

WEST PREPARATORY ACADEMY

Minutes of the Board of Directors
December 15, 2014

Board Members in Attendance:

Arnell Hurt
Lillie Blair
Marcia Bennett
Brenda Watkins
Terry Walker

Coach

Guests in Attendance

Sharonda Perkins – West Preparatory
Delores Junior-Sponsor Rep: Charter School Specialist
John Stack- Management Rep: Cambridge Education Group
Larry Burt – Lake Erie School Administrator
Wendall Garth- Legal Assistant
Megan Novak – West Preparatory School Improvement

Marcus May- Cambridge Education Group
April Hart- Legal
Maureen Businger- Cambridge Education Group
Joe Palmer- Cambridge Education Group

Meeting was called to order at 5:55 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: Terry Walker. Second: Arnell Hurt.

In Favor: ALL; Motion carried.

14-64 RESOLVED: That the Board of Directors adopts and approves the meeting agenda of December 15, 2014.

Minutes:

Motion to accept and approve the October 6, 2014. Minutes by: Terry Walker. Second: Arnell Hurt.

In Favor: All. Motion Carried.

14-65 RESOLVED: That the Board of accepts and approves the minutes of the October 6, 2014 meeting.

State of the School Report: Sharonda Perkins – West Preparatory Assistant Director

Academics/Assessments: Reading Improvement and Monitoring Plans have been completed for all grades K-3. Teachers meet every Tuesday for an hour to review student progress in their Teacher Based Teams. They review pre and post test data in the areas of Reading and Math. We have hired a School Improvement Coach by the name of Megan Novak. Mrs. Novak is working with the 4-8 data and teachers to provide differentiated instruction to those students who are on the “the bubble” of improvement. Tutoring of students grade 4-8 has begun! Mrs. Novak is leading the charge in organizing staff and materials. Mrs. Clotworthy attended the 2nd Newpoint leadership retreat of the year at the beginning of December to learn more about Differentiated Instruction and improving student success. Teacher attended a PARCC workshop on November 4, 2014 where they learned more about the new PARCC assessment expectations. Paper versions of the PARCC assessment were recently released and I have passed them on to the teachers so they are able to administer these as a practice test. January 5, 2015 we have a training at West Prep on Assessment creation. This will be given by our State Support Team. OIP Update: Our Community School

Leadership Team consists of the Following team members: – Denise Hallman- 1 st grade, Russmea AbuZahrieh-5 th grade. Meaghan Bush- Intervention Specialist, Sharonda Perkins- Assistant Director, Kristen Clotworthy- Director, Heather Lemmerbrock Title 1 – Our next meeting is scheduled for December 16, 2014. Our Fall Compliance has been completed. Brian Dunbar visited the school, completed classroom walkthroughs and collected our binder on November 18, 2014.OIP Update: Susan Scarponi visited us on December 5, 2014 and did an audit of our Special Ed files. She left notes on items we need to ADDRESS. Mrs. Bush our Intervention Specialist followed up with Ms. Scarponi to ensure we were on track. Attendance- 93% Attendance YTD. The month of December has been low on Attendance due to a flu outbreak amongst the students and staff. Each class that spells out Awesome Attendance receives a party. A letter is earned each day a class has 100% attendance. Each student who has perfect attendance for the quarter receives a t-shirt, their photograph on the attendance wall and an ice cream social with the principal. The class with the best attendance for the month of November was 4th and 5th grade! They get to share our giant wolf for the month of December. Community Outreach: Donuts for Dads was held on October 29, 2014. We had over 75 fathers, grandfathers and uncles attend the event. We recently received an all call system that will help us to contact parents in a phone blast for anything from attendance to inclement weather closing.

Sponsor Report: Delores Junior -Charter School Specialist.

Ms. Junior discussed the “sponsor connections” newsletter; OTES; OPES; school safety plans; state assessments; Fall and Spring compliance; testing schedule for state assessments.

Management Report: John Stack- Cambridge Education Group

Academic Support :Teaching staff is currently completing the Knowledge College Access created and assignments made on August 12. January 2015, Professional Development will focus on differentiation and Lesson Development by Grade Level Bands. Differentiating based on the use of NWEA data. Sample PARRC Assessments and the Blue Print for the Assessment has been provided. NWEA/MAP Testing Windows- Fall: August 26th, 2014- Completed, Winter: January 13th, 2015, Spring: May 19th, 2015. Entire school Growth “Value-Added” data will be presented at the February meeting. Academic Support: Weekly leadership calls have been focused around Differentiated Instruction and Intervention Strategies. Director training was specifically focused around use of NWEA data for whole school improvement. The school will monitor its progress on 6.4B Accountability measures using the Ohio Improvement Process (OIP) Focused Plan. School staff and leadership will complete the Ohio Leadership Advisory Council (OLAC) modules. The Classroom Walkthrough Tool has been implemented. Walkthrough observations are taking place weekly. School Improvement Plan: A School Improvement Plan has been developed by Cambridge Leadership for West Preparatory Academy. The focus of the plan is ensuring All Students make over a years worth of academic growth in reading and math. Some examples of strategies outlined in the plan include increased classroom differentiation, more rigorous instructional leadership, and a focus on tracking individual student data. Working with Cambridge Leadership the director and school improvement coach have developed a Intervention and Student Progress Tracker.

Legal Update: April Hart-April N. Hart Co., L.P.A.

Ms. Hart gave a WHM lawsuit update; spoke about the charter school sponsorship renewals and Cambridge’s management contract.

Financial Report: Brian Adams-OCSC.

Mr. Adams discussed the cash and unencumbered balance of the school and enrollment numbers. Mr. Adams reported the cash balance to be \$536,123.15 and the unencumbered balance \$287,614.76; the school was paid on student enrollment of 250.

Motion to accept the written financial report: Brenda Watkins. Second by: Arnell Hurt.

All in Favor. Motion carried.

14-66 RESOLVED: That the Board of Directors accepts and approves the written financial report as on file and subject to audit.

Cambridge Management Agreement:

Terry Walker made a motion to approve the Cambridge's management agreement as presented Second by: Brenda Watkins.

All in Favor. Motion carried.

14-67 RESOLVED: That the Board of Director accepts and approves Cambridge's management agreement as presented.

Executive Session:

None

Reminder of next meeting date:

Next Tentative Meeting Date is February 9, 2014 at 5:30 pm. @ Board Office

Adjourn: Motion to adjourn by: Arnell Hurt; Second: Brenda Watkins

The meeting adjourned at 6:29pm

Board Secretary