



East Point Academy

East Point Academy Public Charter School Called Board Meeting Minutes

May 28, 2014

The East Point Academy (EPA) Board of Directors convened at the EPA Elementary School at 6:08 PM on Wednesday, May 28, 2014.

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

OTHER ATTENDEES: Director/Founding Principal Mrs. Renee Mathews, Elementary Assistant Principal Mr. Jordan Knight, Primary School Supervisor Mrs. Jennifer Mitchell, and Board Attorneys Mr. Ken Childs and Mr. Tyler Turner

1.0 CALL TO ORDER GENERAL SESSION

Dr. Wu called the meeting to order.

2.0 APPROVAL OF THE AGENDA

Dr. Wu called for a motion to approve the agenda as presented.

The Board voted unanimously to approve the agenda as presented.

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 APPROVAL OF PREVIOUS MEETING MINUTES

Minutes of the May 19, 2014 board meeting were included for board approval.

The Board voted unanimously to approve the minutes of the May 19, 2014 meeting.

5.0 PUBLIC INPUT

Speakers Sign-In List

- Ms. Bonnie Loomis, Parent
- Ms. Jean Boiteau and Ms. Lacy Hinson, Teachers

The following is a brief summary of the comments shared during the public input session.

Ms. Loomis expressed concern about Board compliance with the South Carolina Freedom of Information Act (FOIA). She requested that her FOIA request of May 21, 2014 be included with the meeting minutes and that Board minutes, more generally, include documents available to Board members during the meetings.

Ms. Boiteau and Ms. Hinson apprised the Board of changes made to the master schedule for next year. The changes include an earlier start time for students at the Elementary School, longer classes over fewer days, less transition time between classes, more time in classes such as social studies, science, and related arts, and additional active time.

6.0 EXECUTIVE SESSION 1

Dr. Wu called for a motion to begin the first executive session to discuss the Director Review and Contractual Matter.

The Board voted unanimously to begin executive session.

Dr. Wu 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.

7.0 GENERAL SESSION

Report from Executive Session 1: No action necessary as a result of the discussion during Executive Session 1.

8.0 NEW BUSINESS

No new business was raised.

9.0 MONTHLY BUDGET REPORT

Dr. Davis reviewed the budget report for April 2014. He provided an overview of the school's standing with respect to revenues, expenditures, and bottom line items, including expenses related to the upcoming China trip and legal expenses. Mrs. Mathews provided information about a new tax exemption for facilities used by charter schools. EPA will ask its landlord to pass these savings on to the school. Dr. Knapp requested that the budget report be included with the minutes. Mrs. Mathews stated that all documents from general session are available for inspection at the front office at the Elementary School.

The Board voted unanimously to accept the budget report as presented and amended by Dr. Davis.

10.0 CONFUCIUS CLASSROOM AND CI VOLUNTEER TEACHERS

Dr. Wu announced that EPA's application to the Confucius Classroom program was approved on May 6, 2014. The program will provide China-related resources for EPA students, including funding for the school's opening ceremony and volunteer teachers. Board members and Mrs. Mathews discussed accommodations and orientation plans for the incoming Chinese teachers.

The Board unanimously agreed to establish the Confucius Classroom program at EPA.

11.0 ACCREDITATION

The Board discussed the accreditation process with AdvancedED. Mrs. Mathews confirmed that the South Carolina Public Charter School District Office will cover application costs and visiting team expenses, consistent with available funds. The timeframe to complete the accreditation process is approximately one year. EPA must update its accreditation status every two years and engage in a re-accreditation process every five years. EPA will be responsible for paying fees related to the renewal of its accreditation.

The Board unanimously agreed to begin the accreditation process with AdvancedED.

12.0 MEETING DATE FOR BOND AND OTHER FUNDING INFORMATION

Mrs. Mathews and Board members met with representatives from an investment group to discuss the possibility of instituting a school bond program to supplement current funding initiatives.

The Board agreed to schedule a summer meeting with the investment group to learn more about its services.

13.0 CAPITAL CAMPAIGN CONSULTANT SERVICES

The Board unanimously agreed to postpone discussion of this agenda item until a later date.

14.0 LONG RANGE STRATEGIC PLANNING RFP

Mrs. Richardson presented the draft of the Long Range Strategic Planning Request for Proposals (RFP), by which the Board seeks to identify and hire a consultant to draft a five-year strategic plan for the school and facilitate its long-range planning process. Board members discussed the timeline for completing its search and ultimately extended the deadlines for receiving proposals (to June 30) and selecting a consultant (to July 25).

