Wayne Preparatory Academy Board of Directors Meeting April 16, 2024, at 5:00 p.m.

# OPENING

* 1. Welcome and Call to Order – Mrs. Donna Scott @ 5:01pm
		1. Present representing the Board were Donna Scott, Amanda Wells, Cady Stanton, and Attorney Glenn Barfield.
		2. Present representing staff and administration were Rebecca Whittle, Tina Hinson, Natalie Barber, Sheena Fletcher, Jeff Winbush, Barb Weber, Anthony Wright, Rachel Harrison, Nancy Truhan, and Amanda Buchanan.
	2. Notification of Conflicts of Interest

Board members are reminded that it is our duty to avoid conflicts of interest and the appearance of conflicts of interest as we handle the work of the Board. Does any member of the Board know of any conflict of interest or any appearance of conflict with respect to any matters coming before us at this meeting? If so, please state them for the record. If during the course of the meeting you become aware of an actual or apparent conflict of interest, please bring the matter to the attention of the Chair. It will then be your duty to abstain from participating in discussion on the matter and from voting on the matter.

* 1. Notice was read by Amanda Wells.
	2. No conflicts were noted.
	3. Motion to approve the Agenda as Business Order of the Day
		1. Motion to approve agenda was made by Cady Stanton and seconded by Amanda Wells at 5:33pm. There were no debate or alterations were brought forward. The motion passed unanimously.
	4. Approval of Minutes (January 2024 O&C, February Emergency Meeting O&C)
		1. Motion to approve minutes pending formatting changes made by Cady Stanton and seconded by Amanda Wells at 5:05pm. There was no debate or alterations were brought forward. The motion passed unanimously.

# NEW BUSINESS

* 1. Policies
		1. Dr. Hinson provided copies of policy documents relating to student behavior, short term suspension, long term suspension, student discipline hearing procedures, and student discipline records.
			+ - Dr. Hinson looked at policies from other charter schools and well as traditional public schools.
				- Glenn will review the polices to make sure they align with what is in the handbook.
	2. ED Search Committee Update
		1. Rebecca will serve as the chair of the search committee.
		2. Job description was reviewed by the Board and requested the following edits:
			+ - On the line starting with “In collaboration with Director of HR- recruit, interview, and hire staff.” Add a note that all hiring requires Board approval.
				- On the line starting with “Practice and embrace ambiguity in decision making.” Remove “and embrace ambiguity” and change to judgement.
				- Add line about reporting functions to Office of Charter Schools (OCS).
				- Add line about administering disciplinary action and hear appeals regarding long term suspensions.
		3. Motion to approve full search committee, Rebecca Whittle, Cady Stanton, Sheena Fletcher, Rachel Harrison, Samuel Fischer, Judy Winbush, and Tiffany Brinson, and to convene this committee to begin search once edits have been made to the job description and approved made by Amanda Wells and seconded by Cady Stanton at 5:23pm. The motion passed unanimously.
	3. Bids were submitted to have the tile floors stripped and waxed.
		1. Mr. Greenfield put them in order of his preference based on past performance.
		2. Motion to approve Bid #2 for floor stripping and waxing, pending negotiations, and approval of contract by Glenn made by Amanda Wells and seconded by Cady Stanton. The motion passed unanimously.
	4. Prom
		1. Contract has been updated with the correct damage deposit and the total event fee was corrected.
		2. Motion to approve prom venue contract as updated by counsel, for Dr. Hinson to sign, made by Amanda Wells and seconded by Cady Stanton. The motion passed unanimously.

