



East Point Academy

## East Point Academy Public Charter School Regular Board Meeting Minutes

April 23, 2015

The East Point Academy (EPA) Board of Directors convened at the EPA Elementary School at 6:04 PM on Thursday, April 23, 2015.

**MEMBERS IN ATTENDANCE:** Chair Dr. Edward Davis, Vice Chair Dr. Daniel Avosso (arriving at 6:13 PM), Secretary Mrs. Susan Kuo, Officer-At-Large Mrs. Beth Richardson, Treasurer Mr. Tom Queen, Dr. Ling Gao, Dr. James Knapp, Dr. Jijun Tang, and Dr. Xian Wu (arriving at 6:33 PM and departing at 9:04 PM)

**OTHER ATTENDEES:** Director/Founding Principal Mrs. Renee Mathews, Elementary Assistant Principal Mr. Jordan Knight, Food Services Manager Mr. Andy Martin, Administrative Assistant Ms. Anna Fletcher, Ms. Miranda Hagen (TAC Chair, GTC, CCC), Ms. Traci Bryant-Riches of Traci Bryant Riches, LLC, and School Attorney Mr. Tyler Turner of Childs & Halligan, P.A.

### 1.0 CALL TO ORDER GENERAL SESSION

Dr. Davis called the meeting to order.

### 2.0 MISSION STATEMENT

Dr. Davis read aloud the school's mission statement.

### 3.0 APPROVAL OF THE AGENDA

Dr. Davis noted the inadvertent inclusion on the agenda of the mission statement drafted at the November 8, 2014 strategic planning meeting instead of the school's current mission statement.

Board members made a motion to change the "Second Reading" descriptor for the 2016 Budget Report to "First Reading."

The Board voted unanimously to amend the agenda in accordance with the motion above.

[N.B.: The Board made additional amendments to the agenda in items 10, 16, and 20.]

### 4.0 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](http://www.eastpointsc.org).

### 5.0 PUBLIC INPUT

No individuals presented for public input.

## **6.0 APPROVAL OF PREVIOUS MEETING MINUTES**

Minutes of the March 26, 2015 and April 9, 2015 board meetings were distributed for board approval.

The Board voted to approve the minutes of the March 26, 2015 meeting. Mrs. Kuo, who did not attend the March 26 meeting, abstained from the vote.

The Board voted unanimously to approve the minutes of the April 9, 2015 board meeting.

## **7.0 EMPLOYEE OF THE MONTH**

Dr. Davis congratulated Ms. Morgan Pileggi, February Employee of the Month, and thanked her for her outstanding work with Jump Rope for Heart, which raised over \$7000 for the school, and for her help with East Point's basketball program.

Dr. Davis congratulated Ms. Lolly Petroff, March Employee of the Month, and thanked her for her service leading Media Center classes, reorganizing the library, completing the school book donation drive, organizing group and club photos, and finishing the school yearbook.

Dr. Davis congratulated Ms. Candace Mathews, April Employee of the Month, and thanked her for her dedication to her peers, students, and East Point Academy. Examples of her commitment to others include helping a new teacher get her room established, serving on the Harvest Festival planning committee, providing a booth for the Panda Claus Market, and planning two successful field trips.

## **8.0 RECIPIENTS OF THE YEAR**

### Teacher of the Year

Dr. Davis congratulated Mrs. Kim Hadley, Teacher of the Year, and thanked her for her enthusiastic support of school initiatives, volunteering to serve as a sponsor and assisting with Green Team, Outdoor Learning Club, Homework Cub, Afterschool Care, Odyssey of the Mind, and Project Based Learning.

### Volunteer of the Year

Dr. Davis congratulated Mrs. Amy Roper, Volunteer of the Year, and thanked her for her service as homeroom volunteer, field trip chaperone, events volunteer, School Improvement Council member and Secretary, School Improvement Council Volunteer Coordinator, Outdoor Learning Initiative Founding Member and fundraising coordinator, PTO President, Mandarin Curriculum Committee member, and Strategic Planning Committee member.

### Student of the Year

Dr. Davis congratulated Makayla Chisholm, Student of the Year, and thanked her for serving as a role model for other students. Makayla is a student in the Gifted and Talented MANTIS program, an elected member and Treasurer for the East Point Student Government, and a leader for one of the school's Odyssey of the Mind teams. She performs with her Chinese Dance class and supports our eco-friendly efforts and Outdoor Learning Initiative. She competed in the 2015 Palmetto Chinese Star Contest, where she ranked highly among other competitors, including high school and college students.

