

WEST PREPARATORY ACADEMY

Minutes of the Board of Directors
June 15, 2015

Board Members in Attendance:

Arnell Hurt
Lillie Blair
Marcia Bennett
Brenda Watkins
Terry Walker

Guests in Attendance

Wendall Garth- Legal Assistant
Dr. Christine Burke-Sponsor Rep: Charter School Specialist
Maureen Businger - Cambridge Education Group

Meeting was called to order at 5:36 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 Hunt.

In Favor: ALL; Motion carried.

15-09 RESOLVED: That the Board of Directors adopts and approves the meeting agenda of June 15, 2015.

Minutes:

Motion to accept and approve the March 20, 2015. Minutes by: Terry Walker. Second: Arnell Hurt.

In Favor: All. Motion Carried.

15-10 RESOLVED: That the Board of accepts and approves the minutes of the March 20, 2015 meeting.

State of the School Report: Jennifer Hyman – West Preparatory Director
Ms. Hyman submitted a written report. She was not present at the meeting.

Sponsor Report: Dr. Christine Burke -Charter School Specialist.

Dr. Burke discussed the “sponsor connections” newsletter; OTES; OPES; school safety plans; state assessments; compliance; school at a glance report; legislation changes; HB 63 overview; security grant; BCI and FBI checks.

Management Report: Maureen Businger- Cambridge Education Group

Academic Support: Upcoming Professional Development-Curriculum Training – Curriculum Mapping and Pacing: April 1st and 6th • Reading Intervention – Wilson Reading Training, June 5th, 8th, and 12th . • Leadership Development – Administrator Leadership Retreat: June 15th and 16th . • Teacher Development – New Teacher Orientation and All Ohio Retreat – August TBD. **State Assessments:** All Performance Based Assessment have been completed. Ongoing Support for End of Year Assessments. Presented contracts from: Wall2Wall, EMG, ComDoc, NeoNet, and School Financial Services.

Academics/Assessments: Teachers continued to work with students in small groups based on needs shown on the Winter MAP Assessments. All students participated in an academic-based field trip during the

last week of school. Spring MAP Assessments were given, and overall, all students showed terrific growth. Students completed the second round of PARCC testing during the month of May. **OIP Update:** The CSLT (Community School Leadership Team) worked together to complete the Decision Framework, Needs Assessment, and the Ohio Improvement Plan for the 2015-2016 school year. The new plan addresses the needs of our students. Attaining the goals listed in the OIP will dramatically improve the school report card. Strategies in the new plan include differentiated instruction, a focus on literacy, and a collaborative, whole-school effort to improve student scores.

Legal Update: April Hart-April N. Hart Co., L.P.A.
No update

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 \$482,188.26 and the unencumbered balance \$306,014.56; the school was paid on student enrollment of 245.73.

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

All in Favor. Motion carried.

15-11 RESOLVED: That the Board of Directors accepts and approves the written financial report as on file and subject to audit.

Contracts:

Motion to accept and approve the Epiphany Management Group IT support and maintenance contract for a term of one year effective July 1, 2015- June 30, 2016 in the amount of \$36,000.00 annually: Arnell Hurt; Second: Brenda Watkins.

All in Favor. Motion carried.

15-12 RESOLVED: The Board of Directors approves Epiphany Management Group IT support and maintenance contract for a term of one year effective July 1, 2015- June 30, 2016 in the amount of \$36,000.00 annually

Motion to accept and approve the Epiphany Management Group Marketing support contract for a term of one year effective July 1, 2015- June 30, 2016 in the amount of \$2,000.00 per month: Terry Walker; Second: Brenda Watkins.

All in Favor. Motion carried.

15-13 RESOLVED: The Board of Directors approves Epiphany Management Group Marketing support contract for a term of one year effective July 1, 2015- June 30, 2016 in the amount of \$2,000.00 per month.

Motion to accept and approve Neo-net contract for a term of 1 year effective July 1, 2015-July 30, 2016 in the amount of \$3,660.00 annually by Terry Walker; Second: Marcia Bennett.

In Favor, All: Motion carried.

15-14 RESOLVED: The Board of Directors approves and authorizes Neo-net contract for a term of 1 year effective July 1, 2015-June 30, 2016 in the amount of \$3,660.00 annually

Arnell Hunt made a motion to approve the Wall2Wall EMIS contract in the amount of \$1,500.00 per month for 13 months as presented. Second by: Terry Walker.

All in Favor. Motion carried.

15-15 RESOLVED: That the Board of Director approves the Wall2Wall EMIS contract in the amount of \$1,500.00 per month for 13 months as presented.

Marcia Bennett made the motion to accept and approve the Payroll/HR contract with School Financial Services in the amount of \$700.00 per month. Second: Brenda Watkins

All in Favor. Motion carried:

15-16 RESOLVED: The Board of Directors accepts and approves the Payroll/HR contract with School Financial Services in the amount of \$700.00 per month.

Terry Walker made the motion to accept and approve the Copy/Print contract with ComDoc for 36 months in the amount of \$312.66 per month. Second: Marcia Bennett

All in Favor. Motion carried:

15-17 RESOLVED: The Board of Directors accepts and approves the Copy/Print contract with ComDoc for 36 months in the amount of \$312.66 per month.

Calendar:

Motion to accept the 15-16 School Calendar as presented. Motion: Brenda Watkins; Second: Arnell Hurt

All in Favor. Motion carried.

15-18 RESOLVED: That the Board of Directors accepts and approves the 15-16 School Calendar as presented.

Sponsor Contract:

Motion to approve the sponsor contract as presented: Brenda Watkins. Second: Terry Walker

All in Favor. Motion carried.

15-19 RESOLVED: That the Board of Directors enters into the Sponsor Contract with St. Aloysius for a term of one (1) year commencing on the date of execution of the Charter and will automatically renew for one (1) year term through June 30, 2017. Further Resolved that the Sponsor Fee shall be: **three percent (3%)** of all funds received by the **School** from the State of Ohio.

Board Discussion:

The board discussed the contracts presented to them. They tabled the West Prep building purchase.

Executive Session:

Purpose: Legal Matters

Motion: Lillie Blair

Second: Brenda Watkins

Roll Call: All members voted "yea"

Time in: 6:49 Time end: 7:05

Reminder of next meeting date:

Next Tentative Meeting Date is August 17, 2015 at 5:30 pm. @ Lake Erie **Annual Meeting**

Adjourn: Motion to adjourn by: Arnell Hurt; Second: Brenda Watkins
The meeting adjourned at 7:07pm

Board Secretary