

TPA Academy Charter School
Board Meeting Minutes
June 25, 2015

The **regularly scheduled Board meeting** of the Board of Trustees (the "Board") of The TPA Academy Charter School (the "School") was held on June 25, 2015 at 7pm at the school campus.

Meeting was call to Order by Chairman Mojica at 7:00pm and a quorum was established

Attendance: Peter Mojica (Chair); Nancy Borrell (Secretary/Governance/Academic Liaison); Melissa Wise (Treasurer); Heather White (board member) and Dan Ward (via phone call - Chair Finance);
Excused Absences: Susanna Parker (Vice-Chair) Kelly Wilkes (Board member),

Reading of Conflict of Interest Reminder NCGS 138A-15(e) No conflicts by board members stated.

Motion to Approve Previous Minutes: Heather White made a motion to approve minutes from June 7, 9 and 10, 2015 seconded by Melissa Wise. The motion was carried and they were approved as circulated and reviewed by the board.

No Public Comments

VOTING ITEMS

Dan Ward made a Motion seconded by Melissa Wise to approve the TriNet contract beginning August 1, 2015. Motion approved unanimously.

Dan Ward made a motion seconded by Melissa Wise to approve Potter and Co. Audit contract as circulated to the board. Motion approved unanimously.

Dan Ward made a first reading motion to change the start and stop times to staggered entry as is now required by NCDOT. The proposed new start and stop times will be 7:55 – 3:10 and 8:15 – 3:30. A second reading of the motion will be read at our July 23, 2015 board meeting.

Heather White made a motion seconded by Melissa Wise to go into close session under statue 143-318.11 (6) at 7:12pm. Motion approve unanimously. Nancy Borrell made a motion seconded by Heather White to go back into open session at 7:18pm. Motion approved unanimously.

Heather White made a first reading motion to approve the signed teacher contracts and proposed stipends. A second reading of the motion will be read at our July 23, 2015 board meeting.

UPDATES

Financial Update was provided by Melissa Wise. Stated that Potter advised on corrections from previous vendor needed by the end of June. Budget is on track otherwise with Local funds expected in June.

Construction Taskforce: Works has begun on punch list items. Renovation work in auditorium has also begun.

Advancement Taskforce: Two draft vision statements developed for board review. The vision statement will be included in the donor marketing packets.

Transportation: Peter Mojica and Melissa Wise will coordinate an interest survey. A local source has been identified.

Security: A test case of the surveillance cameras will be coordinated with a budget of \$1,000.

Before and after School: Working on member recruitment. Invited Patricia Campbell, After School Coordinator to be part of the Taskforce.

Operational: Peter Mojica read Sara Justice's report. Master Calendar and school hours change needs to be approved as soon as possible. Peter will take the short list to Mrs. McKinney. (EC, Staggered Entries and Calendar). Curriculum ordering almost complete. Teacher Licensure work in progress.

Academic Liaison: Nancy Borrell stated that she has been in communications with Mrs. McKinney and Jess Reale. She has updated them regarding the Professional Development School history and needs with points of contacts.

Board Business:

Peter Mojica will circulate board terms with beginning and ending dates for board record keeping. Strategic Plan Retreat was scheduled for July 26, 2015 all day. Alternate dates include August 1st and 2nd.

Attendance Policy Draft is available for board review.

Employee Handbook will be provided to Interim MD for Review
Encourage Board members to set one-on-ones with Interim MD.

Heather White mentioned the importance of staffing the board committees. Nancy Borrell will be staffing Academic Committee jointly with Mrs. McKinney. Peter Mojica will be staffing the Governance Committee.

Chairman Mojica will build the Strategic Planning Retreat agenda with Mrs. McKinney. Nancy Borrell reminded the board to complete the Individual Trustee Performance Expectation Assessment and email to the Board Chair prior to the Board Strategic Planning Retreat. The TPA Board will complete a group performance appraisal assessment as well, per our charter and by-laws.

Heather White made a motion seconded by Melissa Wise to adjourn the meeting. Motion approved unanimously. **The meeting officially adjourned at 8:32pm.**

Next Board Meeting scheduled for July 23, 2015.

Respectfully Submitted Nancy Borrell, Secretary Governance & Academic Liaison