# ACADEMICS

* 1. Principals Update/Academic Update
		1. Elementary-
			+ - Spirit week is taking place for Month of the Military Child.
				- EOGs will be taking place at the end of May.
				- May 17th will be Field Day. $500 has been donated by Elementary Community Relations to buy supplies.
				- Grades 3-5 will be attending an anti-bullying seminar.
				- Book vending machine has arrived.
			1. Middle-
				+ Spirit week is taking place for Month of the Military Child.
				+ Last week was the Student Success Party for those on A and A/B Honor Roll. Party was 1.5 hours with music and food.
				+ May 3rd is the 8th grade formal- Vegas themed.
				+ June 6th at 6pm will be 8th grade Graduation.
				+ EOGs May 24th
			2. High-
				+ Spirit week is taking place for Month of the Military Child.
				+ May 10th is the ASVAB.
				+ May 17th is the 11th grade Marshall meeting.
				+ May 19th is the National Honor Society induction.
				+ May 24th- Senior picnic
				+ May 30th- Lenoir Community College tour
			3. Dr. Hinson has proposed to not have grades K-2 come to school May 28th & 29th so classrooms will be available for EOGs. Scholars will still have access to 1,025 instructional hours.
				+ Motion to approve K-2 to not attend May 28th & May 29th made by Amanda Wells and seconded by Cady Stanton. The motion passed unanimously.
	2. Board + Teacher Roundtable Scheduling (proposed 4/24 or 5/10-board members have email)
		1. Roundtable will have representative from each grade. There will also be a time limit, so everyone stays on topic.
		2. Scheduled for Friday May 10th from 2-3pm in the middle school media center. Amanda Wells and Cady Stanton will be representing the Board.
	3. Field Trip Requests
		1. May 3rd & 6-8th for 10th and 11th grade individual visits to Wayne Community College- **Approved**
		2. May 9th Horticulture class to visit Simply Natural Creamery and dairy- **Approved**.
		3. April 19th FFA to visit Moo Moos Farm. **Approved**.
		4. May 1st 11th grade OCS to tour Work Source East. **Approved**.

# FINANCE

* 1. Account Updates
		1. Reviewed accounts, everything looked good.
	2. Contracts/Job Openings
		1. Rebecca reported that there are several job openings posted and interviews are being scheduled. Positions being filled are for the 2024-2025 school year.
	3. 2024-25 Budget Projections
		1. Intent to return is at 400 responses. Lottery closed at 201 applicants.
		2. Using 900 scholars as the ADM number for budgeting
		3. For next year, it was discussed to start lottery, intent to return, and strategic planning meeting earlier.
		4. A proposal will be submitted to see about changing from Acadia.
		5. Ms. Freeman and Ms. Cruz are learning infinite campus, this would replace power school. This will give us the ability to make necessary changes instead of having to call Acadia.

# OLD BUSINESS

* 1. CTE/Computer Science Update- **Moved to May**
		1. Headcount, Space, Budget, Funding
	2. Calendar Proposals
		1. Dr. Hinson confirmed Charter School don’t have to follow calendar law, so as long required hours are met, the start and end date can be moved.
		2. After discussion, calendar #3 would be the best option and would keep breaks the same as WCPS.
		3. Teacher required workdays begin Monday August 4th. Decided on a Wednesday start to ease into the new school year and that we are starting 2 weeks earlier. Open house on Monday August 12th, first day for students Wednesday August 14th.
		4. Motion to accept proposed calendar #3 for 2024-2025 school year with revisions as discussed made by Cady Stanton and seconded by Amanda Wells. The motion passed unanimously.

# OPERATIONS

* 1. HR Update
		1. Salary Scale- Moved to Budget
	2. Behavioral Intervention Team (BIT) update
		1. Threat assessment/MTSS will have an upcoming training for recognizing changes that could lead to a threat.
	3. Active Shooting Drill Update
		1. Entire campus drill has not been completed yet.
		2. Getting more information about Tap-App which will help in emergency situations and alert staff across all buildings.
1. CLOSED SESSION (If applicable)

Motion to go into Closed Session to discuss matters that are privileged and confidential under state or federal law, to discuss matters that are protected under attorney-client privilege, and to discuss personnel matters.

1. Motion made by Amanda Wells and seconded by Cady Stanton at 6:57pm. The motion passed unanimously.
2. Motion to return to open session was made by Amanda Wells and seconded by Cady Stanton at 7:20pm. The motion passed unanimously.
3. Any motions to be heard resulting from Closed Session
4. ADJOURNMENT
	1. Motion to adjourn meeting was made by Cady Stanton and seconded by Amanda Wells at 7:20pm. The motion passed unanimously.