

Southeastern Academy Charter School

Board of Directors Meeting Minutes

Date: Tuesday, August 21, 2018

Time: 6:00 pm

Location: Southeastern Academy Charter School – Science Classroom

Call to order: Meeting called to order at 6:00 pm

Lori Blackley, Chairwoman

Roll Call:

Board Members Present: Lori Blackley, Jay Britt, Greg Caulder, Shelley Foil, Tami George,
Eric West, Gwendolyn Roberts Payne, Scott McLean

Board Members Absent: Alex Collins

Others Present: Tanya Branch, Kristen Stone, Suzanne Jackson

Mission Statement:

Lori Blackley, Chairwoman

Southeastern Academy Charter School will maintain high expectations and promote excellence, especially in the fields of math and science for all students. The school, within its rural community, will foster a caring and creative learning environment. The school emphasizes the social, emotional, physical, and intellectual development of each child. This will be obtained through learning experiences that help children reach their greatest potential in order to function as independent learners in a diverse and ever-changing society

Vision Statement:

A Diverse Family of Learners that Seek to Challenge the Whole Child Through Innovation.

Approval of August 21, 2018 Minutes – Lori Blackley, Chairwoman

Motion was made by Tami George to approve the minutes as written. Seconded by Gwendolyn Roberts Payne. All in favor. Minutes approved.

SeA Board Members - Policy Acknowledgements – Lori Blackley, Chairwoman

Board members reviewed and signed the Board Code of Conduct policy and the Conflict of Interest Policy.

OPTS – Suzanne Jackson, OPTS President

Suzanne Jackson, OPTS President, reported that there is currently \$15,389 in the OPTS budget. \$250 gift cards have been distributed to teachers to be used for back to school classroom expenses. OPTS has a goal to raise \$15,000, needed to maintain operations, by December 31st. The Charleston Fundraiser goal is \$7500. In September, OPTS will hold their membership drive. In October, OPTS will kick off a Brick fundraiser. The bricks/funds will be used to build a walkway/focal point at the drop-off area. Bricks will be \$100 minimum. The first OPTS meeting of the school year will be Tuesday, August 28th at 6:00 pm.

Steam Lab Grant Opportunity – Jay Britt

Jay Britt reported that he met with Latricia Freeman of United Way regarding a possible grant opportunity for the STEAM Lab. Upon reviewing the grant requirements, it appears that we were not a good candidate after all. However, we may qualify for funds with next year's filing.

Committee Reports –

Finance - Tami George, chair

Tami George reported that the Finance committee met before the scheduled board meeting. She also informed the board that the State budget will be greater by \$89,000 for the 2018-2019 school year.

Policy -Eric West, chair

Kristen Stone reported that there were changes to the Criminal History policy. It now meets State requirements. Also, our attorney sent a revision of the Conflict of Interest Policy. Gwendolyn Roberts Payne made a motion to accept both policies as proposed. Jay Britt seconded the motion. All in favor. Motion carried.

The committee has reviewed and updated two SeA policies and procedures.

- Attendance Policies and Procedures - Changes/additions were made to the “Excessive Absences”, “Excessive Unexcused Absences”, “Tardy to School” and “Tardy to School Excused” sections. Note that 10 unexcused tardies and/or early dismissals, or a combination of both, will count as 1 unexcused absence.
- Discipline Policies and Procedures – Additions were made to the “Violations that may result in an immediate Office Referral” section to include major disruptive behavior and use of cigarettes or vape at school or a school sponsored event.

Gwendolyn Roberts Payne made a motion that the board accept the changes made to the Attendance and Discipline Policies and Procedures. Motion 2nd by Tami George. All in favor. Motion carried.

Vision - Greg Caulder, chair

Greg Caulder reported that the Vision committee has not met since our last meeting. No report at this time.

Education -Gwendolyn Roberts Payne, chair

Gwendolyn Roberts Payne reported that the Education committee is scheduled to meet on September 4th.

Report from the Principal – Kristen Stone, Principal

Accountability Numbers - Mrs. Stone reported that the final testing numbers are in. SeA reached 86% and Exceeded Growth in the 2017-2018 school year. We are an “A” school.

New Teacher - Mrs. Stone presented bio info on Mrs. India Garcia-Morel who has passed a background check. Gwendolyn Roberts Payne made a motion that the board accept Mrs. Stone’s recommendation of India Garcia-Morel as the new 3-5 Science/Social Studies teacher. Motion 2nd by Greg Caulder. All in favor. Motion carried.