The Board voted unanimously to approve the RFP with the approved changes to the deadlines for receiving proposals and selecting a consultant.

15.0 BOARD APPOINTMENT PROCEDURES

The Board will appoint Board members to fill two seats. The term of service for each of the vacant seats is two years. Interested individuals may download the application from the website. All applications are due by Monday, June 30, 2014 and must be submitted by hand to Mrs. Laura Barnes at the EPA Elementary School.

16.0 DIRECTOR'S REPORT

Enrollment Update

Mrs. Mathews reported that EPA has received 581 student applications. Enrollment for the 2014-2015 school year is projected at 506 students. The families of students with fees outstanding have been notified. Unclaimed seats will be filled by wait-listed students.

3K and 4K Class Sections

Mrs. Mathews provided an update on the applicant waitlist for the 3K/4K program. Board members discussed the possibility of adding a third pre-kindergarten class to the program.

The Board approved the addition of a third pre-kindergarten class for the 2014-2015 school year, conditioned upon receipt of sufficient commitments from applicant families by June 13, 2014. Mrs. Kuo abstained from the vote due to a conflict of interest.

3K and 4K Instructional Delivery Model

Mrs. Mitchell provided information about 50/50 and 100% immersion instructional delivery models.

The Board took no action on the instructional delivery model proposal.

Summer Maintenance

Mrs. Mathews presented documents describing the types of services required for summer maintenance at both campuses.

Summer Program Update

Mrs. Mitchell presented information about past summer programs at EPA, which were open only to current EPA students. In accordance with the suggestion of the School Improvement Council, Mrs. Mitchell proposed that EPA open its summer program to non-EPA students. The Board discussed the costs and benefits of the proposal.

The Board voted unanimously to accept open enrollment for the summer program at EPA.

Master Schedule – Start Time Options

Mrs. Mathews provided additional details pertaining to the proposal presented by Ms. Boiteau and Ms. Hinson during the public input session. The Board discussed the impact that the changed schedule would have at the Elementary School.

The Board voted unanimously to change the start time to 8:15 AM at the Elementary School campus for the 2014-2015 school year.

Spring Break 2014-2015

Mrs. Mathews provided the Board with the dates scheduled for EPA's Spring Break and, for the purposes of comparison, those scheduled in Lexington and Richland County school districts. The Board discussed options available to EPA parents with children enrolled in school districts with 2014-2015 spring break schedules that differ from EPA's 2014-2015 spring break schedule.

17.0 OLD BUSINESS

No old business was raised.

18.0 EXECUTIVE SESSION 2

Dr. Wu called for a motion to begin the second executive session to discuss the Personnel Update, Services Contracts (Landscaping Service, HVAC Service, Sprinkler System Quotes, Lockers, Custodial Services, Food Services (Vendor Recommendation and Prices 2014-15)), and Classified Staff 2014-15 Work Agreements.

The Board voted unanimously to begin executive session. Mrs. Mathews recused herself from the discussion about janitorial service options for the Elementary School. Mr. Knight presented the janitorial services options and information pertaining to food services in her stead.

Dr. Wu 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.

19.0 GENERAL SESSION

Report from Executive Session 2

The Board unanimously approved the classified staff work agreements for the 2014-2015 school year.

The Board unanimously approved three new hires for the 2014-2015 school year. The new positions consist of 1.5 teacher positions and 1 teaching assistant position.

The Board unanimously adopted Janitorial Services Option B with accompanying job descriptions for the 2014-2015 school year at the Primary School.

The Board unanimously adopted Janitorial Services Option A with accompanying job descriptions for the 2014-2015 school year at the Elementary School.

The Board unanimously approved renewal of the Food Services Contract/Agreement, including a twenty-cent increase in pricing, with Preferred Meals Systems, Inc. for the 2014-2015 school year.

The Board unanimously agreed to table action on services contracts pertaining to Landscaping Services, HVAC Services, Sprinkler System Quotes, and Lockers until additional bids are received.

20.0 NEXT MEETING

Our next regular meeting is scheduled for Thursday, June 26, 2014 at 6 PM at the EPA Elementary School.

21.0 ADJOURNMENT

Dr. Wu called for a motion to adjourn at 10:32 PM.

The Board voted unanimously to adjourn the May 28, 2014 meeting.