



East Point Academy

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

June 25, 2015

The East Point Academy (EPA) Board of Directors convened at the EPA Elementary School at 6:07 PM on Tuesday, June 25, 2015.

**MEMBERS IN ATTENDANCE:** Chair Dr. Edward Davis, Secretary Mrs. Susan Kuo, Treasurer Mr. Tom Queen, Dr. Ling Gao (departing at 7:10 PM), and Dr. Xian Wu (departing at 7:39 PM)

**OTHER ATTENDEES:** Director/Founding Principal Mrs. Renee Mathews, New Head of School Dr. Winnie Johnson, Primary Supervisor Mrs. Stacy Paris, Assistant Principal for Instruction Mrs. Dana Hutto, New Board Member Dr. Chen Li, 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 APPROVAL OF THE AGENDA

Board members made a motion to add an executive session following the swearing in of new board members to discuss (1) a personnel update with salary information, (2) an administrative proposal for hand dryers, (3) a contract for evening custodial duties, (4) a contract for air conditioning repair/installation, and (5) a landscaping contract.

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

[N.B.: The Board subsequently amended the agenda, as discussed below in Item 8, to add topics to executive session. The Board did not discuss contract negotiations for the Primary Campus Lease, a topic designated for executive session discussion in 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](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 9, 2015 board meeting were distributed for board approval.

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

## **6.0 SWEARING IN OF NEW BOARD MEMBERS**

Mrs. Kuo congratulated Drs. Davis and Li on their election to the Board for the 2015-17 term and read to them the duties, standards, and ethics to be followed by board members. Drs. Davis and Li swore their allegiance to these duties, standards, and ethics.

## **7.0 EXECUTIVE SESSION I**

Dr. Davis called for a motion to begin executive session to discuss board matters pertaining to (1) a personnel update with salary information, (2) an administrative proposal for hand dryers, (3) a contract for evening custodial duties, (4) a contract for air conditioning repair/installation, and (5) a landscaping contract.

The Board voted unanimously to begin executive session at 6:15 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 6:39 PM.

## **8.0 GENERAL SESSION**

Board members made a motion to add an executive session following Executive Session I to discuss (1) a contract for learning cottages and (2) a personnel update regarding a visa application and a resignation.

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

## **9.0 EXECUTIVE SESSION II**

Dr. Davis called for a motion to begin executive session to discuss board matters pertaining to 1) a contract for learning cottages and (2) a personnel update regarding a visa application and a resignation.

The Board voted unanimously to begin executive session at 6:41 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 6:46 PM.

## **10.0 GENERAL SESSION**

### Personnel Updates

The Board voted unanimously to accept, as presented by Mrs. Mathews, (1) the personnel update with salary information and (2) the personnel update regarding the visa application and resignation.

#### Administrative Proposal for Hand Dryers

The Board voted to accept the Administration's recommendation for the installation of hand dryers at the school, costs for materials and labor not to exceed \$15,585.00.

Dr. Wu recused himself from the vote, 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.

#### Learning Cottages

The Board voted to approve an inspection of the learning cottages by a structural engineer to ensure that the portable classrooms meet all applicable code, safety, and utility requirements, costs of the inspection not to exceed \$2500.

Dr. Wu recused himself from the vote, 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.

#### Evening Custodial Duties and Air Conditioning Repair/Installation

The Board tabled consideration of these items until the July meeting.

#### Landscaping Contract

No action was taken on this item. The Board accepted the Administration's recommendation for landscaping services at its June 9 meeting.

## **11.0 FINANCIAL REPORT**

#### May Treasurer's Report

Mr. Queen reviewed the budget report for May 2015. He provided an overview of the school's standing with respect to revenues, expenditures, and bottom line items. Board members and Mrs. Mathews discussed the year-to-date budget balance and adjustments made in June that will positively impact the FY-15 Fund Balance. Mrs. Mathews apprised the Board of the status of ongoing discussions with the South Carolina Public Charter School District regarding the current draft of its performance framework for evaluating charter school performance and sustainability.

