



East Point Academy

East Point Academy Public Charter School Regular Board Meeting Minutes

September 25, 2014

The East Point Academy (EPA) Board of Directors convened at the EPA Elementary School at 6:05 PM on Thursday, September 25, 2014.

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

OTHER ATTENDEES: Director/Founding Principal Mrs. Renee Mathews, Elementary Assistant Principal Mr. Jordan Knight, Primary Campus Supervisor Mrs. Autumn Perkins, Development Officer Ms. Megan Monts, Ms. Anne Sinclair of Resource Associates, Inc., and School Attorneys Mr. Ken Childs and Mr. Tyler Turner of Childs & Halligan, P.A.

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

Board members made motions to (1) move discussion of the building lease to executive session and (2) add to executive session contract negotiations for the primary campus.

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

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

Mrs. Bonnie Loomis expressed concern about the school's reimbursement of certain school-related expenses to EPA employees. She provided copies of financial documents in her possession.

5.0 APPROVAL OF PREVIOUS MEETING MINUTES

Minutes of the August 27, 2014 board meeting were included for board approval.

The Board voted unanimously to approve the minutes of the August 27, 2014 meeting.

6.0 AUGUST BUDGET REPORT

Dr. Knapp and Mrs. Mathews presented the August budget report. In regard to changes made to the revised budget balance, Mrs. Mathews explained that the teacher position for exceptional children has been increased to full-time, which reflects an increase in

instructional minutes and not an increase in the number of students with individual education programs.

The Board voted unanimously to approve the budget as presented by Dr. Knapp and Mrs. Mathews.

7.0 BRAGGING FROM THE BOARD

The Board gave special recognition to the After School Program staff. These individuals provide care, homework support, and activities for more than 115 children throughout the week.

8.0 STRATEGIC PLANNING CONSULTANT ANNE SINCLAIR

Ms. Sinclair provided the Board with an update on her information-gathering process. She has attended many school group meetings, met with individuals, and received a great deal of feedback. She reported that the EPA community is very happy with the school and had many questions about the strategic planning process. Common themes include concerns about (1) teacher and staff retention, (2) whether instruction beyond the eighth grade will be available, (3) how best to integrate new students, (4) meeting immersion goals, and (5) ensuring the financial success of the school. Ms. Sinclair suggested that the Board establish a timeline depicting how the bond financing and facilities expansion/new construction will proceed and when the Board will seek public input on the progress.

9.0 UPDATES

Annual Fund

Ms. Monts provided an overview of her Annual Fund Plan for 2014-2105 and asked the Board to determine its level of giving. The Board committed to raising \$5000 for the annual fund.

Website Development

Ms. Monts informed the Board that the Website Development Committee met and discussed next steps to work towards rebuilding the school website.

Board Training

The Board has completed the first phase of governance training. The second and final phase will consist of a board retreat, led by Dr. Dempsey Worner, scheduled on Sunday, October 19.

10.0 POLICY READING

Learning Through Community Service Policy (First Reading)

Mrs. Mathews presented the policy. Projects will be aligned with class content areas; non-participation will not adversely impact student grades.

The policy will be posted on the school website (eastpointsc.org) and PlanetK8 and copies will be made available at both campuses. The comment period ends 10/21/14.

11.0 DIRECTOR'S REPORT

Enrollment Update

Mrs. Mathews reported that enrollment has been stable and is above budgeted numbers. All grades except for the second and third have waiting lists. Only two students have left since August. Data will be provided at the next meeting on the number of students enrolled on the fifth day of the school year.

Upcoming Events and Activities

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

Dismissal Adjustment

Mrs. Mathews announced that the Elementary Campus dismissal time has been adjusted to 3:05 PM to give students additional time to pack up at the end of the day without losing instructional time.

Sunshine Committee

Mrs. Mathews explained the mission of the Sunshine Committee, which has many team-building events and social activities planned for faculty and staff during the school year.

Who's Who

Mrs. Mathews informed the Board about "Who's Who at EPA," a document that sets forth the names and various responsibilities of school staff members along with their contact information. This document will be posted to PlanetK8.

12.0 TRAVEL MILEAGE RATE CHANGE

Mrs. Mathews explained that EPA's staff mileage reimbursement rate (for staff travel beyond transportation to and from work) has always been equal to that provided by the Public Charter School District. The District's rate is currently 50 cents per mile. Mrs. Mathews requested that the EPA mileage rate be adjusted to reflect the District's rate.

The Board unanimously voted to change the staff mileage reimbursement rate to 50 cents per mile.

13.0 OLD BUSINESS

Progress of Exit Interviews

Ms. Monts reported that the Work Institute will conduct exit interviews with staff members who resigned after January 1, 2014.

14.0 NEW BUSINESS

Board Reimbursement and Expense Account

Dr. Davis announced the establishment of a board reimbursement account to provide financial support for board efforts to recognize contributions of EPA faculty and staff.

Legal Expenses

The Board inquired about legal costs incurred by peer charter schools in South Carolina. Mr. Childs and Mr. Turner offered to conduct research on this inquiry and report their findings to the Board.

Alternative Methods for Recording Meeting Minutes

The Board discussed ways to streamline the process of recording meeting minutes.

Finance Committee Meeting

The Board discussed scheduling a Finance Committee workshop in October or November to provide information about the current budget and seek stakeholder input on budget planning for the next fiscal year.

Rescheduling the October Regular Board Meeting

Due to a conflict with the University of South Carolina's fall break, the Board voted unanimously to change the October 23, 2014 regular board meeting to October 22, 2014.

15.0 EXECUTIVE SESSION

Dr. Davis called for a motion to begin executive session to discuss board matters pertaining to: a personnel issue; building lease contract negotiations; contracts and negotiations for (a) realtor services, (b) HVAC services, (c) installation of security cameras at the Primary campus, and (d) architectural services; a personnel update; a letter for the Charter District (discussion with counsel); and a student matter.

The Board voted unanimously to begin executive session at 7:38 PM.

Prior to discussion of changes to the building lease, 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.

16.0 GENERAL SESSION

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

The Board voted unanimously to adopt the Administration's recommendation for the installation of cameras throughout the Primary campus for security purposes.

17.0 NEXT MEETINGS

The Board has scheduled a called meeting to meet with the architect and construction companies and to discuss changing the building lease on October 14, 2014 at 7:00 PM at the EPA Elementary School.

Our next regular meeting is scheduled on October 22, 2014 at 6:00 PM at the EPA Elementary School.

18.0 ADJOURNMENT

Dr. Davis called for a motion to adjourn at 10:00 PM.

The Board voted unanimously to adjourn the September 25, 2014 meeting.