Student Transfers - Mrs. Stone distributed a summary of the number of student transfers by grade level and included the reasons for their transfer.

Server – Mrs. Stone explained the need for a server at SeA. Travis Branch of CompuLink explained that SeA outgrew a peer to peer network at 10 computers (we now have 64) and that a server will resolve a lot of network problems. Currently there are no back-up capabilities. Tami George reported that we have the money in the Technology fund. Jay Britt made a motion that that we approve the server proposal presented by Travis Branch of CompuLink. Eric West 2nd the motion. All in Favor. Motion carried.

Mentor Program at UNC-Pembroke - Mrs. Stone reported that she was approached by Karen Granger of UNC-Pembroke regarding a mentor program that they offer. The program is target to new teachers but UNC-Pembroke would tailor the program to fit the needs of our SeA teachers. The program offers a continual support system and is a great opportunity to partnership with UNC-Pembroke. For \$2000 all of our teachers will attend 3 sessions of teacher development. This will be in addition to other professional development opportunities such as Math conferences, etc. Tami George made a motion that the board approve the NC New Teacher Support Program at UNC-Pembroke at a cost of \$2000 to SeA. Gwendolyn Roberts Payne 2nd the motion. All in favor. Motion carried.

Report from the Financial Secretary – Tanya Branch, Financial Secretary

Financials: Tanya Branch distributed the SeA Financial report as of July 31, 2018. She reported that we have spent very little so far this year as is expected. She also pointed out that the State allotment will be around \$80,000 more than last year.

Repairs: Tanya Branch also reported that the school van air conditioner needs to be checked out. It was also briefly discussed that a substitute driver would be helpful when one of our drivers is out for illness or personal reasons. Currently our drivers make \$10/hr.

Adjournment - At 6:45 pm Tami George made a motion to adjourn the meeting. Motion seconded by Eric West. All in favor. Motion carried

The SeA August Board meeting was adjourned at 6:45 pm by Chairwoman, Lori Blackley.

Next meeting will be October 23, 2018 at 6:00pm.

Respectfully Submitted,
Shelley Foil

MISSION STATEMENT

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VISION STATEMENT

A Diverse Family of Learners that Seek to Challenge the Whole Child Through Innovation.

Board of Directors – 2018-2019 Academic Year

Lori Blackley, Chair
Tami George, Treasurer
Shelley Foil, Secretary
Jay Britt
Greg Caulder
Alex Collins
Scott McLean
Gwendolyn Roberts Payne
Eric West

2018-2019 SeA Board Meeting Schedule

*August 21, 2018
October 23, 2018
November 20, 2018
December 11, 2018
January 15, 2018
March 19, 2019
May 21, 2019
June 18, 2019*

All meetings to be held at 6:00 pm in the Southeastern Academy Science classroom unless otherwise indicated.

SOUTHEASTERN ACADEMY CHARTER



Financials as of July 31, 2018

Expenses	Budget	Actual - YTD	Remaining
Total 1. Salaries & Bonuses	897,963.00	23,679.76	97.36%
Total 2. Benefits	352,231.86	7,810.28	97.78%
Total 3. Books & Supplies	61,090.94	5,187.45	91.51%
Total 4. Technology	30,000.00	1,399.55	95.33%
Total 5. Non-Cap Equipment & Leases	16,000.00	1,937.45	87.89%
Total 6. Contracted Student Services	25,000.00	-0-	100.0%
Total 7. Staff Development	12,000.00	1,742.55	85.48%
Total 8. Administrative Services	32,650.00	2,563.25	92.15%
Total 9. Insurances	22,600.00	460.25	97.96%
Total 10. Rents & Debt Service	46,311.30	0	100.00%
Total 11. Facilities	43,000.00	1,678.00	96.10%
Total 12. Utilities	36,729.70	2,139.79	94.17%
Total 14. Transportation & Travel	12,000.00	-0-	100.00%

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	
		<u>Remaining YTD</u>	
Total State Revenue	\$1,509,835.29	\$1,469,968.55	97.00%
Total Local Revenue	\$ 126,737.64	\$124,137.60	97.00%
Total Federal Revenue	\$ 37,210.80	\$37,210.80	100%