

MINUTES

Academy of Dover Charter School Board of Directors

1/21/2016 6:10 PM | *Meeting called to order by* Nancy Wagner, Vice President

In Attendance

Nancy Wagner, Vice President, Beverly Davis - Treasurer, Dr. Charles Fletcher - Member, Dr. John Leone - Board Member, Beverly Williams – Board Member, Cheri Marshall - Head of School, Gene Capers - AOD, Tesha Quail - Member, Carlene McKenzie - Teacher Rep, Bill Bentz - Innovative Schools

Pledge of Allegiance

Roll Call – Quorum established

Approval of Minutes

Motion to Approve Minutes of December 17, 2015

Moved by: Beverly Williams

Seconded by: Dr. Fletcher

Motion carried unanimously

Budget

Budget's total is the same as last month

Amount of Budget - \$2,493,080.00

Cash Flow is good

Final Budget for the year - \$444,699.65

Food Budget has not changed but we picked up \$53,000 in receipts this month but the reason it is high because we received 2 months of reimbursements last month.

Expenditures are within the 50% range for the year.

We will have changes in payroll due to employee retiring and we are short on a custodian.

OEC's are good

Instructional Supplies – conservative

We build the budget on the previous year.

Motion to Approve the Finance Web Report of December 31, 2015

Moved by: Dr. Fletcher

Seconded by: Ms. Davis

Motion carried unanimously

Principal's Report

P.E. Teacher - Michael Kunzweiler – retiring at the end of January, 2016

Case Manager – Janet Halliday's last day is January 21, 2016

Smarter Balance Boot Camp – Tuesday’s & Thursday’s from 3:30 – 4:30. We have 58 students in the 3rd, 4th, 5th grade.

7 Staff members are volunteering their time to help with these students.

Mrs. Wagner asked that a letter be put in the teacher’s file acknowledging their hard work.

Paul Stock wanted to know if the board wanted a follow up with DANA regarding training for board members. There will be spring training for all Charter Schools, mandatory for all new members.

Last week met with Christine Cosgrove of the State Accounting Office in regards to Internal Control Audit. State wants an Internal Control Policy. We are working on the policy and next board meeting we will have to vote on the policy. Mr. Bentz mentioned that right now Kimeu Boynton is the approver and it should be Cheri Marshall. Cheri will need to get training for this task.

Copy of Delaware School Success Framework – new Report card from last year – Academic Growth is very low, this is why we are doing the Boot Camp to improve our scores for this year. The state expected schools to be low because it was a new assessment test this year but we do need to improve our scores.

Remind the board that Mrs. Marshall’s 6 month evaluation is overdue. Year evaluation is due in March. One evaluation is mandatory for the Department of Education for DPAS II for this school year.

Motion to Approve that Mrs. Marshall have her evaluation completed before the next board meeting.

Moved by: Mrs. Beverly Williams

Seconded by: Dr. John Leone

Motion carried unanimously

Public Comments

None

Board Announcements

Mrs. Wagner asked if we have a policy on Bomb Scares. Mrs. Marshall said that we do have a policy, we will go to Brookdale which is next to our building and Elks Lodge is ready for us if need be.

Mrs. Wagner asked that a letter be sent to auditors to see what we can sell from the items that were purchased on the state credit card.

We are looking for ideas to recruit students for the 2016-2017 school year.

Tours are conducted on Tuesday’s at 1:30 each week.

School choice website – invited 14 applicants to come to the tours on Tuesday’s.

Dover Post – have advertisement for the school will run for 5 weeks.

Ideas to pass out flyers to the mall

Need to start a PTA

Kent County Community Garden Club – A community garden open to the students and their families

Recruiting from Teachers, Parents and community members to come up with a strategic plan to address how we want to go about canvassing our communities, possibly through our churches, housing projects to possibly make a difference.

Invite potential KN parents in to learn about our school and what we have to offer.

Weekly Highlights – asking staff to sign up for AOD Recruiting

We can come up with a video about 3 to 5 minutes indicating what we value about the AOD and what makes us unique. Get testimonial from parents who have had or have students at our school, interview students.

Motion to have Mr. Capers put together a committee for recruitment

Moved by: Ms. Beverly Davis

Seconded by: Mrs. Beverly Williams

Motion carried unanimously

Motion to go into Executive Session at 6:55 p.m.

Moved by: Mrs. Beverly Williams

Seconded by: Dr. John Leone

Motion carried unanimously

Motion to come out of Executive Session at 7:10 p.m.

Moved by: Mrs. Beverly Williams

Seconded by: Dr. John Leone

Motion carried unanimously

Teacher Representative

Things of concern from the teachers: Change in the time – will be kept the same

Was there a criteria for the \$200.00 bonus? Everyone was to receive the bonus that was here. Two employees had left and they will be granted the bonus on the February 5, 2016 paycheck.

Motion to pay the two teachers that left a bonus of \$200.00

Moved by: Mrs. Beverly Williams

Seconded by: Dr. John Leone

Motion carried unanimously

Next Meeting

Thursday – February 25, 2016 at 6:00 p.m.

Motion to Adjourn at 7:49 p.m.

Moved by: Mrs. Beverly Williams

Seconded by: Dr. John Leone

Motion carried unanimously