



East Point Academy

East Point Academy Public Charter School Regular Board Meeting Minutes

February 20, 2014

The East Point Academy (EPA) Board of Directors convened in the cafeteria at the EPA Elementary School at 6:02 PM on Thursday, February 20, 2014.

MEMBERS IN ATTENDANCE: Chair Dr. Xian Wu, Vice Chair Dr. Daniel Avosso, Treasurer Dr. Ed Davis, Secretary Mrs. Susan Kuo, Officer-At-Large Mrs. Beth Richardson, Dr. Ling Gao, Dr. James Knapp, Dr. Jijun Tang, and Director/Founding Principal Mrs. Renee Mathews

1.0 CALL TO ORDER GENERAL SESSION

Dr. Wu called the meeting to order.

2.0 APPROVAL OF THE AGENDA

Dr. Wu called for a motion to approve the agenda as presented.

The Board voted unanimously to approve the agenda as presented.

3.0 PUBLIC NOTIFICATION

Mrs. Kuo 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.

4.0 MEMORIAL RECOGNITION OF MRS. DANA MACK

On behalf of the Board, Dr. Wu expressed his deepest sympathy and condolences to the family of Mrs. Dana Mack. Mrs. Mack passed away unexpectedly on December 9, 2013. She served as EPA's curriculum coordinator and second grade GT teacher. The Board is grateful for her dedication and service to the school.

5.0 APPROVAL OF PREVIOUS MEETING MINUTES

The Board voted unanimously to approve the minutes of the November 25, 2013 special meeting.

The Board voted unanimously to approve the minutes of the January 23, 2014 meeting.

6.0 PUBLIC INPUT

Invited Attendance List

- The Family of Mrs. Dana Mack
- Mr. Jordan Knight, Assistant Principal
- Mr. Bill Moser, Kelley-Moser Accounting, LLC

7.0 NEW BUSINESS

No new business was raised.

8.0 EPA/USC COLLEGE OF EDUCATION AGREEMENT

Dr. Wu invited discussion about a draft of a proposed agreement between EPA and the University of South Carolina that would establish a program to provide students in the College of Education with practical educational experiences at EPA.

The Board unanimously voted to approve the draft of the agreement and any non-material changes to the agreement.

9.0 CAPITAL CAMPAIGN PROGRESS

Dr. Avosso reported that Ms. Star Sneed met with the Capital Campaign Committee and Mrs. Mathews on February 11, 2014. During the session, the committee generated ideas about the school's facilities expansion project, and Ms. Sneed advised the committee to hire a development officer to oversee the major areas of school advancement (fundraising, constituency relations, volunteer management, and special events) and fundraising programs. The committee also created a job description for the development officer position. As the development officer will be responsible for communicating with the EPA community along with the greater public, Dr. Davis suggested that the application process include a writing exercise. Dr. Davis also confirmed that the cost of hiring a development officer is within the school's budget. Mrs. Mathews stated that the employment work agreement would provide for internal periodic review of the development officer.

Dr. Davis explained that the school could either hire an individual with development experience or an individual with little to no development experience but who has enthusiasm for the school. In the latter case, EPA could hire a consultant like Ms. Sneed to train that individual. To this end, Dr. Avosso suggested that the committee seek a consultant proposal from Ms. Sneed as well as from a second vendor.

Mrs. Mathews stated that a committee will be convened to assist her with the process of interviewing and hiring for the position. Dr. Avosso stated that developing a strategic plan that incorporates annual and capital campaigns and other philanthropic efforts is the next step for the Capital Campaign Committee. Accordingly, Dr. Davis mentioned that the Public Charter School Alliance of South Carolina will host a workshop on "Strategic Plan Coaching" on Saturday, April 26 at Midlands Middle College. Board members and staff, alike, including the new development officer, are encouraged to attend.

After reviewing the drafted job description for the development officer position, the Board voted unanimously to approve the creation of a position of Development Officer for EPA.

