i. Josh Whitley informed the Board of the completion of the OPTS projects from the fundraising completed last year. OPTS has approved a budget for the year of \$16,000. At the beginning of the year OPTS will provide each teacher with \$250 VISA gift card to be used to purchase items needed in the classroom. OPTS will begin a membership campaign that will begin at Open House and continue for a few weeks. OPTS is going to strive this year for SEA Community Engagement. OPTS will work diligently in trying to encourage parents to become more active at the school and also to volunteer at the school. Josh Whitley also addressed his desire to see the GYM acoustics improved.

IV. Adjournment

Chairman Alvin Ivey

- a. Meeting was adjourned by Alvin Ivey.

Next Board Meeting September 20, 2016