## 9.0 FOOD SERVICE OPTIONS (2015-2016)

Mr. Martin summarized food service options for the 2015-2016 academic year, describing staffing requirements and costs attendant to renewing East Point's contract with its current provider, Preferred Meals, and signing an agreement with a new vendor, School of Hope.

Administration and board members discussed, *inter alia*: (1) the need for legal review to ensure that the new vendor is properly licensed, insured, and bonded; (2) the school's current contract with Preferred Meals; and (3) changing the existing RFP (request for proposal) to allow for hot meal service. Mrs. Mathews urged the Board to render a decision by the end of June. Board members requested additional information from and about School of Hope, including references from schools that have used their services in the past year.

## 10.0 SCHOOL UNIFORMS

Ms. Hagen, on behalf of herself and Dr. Mieke Perez, presented a proposal for school uniforms. In her presentation, she addressed the benefits and disadvantages of requiring students to wear school uniforms and reasons commonly cited by parents/guardians in support of as well as in opposition to school uniforms. Ms. Hagen provided photos of sample uniforms, descriptions of typical uniform garments, and information about the costs associated with purchasing uniforms. She also requested that the Board establish a committee to execute her proposal.

Administration and board members discussed issues raised by the presentation and inquired about parental/guardian preferences.

Board members made a motion to amend the agenda so as to identify the school uniform discussion as an action item.

The Board voted unanimously to amend the agenda in accordance with the motion above.

The Board voted unanimously to establish a committee, comprised as set forth in the proposal, to study the possibility of adopting a school uniform policy.

## 11.0 FINANCIAL ISSUES

### March Treasurer's Report

Mr. Queen reviewed the budget report for March 2015. He provided an overview of the school's standing with respect to revenues, expenditures, and bottom line items, noting an increase in revenue at line 21 (USDA Reimbursement), based on updated projected income.

The Board voted unanimously to accept the budget report as presented by Mr. Bill Moser and reviewed by Mr. Queen.

### Budget Report FY16 (First Reading)

Mrs. Mathews presented the FY-16 Annual Operating Budget, noting that some teachers remain unassigned pending the outcome of their visa applications and that benefits expenditures may change in accordance with employee circumstances. She also noted

the adjusted salary line for the new Head of School, flow-through expenditures, and the early purchase of iPads from this year's budget.

Administration and board members discussed iPad usage at the school, instructing students on how to use various applications and programs, such as PowerPoint, and the possibility of purchasing iPad keyboards.

## **12.0 TEXTBOOK ADOPTIONS**

Mr. Knight presented an administrative recommendation to adopt a keyboarding textbook for use in the sixth grade.

The Board voted unanimously to accept the administrative recommendation.

## **13.0 FACILITY ISSUES**

### Learning Cottages

Mr. Queen provided information about learning cottages available from local vendors and recommended that the school purchase three used modular cottages from S&P House Movers. The cottages are available immediately and would be used at the Elementary campus during the 2015-2016 academic year.

Board members discussed cost estimates for updating the cottages and possible layout arrangements.

Dr. Wu recused himself from board discussion of these issues, citing a conflict of interest stemming from his role as a partner in LWZ, East Point LLC, which has an ownership interest in the elementary building.

The Board voted unanimously to accept Mr. Queen's recommendation.

### Lease Extension of Primary Campus

Mrs. Mathews provided information about the primary campus lease, which ends in June 2016.

Board members discussed extending the lease and requested to review the original lease document. Mrs. Mathews agreed to circulate a copy of the original lease and advised the Board to seek an extension of the current parking agreement in addition to the lease extension.

The Board directed Mr. Queen to contact the primary campus landlord to discuss extending the lease.

## **14.0 UPDATE OF MANDARIN TEACHERS' VISA STATUS**

Mrs. Richardson reported that (1) six teachers have applied for H1B visa status, (2) one teacher has applied for a green card, (3) one teacher has applied for a green card as a professional worker, and (4) four teachers have applied through the State Department to extend their J-1 visas.

