



**East Point Academy Public Charter School**  
**Regular Board Meeting**  
**Minutes**  
**(DRAFT)**  
July 23, 2015

The East Point Academy (EPA) Board of Directors convened at the EPA Elementary School at 6:10 PM on Thursday, July 23, 2015.

**MEMBERS IN ATTENDANCE:** Chair Dr. Edward Davis, Secretary Mrs. Susan Kuo, Treasurer Mr. Tom Queen, and Officer-at-Large Mrs. Beth Richardson

**OTHER ATTENDEES:** Head of School Dr. Winnie Johnson, Assistant Principal/Primary Campus Supervisor Mrs. Stacy Paris, Assistant Principal Over Instruction Mrs. Dana Hutto, Communications/Development Officer Mrs. Kim Christ, Extended Care Coordinator Mr. John Li, PTA President Ms. Traci Bryant-Riches, Mr. Bill Moser of Kelley-Moser Accounting, LLC, and School Attorney Mr. Keith Powell of Childs & Halligan, P.A.

## **1.0 CALL TO ORDER GENERAL SESSION**

Dr. Davis called the meeting to order. After reading aloud the school's mission statement, he welcomed Dr. Johnson to her first board meeting as Head of School.

## **2.0 APPROVAL OF THE AGENDA**

Board members made motions to (1) remove the PTO update, (2) add a bus purchase update, (3) add an annual fund briefing to Director's Update, and (4) add discussion of a contract for evening custodial services to executive session.

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

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

## **4.0 PUBLIC INPUT**

No individuals presented for public input.

## **5.0 APPROVAL OF PREVIOUS MEETING MINUTES**

Minutes of the June 25, 2015 board meeting were distributed for board approval.

The Board voted unanimously to approve the minutes of the June 25, 2015 board meeting.

## 6.0 FINANCIAL REPORT

### June Budget Report

Mr. Moser reviewed the budget report for June 2015 and provided an end-of-year review of the school's standing with respect to revenues, expenditures, and bottom line items. He explained in greater detail the budget report notes along with revisions made to the budget after reconciling revenue with expenditures. Some accounts payable will be reconciled in the fall, once the 10-day enrollment numbers are calculated and complete staffing needs are determined. Nonetheless, the school's current cash position exceeds projections made at the end of FY-14. Mr. Moser concluded by announcing that the FY-15 fund balance is twice the amount of the FY-14 fund balance and complimented Former Director/Founding Principal Mrs. Renee Mathews, the Board, and EPA Administration on the school's financial success.

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

## 7.0 UPDATES

### Playground Names

Dr. Davis reported the PTO's proposal to rename the Primary and Elementary school playgrounds and the Elementary School cafeteria. The names were chosen by auction winners at the 2015 Chinese New Year Celebration and Auction who won exclusive naming rights to the playgrounds and cafeteria for the 2015-2016 school year. The suggested names are "Italia's Playground Sponsored by technicalsoccer.com" (Primary School playground), "Dan Lin Playground" (Elementary School playground), and "Bella and Maya's Café" (Elementary School cafeteria).

The Board voted unanimously to accept the PTO's proposal to rename the playground and cafeteria at the primary and elementary campuses for the 2015-2016 school year.

### Reception for Dr. Johnson

Mrs. Christ announced that a drop-in reception for Dr. Johnson will be held on August 6, 2015 from 4:30-6:30 PM in the Elementary School cafeteria. Catering plans are underway and notices will be sent to parents, media outlets, local and state officials, and business organizations.

### Strategic Plan

Dr. Johnson reported that the draft of the Strategic Plan required by the South Carolina Public Charter School District is complete. The final draft includes goals 1, 2, 3, and 6 from the original version of the plan, and action plans for these goals will commence when the teachers return for the school year. Goals 4 and 5 of the original Strategic Plan draft have been moved from the Strategic Plan to EPA's school-level strategic plan; initiatives are already in place to address these goals during the upcoming school year.

Board members discussed the approval process for the Strategic Plan and suggested that Administration include a meeting with parents and other stakeholders to discuss its contents.

