

East Point Academy Annual Board Retreat

September 11, 2016

Page 3 of 3



East Point Academy

East Point Academy Public Charter School

Called Board Meeting

Minutes

September 11, 2016

Board Members in Attendance: Dr. Ed Davis, Mrs. Beth Richardson, Mr. Tom Queen, Dr. Mieke Perez, Mrs. Joan Hoffman, Dr. Chen Li, and Dr. Lili Ju

Others in Attendance: Dr. Winnie Johnson and Anne Sinclair

1.0 Call to Order General Session

Dr. Davis called the meeting to order at 2:00 p.m.

2.0 Mission Statement

Dr. Davis read the school mission statement.

3.0 Approval of the Agenda

Upon motion and second, the Board approved the agenda by unanimous vote.

4.0 Public Notification

Dr. Davis confirmed that meeting notices and agendas were posted at the front office of the EPA Elementary School, at the EPA Primary School, and on the EPA website www.eastpointsc.org.

5.0 Public Input

There was no public input.

7.0 Approval of July 28 Minutes

Ms. Hoffman moved to approve the July 28 meeting minutes as presented by Ms. Richardson. Dr. Perez seconded, and the motion carried by unanimous vote, with the exception of Mr. Queen who abstained.

8.0 Board Binders

Ms. Richardson reported that, after receiving excellent feedback from Lin Ko, our most recently appointment Board Member, Ms. Richardson is revising the Board orientation books, to streamline and improve and update where necessary the orientation information for new board members. Ms. Richardson presented a table of contents in this regard and shared some updated pages, ultimately relaying that she would provide a more final draft for the Board's consideration at another meeting soon.

9.0 Review of Roles and Relationships between Board, Administration, Staff, Parents, and Community-at-Large

Ms. Sinclair led a dynamic discussion, starting with an overview of what is the main role of a Board Member: (1) To think of the future, ensuring proper financial resources and ongoing oversight; (2) serve as an ambassador to the school; (3) volunteer at the request of Dr. John. Then, Ms. Sinclair played out several examples of where Board members' roles

East Point Academy Annual Board Retreat

September 11, 2016

Page 3 of 3

could be blurred between serving as a Board Director, being a volunteer, and being a parent. The board agreed its best place was to focus on governing during the board meetings and supporting Dr. Johnson when she reaches out for help or guidance. All board members need to remember to let Dr. Johnson manage (recruit, hire, supervise, evaluate) her team unless she asks for help or guidance. While the board holds Dr. Johnson accountable, Dr. Johnson chooses who works for the school.

The Board then discussed the need to shorten the length of meetings. Ms. Sinclair suggested to move to a Consent Agenda format as follows:

After mission statement, the Agenda would read:

Consent agenda:

- Approval of Agenda
- Approval of minutes of ___ meeting
- Executive Director's report accepted as information
- Any committees or other school groups (SIC, etc.) accepted for information
- Calendar of upcoming events
- If there is nothing unusual in the finance report, you may want to list it in the consent agenda.
- Approval of contracts

Board members could ask (before the consent agenda is approved) to have something removed so it could be discussed. Another suggestion to shorten the length of the meeting is to postpone the presentation of any matter until there was a clear decision on a matter, working out issues by referral to an existing parent group, Winnie, or a smaller committee.

Ms. Sinclair also recommended if possible meeting around a table rather than in a straight line.

10.0 Review of Current School Policies and Practices

Dr. Johnson presented on the status of policies and practices at the school.

After some discussion, upon motion and second, the Board voted unanimously for Dr. Johnson to create a central server, back up by some cloud based measure, where all employees will create, share, and access school documents.

Upon motion and second, the Board also voted unanimously for Dr. Johnson to revised the document currently titled, Policy Matrix, to separate out school procedures and practices from school policies, and bring back those two lists to another Board meeting soon.

Upon motion and second, the Board also voted to have Dr. Johnson to create a procurement policy and to have the school's attorney draft a checklist of basic contract issues that should always been considered or incorporated into a school contract.

11.0 Strategic Plan Review and Update

Upon motion and second, the Board voted unanimously to revise Goals 3 and 4 to read as follows:

Goal 3: On or before May 2018, full accreditation status will be granted through AdvancED.

Goal 4: On or before August 1, 2018, facilities will be provided that accommodate full enrollment, primary through middle school.

East Point Academy Annual Board Retreat

September 11, 2016

Page 3 of 3

Upon motion and second, the Board voted unanimously to revise Objective 3 under Goal 4 as follows, and also add as an action step the approval for Dr. Johnson to develop in conjunction with the school's architect and attorney a job description for a project manager for the new construction for the elementary school at Chris Drive and the renovations for the middle school on Leaphart Road:

Goal 4: Objective 3. Secure a funding plan to pay for the elementary and middle school facilities and furnishings/technology.

12.0 Development of Action Steps to Support Strategic Plan Goal 6 and Objectives: "The Board of directors will be an effective governing body as evidenced by achieving "Met or Exceeds" on the SC Public Charter School District Accountability Framework School Profile."

The Board discussed the addition of many action steps to this Strategic Plan Goal a draft of which is attached to these minutes. This draft will be presented for adoption at the next Board Meeting.

13.0 Executive Session

Principal Evaluation – PADEPP
Appointment of Board Member
Update on School Renovations and Construction

14.0 Adjourn

The Board voted unanimously to adjourn the meeting at 6:00 p.m. The board will meet again at its regular meeting on September 22, 2016.