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

#### Budget Report FY16 (Final Reading)

Mrs. Mathews presented the final reading of the FY-16 Annual Operating Budget. She reviewed changes made since the June 9 meeting, including (1) updated salary information due to new hires and lateral moves within the current staff, (2) an increase in anticipated Title I funds, (3) a new expense item for an annual fund festival and a corresponding line for the anticipated revenue to be raised, and (4) increases to expenditures for office equipment, Chinese teacher assistance, and bank fees.

Board members and Mrs. Mathews discussed the need for continuing education for the Board. Mrs. Mathews suggested adding a line item for Board Contracted Services to provide for this need. Board members and Mrs. Mathews also discussed possible changes to the school's retirement plan.

The Board voted unanimously to accept the FY16 Budget Report as presented by the Finance Committee and with the addition of (1) a \$5000.00 line item for Board Contracted Services and (2) a \$25,000.00 line item for the installation of the portable classrooms at the Elementary Campus.

## **12.0 UPDATES**

### Learning Cottages

Mr. Queen reported that a structural engineer is scheduled to visit the Elementary Campus next week to ensure that the portable classrooms are code compliant. He will also provide a foundation layout for each cottage.

### Furniture Purchase

Mrs. Hutto presented an administrative furniture request for items for the sixth grade and additional 5K classrooms. Items requested include lockers/locks or cubbies for the sixth grade students, desks, chairs, and work tables for the sixth grade classroom, and various storage and activity items for the 5K classroom.

### Policy Matrix Review

Mrs. Mathews requested that board members review the Policy Development Matrix and prioritize the policies to facilitate their development and adoption. She also asked the Board to consider adding to the list of future/potential policies a policy for collecting debts owed to the school.

## **13.0 BOARD OF DIRECTORS UPDATES**

### Board Calendar

Dr. Davis suggested scheduling regular board meetings on the third Thursday of each month and requested that board members set aside some weekend dates for a board continuing education retreat.

### Proposed Bylaw Changes

On behalf of Mrs. Beth Richardson, Dr. Davis recommended that (1) the Board amend its bylaws to require all board members to complete the mandatory training provided by the Charter School Alliance before September 1 of each year and (2) all board members spend at least one hour in the fall and spring semesters observing student classroom activities.

## **14.0 DIRECTOR'S UPDATE**

### Enrollment Update

Mrs. Mathews provided board members with a report on projected enrollment numbers for 2015-2016.

### Updated Job Descriptions

Mrs. Mathews provided detailed job descriptions for faculty and staff positions at the school. Dr. Johnson is reviewing the job descriptions and will update the Board on any changes.

### Transition to New Principal

Mrs. Mathews and the Board provided a warm welcome to Dr. Johnson. Mrs. Mathews thanked the Board for the opportunity to serve as Director of East Point and wished the Board and the new Head of School success in the future.

### Plumbing Maintenance Update

Mrs. Mathews reported that repairs to the plumbing at the Elementary School will begin this weekend and are scheduled to continue for seven days. Workers will work twelve-hour shifts to complete the repairs prior to the start of the July summer camp weeks.

### Calendar Update

Mrs. Mathews provided copies of the 2015-2016 school activities calendar. The calendar will be updated as committee meetings and events are scheduled for the upcoming year.

## **15.0 EXECUTIVE SESSION III**

Dr. Davis called for a motion to begin executive session to discuss board matters pertaining to (1) a facilities update and (2) a legal consult for new facilities.

Prior to the start of executive session, Dr. Wu recused himself and exited the meeting, 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 begin executive session at 7:39 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 8:29 PM.

## **16.0 GENERAL SESSION**

No reports were made from executive session.

## **17.0 NEXT MEETING**

Our next regular meeting is scheduled on July 23, 2015 at 6:00 PM at the EPA Elementary School.

## **18.0 ADJOURNMENT**

Dr. Davis called for a motion to adjourn at 8:29 PM.

The Board voted unanimously to adjourn the June 25, 2015 meeting.