



Board Meeting Minutes

November 7th, 2016

6:00 p.m.

Our mission is to inspire scholars to expect excellence, express excitement, extend education, and experience prep to achieve their dreams for college, career, and life in a competitive global marketplace.

In Attendance: Thomas Parrish, Marcus Whitaker, Kelly Shore, Ricky Parks, Chip Williams, Michael Wiggins, Dewey Clark, and Dr. Byrd.

Staff In Attendance: Todd Pipkin, Chaunte Garrett, Tim Everett, Richie Mitchell, Gale Parker, Lisa Bulluck, Melody Lynch, Sheryl Umstead, Lisa Bulluck, Nisha Gonzalez, Erica Sanger, Ineszia Anderson, Tiffany Hickman, Amber Brewer, Debbie King, Rochelle Dunlop and Shaneki Cauble.

Thomas Parrish, Chairman, called the meeting to order at 6:00 p.m.

1. Chairman's Report – Thomas Parrish
 - a. Mr. Parrish welcomed all in attendance.
 - b. Mr. Clark made a motion to approve previous minutes, seconded by Mr. Parks and unanimously approved.
2. School Update– Todd Pipkin
 - a. Mr. Pipkin asked all administrative staff to give individual area updates to the board.
 - b. Mr. Eustice, Elementary School Vice Principal, reported that elementary school is wrapping up their first round of benchmarks, lesson planning is progressing, and PLC communities are working well. Deans and the Assistant Principal are working to add rigor into the lesson plans and modeling sample lessons with teachers. Mr. Parrish questioned when data would be available for the benchmarks. Mr. Eustice informed board members that there are less than twenty students that still to need to take the benchmarks and the scholar data would immediately follow.
 - c. Ms. Lynch, Dean of Curriculum and Culture, reported that Mr. Barnes, Middle School Principal, is attending a BB&T Leadership Training and would report due to his absence. In middle school, scholars have recently competed in a Spelling Bee, counselors are working on creating a scholar counselor group for service and community work, positive behavior incentives for LiveSchool are in place, and rigorous lesson planning is now in place for teachers. Additional updates included dates for upcoming athletic games, field trip plans, and Christmas concert plans scheduled for December 14th.
 - d. Mr. Mitchell, High School Principal, shared that high school is finishing Pre-ACT testing and finalizing benchmarks assessments. Administrative teams have been doing walk-throughs for coaching and feedback. Teacher lesson plans are improving and college acceptances are being celebrated. Mr. Parrish stated that the expectation is to review benchmark data for the next meeting. Dr. Garrett stated that the benchmarks have been

- redesigned to compile additional data, not just NWEA as done previously. Mr. Parrish question how we would compare data from previous years with changes in benchmarks. Dr. Garrett stated that the school has a different cohort and different set of needs. All data will be analyzed per standard and knowledge of that standard. Mr. Williams questioned if there was a better test for comparison. Dr. Garret stated that the end-of-grade assessments are a good resource, however the results will only be available at the end of the semester. Mr. Parish expressed concerns in receiving comparative data for growth.
- e. Ms. Parker, Human Resources Director, discussed some of the school's new vacancies including EC Math Teacher, HS Math Teacher, Bus Drivers, Substitute Teachers and the Receptionist position. Ms. Parker discussed the huge learning curve as we finalize our transition to ADP Total Source. Ms. Parker and some administrative staff will plan to meet with charter financial services as we integrate the final pieces of the ADP. A new 401K plan will take place January through VOYA financial transitioning from previous 403B. The board has decided to vote virtually on the three different options with 3% contribution following the meeting.
 - f. Ms. Cauble, Director of Operations, updated the board with on the school's transportation and child nutrition. At this time, our bus drivers are fully staffed. We are now past the 30-day notice for child nutrition applications and the school is now absorbing the cost of late applications. Ms. Cauble is gathering information for the state in terms of child nutrition paperwork and applications.
 - g. Ms. Boakye, Director of Specialized Services, stated she would be attending an upcoming specialized services conference this week. As of right now, the school has 142 scholars designed with specialized services.
 - h. Ms. Gonzalez, PowerSchool & Data Manager, stated that report cards have been finalized and will go home this Thursday.
 - i. Ms. McBride, Director of Communications and Recruitment, stated that the school's social media, email blasts, website, and marketing tools are being used consistently. Golf tournament logistics are completed and signs up can be done through our website. New marketing materials have been ordered for recruitment purposes.
 - j. Dr. Garrett, Chief Academic Officer, stated that we are starting to analyze benchmark data. In most areas, 50% or more of our scholars are on pace. With the newly collected data, we have regrouped some scholars in order to provide more targeted instruction. Board members received a handout with data from math, English language arts, and science. In other academic news, our professional development plan is in place including workshops addressing rigor, classroom management and Wesleyan's College of Education. Other academic updates include administrative training, new science action club, recovery efforts from Hurricane Mathew. Administrative planning, and potential exchange program plans.
 - k. Ms. White, PTA President, notified the board that the PTA is hosting a charity benefit for Belk on Saturday and an upcoming Parking Lot Yard Sale at Rocky Mount Prep.
 - l. Mr. Pipkin, Head of School, shared that DPI stated that the school was headed in the right direction. Our next meeting with the office of charter schools is November 16th and Mr. Pipkin is looking for a board member to attend. Other updates included Sweet Tea Chats, potential Modified Calendar plans and an upcoming Parent University event. Mr. Wiggins asked for the status of the potential modified calendar plans. Mr. Pipkin states that community data is being collected for feedback and additional surveys would be sent as well. Ms. Shore suggested hosting a school forum for parental feedback.

3. Financial Report – Tim Everett
 - a. Despite previous concerns, information is now being transferred from ADP to the state system. The school hopes to have results and a report within 30 days of the transfer.
 - b. Due to our projected ADM, our enrollment numbers were low and based off of 1,207 scholars. Our enrollment started at 1,192 scholars and is now currently at 1,248. A handout provided showed the changes to reflect this budget amount. Mr. Everett requested an additional portion of the budget be added into staff development from the budget surplus. The board requested local professional development opportunities using this surplus.
4. Other Business
 - a. Craston Artis from the School Advisory Board presented an opportunity for coaching and school advisory support role. This position would serve as a liaison to the board in conducting research, coaching and sharing results. Mr. Pipkin expressed that we have too many consultations with the school. Mr. Parrish stated that we may reevaluate the board with a liaison role at some point. No decisions were made in regard to this role.
 - b. Survey questions have been sent to the board for evaluation. They plan to send questions on academics and administration to the teachers, staff and parents in order to collect data for mid-year reviews.

Mrs. Shore made a motion to adjourn, seconded by Mr. Parks and unanimously approved. The meeting adjourned at 7:50 p.m.