### Learning Cottages

Mr. Queen reported that the learning cottages are code compliant and will be installed during the first two weeks of August. The structural engineer will review the plans for anchors and tie-downs and recommend adjustments so that the plans are appropriate for local weather conditions. Mr. Queen will contact China Construction to assist with the installation process.

### Building Repairs

Mr. Queen informed the Board of a major roof leak at the Elementary School. Thompson-Turner Construction will repair damaged and missing roof flashings. Recommended repairs include cleaning out the gutter on the new side of the building, installing an awning over the fire escape ladder system, repairing visible spider web cracks in the roofing, and replacing the gym roof and the roof over the center part of the building.

Dr. Johnson described the damage incurred from the roof leak on the second floor of the building, observing that the constant monitoring and upkeep of the damaged and damage-prone areas is time consuming and expensive.

Mr. Queen reported that the plumbing repairs at the Elementary School are nearing completion.

### Bus Purchase

Mr. Queen provided information about two bus sales listings and advised the Board of extra costs associated with a bus purchase, including maintenance, fuel, and storage. The school would also need to hire a properly licensed driver with the requisite experience. Mr. Queen apprised the Board of an alternative option of renting a school bus. He explained that the school could contract with a bus rental agency for the use of a bus that meets state standards as well as the requirements for South Carolina charter schools.

Board members discussed plans to purchase a bus and raised concerns about finding a bus that meets school needs. The Board also discussed the possibility of renting a school bus until an appropriate bus for purchase is found.

### Bylaw Change

Dr. Davis reintroduced the bylaw change recommended at the June 25 meeting. The proposed bylaw would require all board members (1) to complete the mandatory training provided by the Public Charter School Alliance before September 1 of each year and (2) to spend at least one hour in the fall and spring semesters observing student classroom activities.

Board members discussed adjusting the deadline for completing the mandatory training in accordance with training dates offered by the Public Charter School Alliance. Mrs. Richardson will provide a preliminary draft of the proposed bylaw change.

## **8.0 DIRECTOR'S UPDATE**

### Enrollment Update

Dr. Johnson provided board members with current enrollment numbers for 2015-2016.

Waiting lists for each grade level include students with unpaid fees owed to the school. Student numbers in several grade levels exceed the enrollment cap and present potential personnel and space issues. Total enrollment for the entire school stands at 563; the maximum cap is 575.

#### Summer Camp

Dr. Johnson provided information on summer camp enrollment, revenues, expenses, and profits and praised Mr. Li for his efforts in making the summer program a success. Profits from the summer venture will be placed in the camp fund for next year's program.

#### Annual Fund

Mrs. Christ provided materials for the 2015-2016 Annual Fund Appeal, including a sample flyer for students to take home, a sample letter for potential donors, a paper panda for donor recognition walls in the lobbies at each campus, and images of car decals for donors.

Board members discussed providing multiple donor tiers, allowing installment pledges, hosting a dinner event for donors, and adjusting the dollar goal for the Annual Fund.

### **9.0 EXECUTIVE SESSION**

Dr. Davis called for a motion to begin executive session to discuss board matters pertaining to (1) a personnel update with salary information, (2) a legal consult for current building negotiations, (3) a legal consult for future building negotiations, (4) visa negotiations, (5) a contract for air conditioning repair/installation, (6) a contract for evening custodial duties, and (7) board appointments.

The Board voted unanimously to begin executive session at 7:30 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 at 9:22 PM.

### **10.0 GENERAL SESSION**

#### Personnel Update

The Board voted unanimously to accept the personnel update with salary information as presented by Dr. Johnson.

#### Air Conditioning Repair/Installation

The Board voted unanimously to accept the Administration's recommendation for the installation of three rooftop heat pumps at the Elementary School.

#### Evening Custodial Duties

The Board voted unanimously to accept the Administration's recommendation for evening custodial duties at the Elementary School.

### Board Appointments

The Board voted unanimously to appoint Dr. Lili Ju and Mr. Paul Townes to the Board of Directors, each for a two-year term.

## **11.0 NEXT MEETING**

Our next regular meeting is scheduled on August 27, 2015 at 6:00 PM at the EPA Primary School.

## **12.0 ADJOURNMENT**

Dr. Davis called for a motion to adjourn at 9:23 PM.

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