



East Point Academy

East Point Academy Public Charter School Regular Board Meeting Minutes

October 22, 2014

The East Point Academy (EPA) Board of Directors convened at the EPA Elementary School at 6:04 PM on Wednesday, October 22, 2014.

MEMBERS IN ATTENDANCE: Chair Dr. Edward Davis, Secretary Mrs. Susan Kuo, Officer-At-Large Mrs. Beth Richardson, Treasurer Dr. James Knapp, Dr. Ling Gao, Mr. Tom Queen, Dr. Jijun Tang, and Dr. Xian Wu

OTHER ATTENDEES: Director/Founding Principal Mrs. Renee Mathews, Elementary Assistant Principal Mr. Jordan Knight, Primary School Supervisor Mrs. Autumn Perkins, and Note Taker Ms. Anna Fletcher

1.0 CALL TO ORDER GENERAL SESSION

Dr. Davis called the meeting to order and read aloud the school's mission statement.

2.0 APPROVAL OF THE AGENDA

The Board voted unanimously to accept the agenda.

3.0 PUBLIC NOTIFICATION

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 PUBLIC INPUT

No individuals presented for public input.

5.0 SWEARING IN OF APPOINTED BOARD MEMBER

Ms. Richardson read to Dr. Tang the duties, standards, and ethics to be followed by board members. Dr. Tang swore his allegiance to these duties, standards, and ethics and executed written documentation regarding the same.

6.0 APPROVAL OF PREVIOUS MEETING MINUTES

Minutes of the September 25, 2014 board meeting were included for board approval.

The Board voted unanimously to approve the minutes of the September 25, 2014 meeting.

7.0 SEPTEMBER BUDGET REPORT

Dr. Knapp presented the September budget report and conveyed Bill Moser's recommendation that the Board establish a board discretionary fund in an amount representing approximately 0.5% of the school's total expenses (\$18,900).

The Board discussed the purpose of the discretionary fund, which would be to provide financial support for board efforts to recognize contributions of EPA faculty and staff.

The Board voted unanimously to establish a board discretionary fund in the amount of \$1000.

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

8.0 BRAGGING FROM THE BOARD

The Board gave special recognition to EPA employees responsible for the school's attainment of Title I status. These individuals led efforts to complete paperwork for the school's submission for Title I recognition and funding.

9.0 UPDATES

Board Training

Dr. Davis announced that the Board completed its training with Dr. Wayne "Dempsey" Worner on October 19, 2014. School Attorney Mr. Tyler Turner has informally notified the South Carolina Public Charter School District and will send official notice via mail.

Facilities Timeline

Dr. Davis noted that School Attorney Keith Powell will assist EPA with the next steps in the bonding process.

Strategic Plan

Dr. Davis announced that the strategic planning session will take place from 9AM-5PM on Saturday, November 8, 2014. Notice of the meeting will be posted. School leaders will be invited; the public is welcome to attend. Ms. Anne Sinclair will prepare the agenda. Board members are looking into possible sites for the meeting and will announce the location at a later date.

[N.B.: The November 8 special meeting will be held in Room 3A75 at the Swearingen Engineering Center, University of South Carolina.]

10.0 APPROVAL OF ARCHITECTS CONTRACT

The Board voted unanimously to approve Jumper Carter Sease Architects as the architect for the new building and to enter into a contract with the firm pursuant to normal market terms.

11.0 SELECTION OF CONSTRUCTION COMPANY

The Board voted 7 to 1 to approve China Construction America as the contractor for the new building and to use the construction management (CM) at-risk delivery method.

12.0 POLICY READING

Learning Through Community Service Policy (Final Reading)

Mrs. Mathews presented the policy and reported that the school has received no public input about the policy.

The Board voted unanimously to adopt the Learning Through Community Service Policy.

13.0 CHARTER REVISIONS (FIRST READING)

Mrs. Mathews and Dr. Davis presented the charter revisions. The process of revising the school's charter will take place over several months. Material changes will be submitted for approval to the South Carolina Public Charter School District.

14.0 CHINESE TEACHER VISAS

Dr. Wu provided information about the employment-based green card process for EPA faculty with H-1B visa status. Dr. Wu explained that sponsoring employers must provide proof of advertising for the employment positions and file labor certifications with the Department of Labor. Additionally, sponsoring employers typically share costs associated with filing the labor certification with employees applying for green cards.

The Board discussed the costs associated with sponsoring employees, including the cost of hiring an attorney to assist with the process.

15.0 DIRECTOR'S REPORT

Enrollment Update

Mrs. Mathews reported that students on waiting lists have been contacted about available spaces in 3K and 5K classrooms. Data on the number of students enrolled on the fifth day of the school year was provided to the EPA community on October 8, 2014.

Upcoming Events and Activities

Mrs. Mathews provided the Board with updated copies of the staff and activity calendars for November.

Community Service Projects

Mrs. Mathews informed the Board about several upcoming EPA community service projects, including fundraisers or events for Harvest Hope, Toys for Tots, Pajama Drive, Valentines for Veterans, Red Dress Day, and Jump Rope for the Heart.

School Report Card

Mrs. Mathews presented the Board with the school report card, which celebrates the school's back-to-back A+ federal accountability ratings and the "Top Ten reasons to Choose East Point Academy."

16.0 EXECUTIVE SESSION

Dr. Davis called for a motion to begin executive session to discuss board matters pertaining to (1) a personnel update including salary information, (2) contract negotiations for building/land with realtor, (3) and contract negotiations for HVAC services.

The Board voted unanimously to begin executive session at 7:32 PM.

Dr. Davis 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.

17.0 GENERAL SESSION

The Board voted unanimously to accept the personnel update as presented by Mrs. Mathews.

The Board voted unanimously to accept the Administration's recommendation for HVAC services.

The Board voted unanimously to change the date of the November 20, 2014 regular meeting to November 12, 2014.

18.0 NEXT MEETINGS

The Board has scheduled a special meeting for strategic planning purposes on November 8, 2014 from 9:00 AM-5:00 PM.

[N.B.: The November 8 special meeting will be held in Room 3A75 at the Swearingen Engineering Center, University of South Carolina.]

Our next regular meeting is scheduled on November 12, 2014 at 6:00 PM at the EPA Elementary School.

19.0 ADJOURNMENT

Dr. Davis called for a motion to adjourn at 8:15 PM.

The Board voted unanimously to adjourn the October 22, 2014 meeting.