

West Preparatory Academy  
Minutes of the Board of Directors  
January 13, 2014

**Board Members in Attendance:**

Terry L. Walker  
Lillie Blair  
Brenda Watkins  
Marcia L. Bennett  
Arnell Hurt

**Guests in Attendance**

Wendall Garth-Legal Assistant  
Kristen Clotworthy- West Prep School Improvement Coach  
John Stack- Management Rep- Cambridge Education Group  
April Hart -Legal Counsel  
Belinda Stephens- Board Consultant  
Susan Scarponi-Charter School Specialist  
Brian Adams- OCSC- via Skype

Meeting was called to order at 5:35 pm.

**Public Comment:** No members of public present.

**Agenda:**

The Board Reserved the Right to amend the agenda as needed.

Motion to Approve Agenda by: Brenda Watkins. Second: Terry L. Walker.  
In Favor. ALL; Motion carried.

**14-01 RESOLVED:** The Board of Directors adopts and approves the meeting agenda of January 13, 2014.

**Minutes:**

Motion to accept and approve of the December 16, 2013 Minutes by: Brenda Watkins. Second: Terry L. Walker.

**14-02 RESOLVED:** that the Board of accepts and approves the minutes of the December 16, 2013 Minutes.

**State of the School Report:** Kristen Clotworthy- West Prep School Improvement Coach

Mrs. Clotworthy discussed staffing levels; winter Scantron is currently being administered; currently working with students on extended response and short answer; attendance incentives; school closed Jan 8, 2014 due to heating concerns; community outreach; marketing materials; upcoming events; technology is up-to-date; student enrollment is at 219; Washington D.C. trip- Mrs. Clotworthy presented a quote in the amount \$16,000.

**Sponsor Report:** Susan Scarponi-Charter School Specialist.

Ms. Scarponi discussed possible changes to the teacher evaluation system; minutes and board meeting notices must be kept at the school; webinars; PARCC assessments.

**Management Report:** John Stack- Cambridge.

Mr. Stack discussed the school's capacity (252); marketing efforts; budget- Title I hasn't been reallocated by the state yet; recommitment process for the next school year (re-enrolling students).

**\*Board Discussion\***

The board had a lengthy discussion concerning the tutoring program and the marketing efforts for next year. Lillie Blair requested the board to have their surveys back to her by Jan 27, 2014.

**Legal Update:** April Hart- April N. Hart Co., L.P.A.  
No legal up-date.

**Academic Auditor Report:** Belinda Stephens  
Mrs. Stephens discussed the tutoring program and recommended that it should be mandatory for all 3<sup>rd</sup> grade students to attend after school tutoring.

**Financial Report:** Brian Adams-OCSC.  
The Board reviewed the written financial report of Mr. Adams. Mr. Adams discussed the cash balance of the school and enrollment numbers.  
Terry L. Walker made a motion to accept the written financial report. Second by: Brenda Watkins.

**All in Favor. Motion carried.**

**14-03 RESOLVED:** That the Board of Directors accepts and approves the December written financial report as on file and subject to audit.

**Executive Session:**

**Purpose:** Personnel issues; Motion: Brenda Watkins; Second: Arnell Hunt.

Roll Call: All members voted "yea"

Time in: 6:36pm. Time end: 6:52pm.

**Reminder of next meeting date:**

Next Tentative Meeting Date is February 10, 2014 at 5:30PM at Board Office.

**Adjourn:** Motion to adjourn by: Terry Walker; Second: Marcia L. Bennett.

The meeting adjourned at 6:53 PM

---

Board Secretary