



WAKE PREPARATORY ACADEMY

SPECIAL BOARD OF DIRECTORS MEETING

📅 Monday November 18 2019

🕒 5:30pm - 7:00pm EST

📍 The Forks Cafeteria - 339 Brooks St., Wake Forest, NC 27587

Content

- **Attendance**
- **Minutes**



WAKE PREPARATORY ACADEMY

Special Board Meeting
 The Forks Cafeteria
 339 S. Brooks St., Wake Forest, NC 27587
 5:30 p.m.

ROLL CALL

Date: November 18, 2019

Members	Present	Not Present	Term Expires
Hilda A. Parlér - President	X		June 30, 2021
Valeska Lipani-Garrett – Vice President	X		June 30, 2021
Michael D. Featham - Secretary	X		June 30, 2023
William Seaman - Treasurer	X		June 30, 2020
Amanda W. Bailey - Director	X		June 30, 2023
Mary Kathryn Kimray - Director		X	June 30, 2023
Gordon McKinney - Director		X	June 30, 2023
Kyle B. Shrauger - Director	X		June 30, 2023
Harold C. Weatherman, III - Director	X		June 30, 2023

Non-Board Members	Present	Not Present
Donna Rascoe – Board Legal Counsel	X	
Michael Way – Charter One	X	
Mitchell Schwab – Charter One	X	
Gregg Sinders – Charter One	X	



WAKE PREPARATORY ACADEMY

Minutes

I. **Call To Order - Welcome - Mission Statement**

Hilda Parler called the meeting to order at 5:30 PM

II. **Roll Call**

Michael Featham took the roll.

III. **Board Protocol**

Hilda Parler read the Board Protocol.

a. **Raise your hand and address the presiding officer when you wish to speak.**

b. **State your motions clearly. "So Moved" is not stating the motion.**

c. **Raise your voter card when instructed when voting on action items. Write the date of the meeting on the card. Keep card.**

IV. **Approval of the Agenda: (Motion, Second, Discuss, Vote)**

Decision: Bill Seamon made a motion to approve the Agenda. Amanda Bailey seconded. Unanimous approval.

V. **Public Comment Guidelines**

No public attendees.

VI. **Action Items: Approval of all Board Policies/Tools and Nov. 4 Minutes.**

a. **Governing Board - Board Meeting Minutes - 04. November**

Decision: Moved to approve November 4 Board Minutes by Kyle Shrauger. Seconded Valeska Lipani-Garrett. Unanimous approval.

b. **December RTO Submittal**

Decision:

Hilda Parler moved to approve all RTO policies listed in the Agenda with the Employee Handbook amended as suggested by Hal C. Weatherman. Seconded by William Seamon. Vote was unanimous..



WAKE PREPARATORY ACADEMY

1. **Governing Board - Board Adopted School Calendar**
2. **Governing Board - Board Bylaws**
3. **Governing Board - Board List**
4. **Governing Board - Board Meeting Minutes - 01. August**
5. **Governing Board - Board Meeting Minutes - 02. September**
6. **Governing Board - Board Meeting Minutes - 03. October**
7. **Governing Board - Evaluation Tools**
8. **Handbooks - Employee Handbook**
9. **Key Staff - Board Approved Employee Agreement**
10. **Policies - Access to Funding/Petty Cash Policy**
11. **Policies - Admissions Policy**
12. **Policies - Audit Policy**
13. **Policies - Board Committee Policy**
14. **Policies - Board Meeting Calendar Policy**
15. **Policies - Board Member Residency Policy**
16. **Policies - Board Relationship with Organizations Formed for the School Policy**
17. **Policies - Budget Approval Policy**
18. **Policies - Conflict of Interest Policy**
19. **Policies - Criminal Background Checks for Staff Policy**
20. **Policies - Criminal Background Checks for Volunteers Policy**
21. **Policies - Employee Agreement Policy**
22. **Policies - Federal Funds/Grants Policy**
23. **Policies - Grievance Policy for Families**
24. **Policies - Grievance Policy for Staff**
25. **Policies - Instructional Programming - Structure of School Calendar Policy**
26. **Policies - Instructional Programming - Structure/Length of School Day Policy**
27. **Policies - Lottery Policy & Application**
28. **Policies - Nepotism Policy**
29. **Policies - Purchasing Policy**



- 30. **Policies - Records Retention Policy**
- 31. **Policies - Third-party Contracts Policy**
- 32. **RTO Evidence Checklist**
- 33. **School Safety - School Safety Policy**
- 34. **Student Accountability Plan - 10/20 Day Rule Policy**
- 35. **Student Accountability Plan - Testing Calendar - Draft**
- 36. **Student Accountability Plan - Testing/Accountability Coordinator Job Description**

VII. New Business

VIII. Public Comment

ix. Next Agenda

- a. **Feedback RTO # 3 Session: Charter School Operations and Accountability**
- b. **May 22, 2020, RTO Reports-Charter One**

X. Announcements

- a. **RTO #3 Session: Nov. 20-Charter School Operations and Accountability**
- b. **Community Meetings: Nov. 20, Nov. 25 and Dec. 3**
- c. **The Lighting of Wake Forest-Dec. 6-Town Hall**
- d. **WPA Float-Wake Forest Christmas Parade-Dec. 14**

XI. Adjournment: (Motion, Second, Discuss, Vote)

Decision: Moved by Hilda Parler at 6:36PM. Seconded by William Seamon. Vote was unanimous.

XII. Next Meeting: Dec. 2, 5:30 PM, Wake Forest Area Chamber of Commerce, 350 S. White St., Wake Forest, NC


Michael Featham, Secretary