## 15.0 UPDATE OF STRATEGIC PLAN

Mrs. Richardson reported that the draft of the Strategic Plan has been amended to include the one comment received by the Board in response to its posting of the draft for notice and comment. She also apprised the Board that Ms. Anne Sinclair will continue to work on the draft to bring it into compliance with new requirements for strategic plans recently adopted by the South Carolina Public Charter School District. Specifically, the plan must now include measuring methods for stated goals. After conferring with Mrs. Mathews, Ms. Sinclair will make the required changes and submit the new draft at the next board meeting, along with an invoice for additional time spent revising the plan in accordance with the new rules.

Mrs. Mathews has shared the original draft of the Strategic Plan with the incoming Head of School, Dr. Winnie Johnson, and will involve her in the discussion with Ms. Sinclair.

## 16.0 PROPOSED BYLAWS CHANGE

Mr. Turner explained the rationale underlying the bylaws revision proposed and discussed at the April 9, 2015 board meeting. The proposed change would be consistent with the adopting Board's intent and clarify that Article VI, § 6.3, which provides for board member term limits, should not be given retroactive effect. More generally, the proposed amendment would provide a default rule requiring no retroactive enforcement of any amendment to the board bylaws unless retroactivity is explicitly stated in the amendment.

Dr. Davis read aloud the proposed change:

An amendment to these Bylaws or their provisions must not be retroactively enforced, unless the amendment expressly provides for retroactive enforcement. Retroactive enforcement means that the Bylaws or their provisions look backward or contemplate the past, affecting acts or facts that existed before the bylaw came into effect. This provision shall be retroactively enforced.

Board members considered the proposed amendment and the intent of the board members who drafted the provision in 2013. Board members discussed changes made to the bylaws in 2013 and the legal requirements that mandated those changes.

Board members made a motion to amend the agenda so as to identify the discussion of the proposed bylaw change as an action item.

The Board voted to amend the agenda in accordance with the motion above.

Board members made a motion to accept the proposed bylaw change.

Dr. Knapp called for a roll-call vote on the motion.

The Board voted to accepted the proposed bylaw change: Dr. Avosso, Dr. Davis, Dr. Gao, Mrs. Kuo, Mr. Queen, Mrs. Richardson, Dr. Tang, and Dr. Wu voted in favor of the motion. Dr. Knapp voted against the motion.

## **17.0 DIRECTOR'S REPORT**

### Upcoming Events and Activities

Mrs. Mathews provided the Board with updated copies of the activity calendars for April, May, and June, and highlighted several upcoming events. She also spotlighted the recent visit of Senator Katrina Shealy and described the great enthusiasm that Senator Shealy had for the school.

Board members discussed soliciting from visitors feedback and new ideas for East Point.

### Enrollment Update

Mrs. Mathews reported on current enrollment and enrollment numbers for the 2015-2016 academic year.

## **18.0 DATE AND RECEPTION FOR FOUNDING DIRECTOR**

Board members and others will set a date for a farewell reception to celebrate Mrs. Mathews, Director and Founding Principal of East Point Academy.

## **19.0 EXECUTIVE SESSION**

Dr. Davis called for a motion to begin executive session to discuss board matters pertaining to (1) a personnel report with salary presentation, (2) a legal consult about a trademark issue, (3) a legal consult about contract negotiations with LWZ, (4) a contract with sanitation services, (5) business services for the 2015-2016 academic year, and (6) audit services for the 2015-2016 academic year.

The Board voted unanimously to begin executive session at 8:36 PM.

Prior to discussion about contract negotiations with LWZ, Dr. Wu recused himself from executive session, citing a conflict of interest stemming from his role as a partner in LWZ, East Point LLC, which has an ownership interest in the elementary building.

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 at 9:12 PM.

## **20.0 GENERAL SESSION**

### Audit Services

The Board voted unanimously to extend the school's contract with Derrick, Stubbs, & Stith, L.L.P. for auditing services for the 2015-2016 academic year.

### Decision to Register Trademark

The Board voted unanimously to amend the agenda to include "Application for Trademark Registration for East Point Academy" as an action item.

The Board voted unanimously to apply for trademark registration for East Point Academy.

## **21.0 NEXT MEETING**

Our next regular meeting has been rescheduled from May 28, 2015 to June 3, 2015 at 5:00 PM at the EPA Elementary School.

## **22.0 ADJOURNMENT**

Dr. Davis called for a motion to adjourn at 9:14 PM.

The Board voted unanimously to adjourn the April 23, 2015 meeting.