10.0 DR. WU'S TRIP TO CHINA

- 10.1 Dr. Wu will travel to China in March (during USC's spring break) to prepare for the school-sponsored summer trip to China.
- 10.2 Dr. Wu reported that the Confucius Institute has been providing five volunteer teachers for EPA. As some of these teachers will stay for only one year, EPA will seek to attain additional teachers through the Institute.

- 10.3 Dr. Wu reported that EPA will seek induction into Hanban's Confucius Classroom program. The program is the K-12-school version of the Confucius Institute program for universities.

11.0 MONTHLY BUDGET REPORT

Dr. Davis reviewed the budget report for January 2014. He provided an overview of the school's standing with respect to revenues, expenditures, and bottom line items, including new expenses for the development officer position and costs associated with obtaining visas for teachers.

The Board voted unanimously to accept the budget report as presented by Dr. Davis.

12.0 2014-15 BUDGET

Dr. Wu recused himself from the board discussion about the 2014-2015 budget and salaries, citing two conflicts of interest: his daughter is an EPA employee and he is a partner in LWZ, East Point LLC, which has an ownership interest in the elementary building.

Mr. Moser presented the first draft of the annual budget for the 2014-2015 school year and answered questions from the board about various line items.

13.0 DIRECTOR'S REPORT

- 13.1 Mrs. Mathews presented the Director's Report and provided additional information about the variety of upcoming events and initiatives listed, including the annual talent show and the visit of the SCETV Film Crew.

- 13.2 Mrs. Mathews presented "Make Up Days: Proposal for Inclement Weather," a proposal for making up instructional time missed during snowy weather. If approved, Mrs. Mathews will submit the proposal to the District superintendent.

The Board voted unanimously to approve the proposal.

- 13.3 Mrs. Mathews reviewed the timeline and process for electing new board members for the 2014-2015 school year. The election will fill two board seats.

- 13.4 Mrs. Mathews provided an update on current enrollment and projected enrollment numbers for 2014-2015.

- 13.5 Mrs. Mathews provided a comprehensive presentation on MAP testing data and school performance by grade in the areas of math, reading, and language usage.

14.0 OLD BUSINESS

No old business was raised.

15.0 BYLAWS REVISIONS

Mrs. Mathews stated that legal counsel has reviewed the bylaws and recommended changes to the Board. Dr. Knapp suggested that the board review the proposed

revisions at the March board meeting and decide whether to adopt the revisions at the April board meeting.

16.0 BOARD SELF-ASSESSMENT

Dr. Wu reported that the results of the survey were mixed. Dr. Davis noted that many of the questions were ambiguously worded. Several suggestions were made for the upcoming year, including the use of consent agendas and scheduling the Director's Report at the start of the meeting.

17.0 EXECUTIVE SESSION

Dr. Wu called for a motion to begin executive session.

The Board voted unanimously to begin executive session.

Dr. Wu called for a motion to adjourn executive session and return to general session.

The Board voted unanimously to adjourn executive session and return to general session.

18.0 GENERAL SESSION

Reports from Executive Session

The Board voted unanimously to approve the personnel report as presented by Mrs. Mathews.

The Board voted unanimously to approve the implementation of an instructional staff salary scale that is in line with the salary scale adopted by the Lexington County School District One, pending state funding and approval of the final budget. To facilitate the implementation of the new salary scale, the Board also voted unanimously to amend the terms of 190 instructional work agreements to require 205 work days.

Dr. Wu recused himself from the board vote, citing two conflicts of interest: his daughter is an EPA employee and he is a partner in LWZ, East Point LLC, which has an ownership interest in the elementary building.

19.0 ADJOURNMENT

Our next meeting is scheduled for Thursday, March 27, 2014 at 1745 at the EPA Primary Campus.

Dr. Wu called for a motion to adjourn at 8:25 PM.

The Board voted unanimously to adjourn the February 20, 2014 meeting.