

**Felton Laboratory Charter School Board of Trustees Meeting  
Thursday, September 14, 2017**

**Minutes**

Present: Mrs. Melissa Amaker-Small, Dr. Phebian Davis-Culler, Dr. Wanda Johnson, Mrs. Cynthia D. Keller, Dr. Wanda McMichael, Attorney Thomas R. Sims, Mr. Alexander Tryciecky, Mr. James Whetstone, Dr. Gloria Winkler; Dr. Sharon T. White, Director; Mr. Michael Coaxum, Business Manager

- I. The meeting was called to order at 6:02 p.m. by A. Tryciecky, board chairperson.
- II. Adoption of agenda - A motion to adopt the agenda was made by M. Amaker-Small and seconded by W. McMichael. *Result of voting: 8 yea; 0 nay*
- III. Approval of Minutes -The minutes were approved as noted.
  - a. August 10, 2017-A motion to approve the minutes was made by C. Keller and seconded by Amaker-Small. *Result of voting: 7 yea; 0 nay; 1 abstain (Davis-Culler)*
  - b. August 23, 2017- A motion to approve the minutes was made by G. Winkler and seconded by W. McMichael. *Resulted voting: 6 yea; 0 nay; 3 abstain (Davis-Culler, Whetstone)*
- IV. The mission statement was read by all board members who were in attendance.
- V. Public Comments
  - a. Melissa Grayton expressed disappointment about the state of affairs of the school: safety issues-numerous entry points-strangers and some faculty members come in through the back; students being left unsupervised in classrooms, in the cafeteria, and on the playground; 40+ students being left with one instructor: and teachers' family members in the building and are not signing in at the front office.
  - b. Angela Corbitt expressed concerns about the resignation of the 5<sup>th</sup> grade science and math teacher; the types of lessons students will be receiving prior to a certified teacher being hired to replace him; a timeline for replacing the teacher, and implementation of the STEAM program.
  - c. William Davis, Jr. addressed the board in reference to what is going on in school: not seeing a cooperative spirit in the Director; turnover of staff or desires to turnover, losing teachers; no consequences for students; the social and political climate; and teachers/stakeholders not being heard.
  - d. Mr. & Mrs. Kenneth Hunter spoke in reference to an incident involving their son. A BB gun was found in their son's bookbag. They felt that the incident wasn't handled correctly and wanted a statement from the school releasing their son from responsibility. They were also concerned about safety issues, as the BB gun looks like a real gun, which could lead to an incident. In

addition, he was concerned about how the incident was communicated with stakeholders.

## VI. Reports

### a. Director's Report – Dr. White

- i. Enrollment update-391 students are enrolled and 38 students are on the waiting list.
- ii. PTA meeting-the first meeting was held on August 22, 2017. Many parents attended and were invited to sign up for various committees. The next meeting will be held on October 24, 2017.
- iii. Distributed the assessment schedule for 2017-2018
- iv. Employment recommendations for three positions; one teacher resignation

### b. Finance Report – M. Coaxum

- i. Copies of financial reports were distributed and reviewed. He is still communicating with the charter school district concerning funding. P. Davis-Culler asked about teacher salary increases. No teachers received salary increases this year. Further discussion will be held during executive session. P. Davis-Culler wanted to go on record suggesting that an investigation into the fees for copy services (\$40,000.00) be initiated for accountability purposes, and the board must have internal controls in place.
- ii. Audit Update –Auditors were present on September 13, 2017. Required materials have been submitted. FLCS is well above the timeline for having the report finished. Reporting deadlines are November 1, 2017 for charter school district and December 1, 2017 for the state.
- iii. Lease Update – The University has been contacted; however they are currently in the process of their financial audit. FLCS is requesting a renewal of last year's lease.
- iv. Food service update-Requesting that the repairs be postponed until next year. They are in the process of investigating distributors and are looking to make equipment purchases within the next weeks.
- v. Requested Information in Regards to Personnel –Information will be shared during executive session.

### c. Committee Reports

- i. School Performance Committee-Dr. McMichael-The committee met on September 13, 2017. The committee established its purposes, responsibilities, procedures for operation, data dashboard measures, and the evaluation tool for the director. Dr. McMichael provided copies to board members and distributed registration forms for board members to attend training in PADEPP (principal evaluation tool) on October 12, 2017.
- ii. Technology Committee-C. Keller-The committee met on August 28, 2017 to get updates on technology for the school. Access points have been added, and all classrooms had Chromebooks for testing. The

website is almost complete. Proposals are needed to support the technology at school.

- VII. New Business-Election Timeline for November 2017 Seats (3 elected and 2 appointed)
- a. The board chair reviewed the election cycle for board members.
    - i. October 11, 2017-Open House
    - ii. October 12, 2017-Online application process begins.
    - iii. October 18, 2017-Close of nominations at 4:00 EST.
    - iv. October 19, 2017-Candidate information and application answers posted online.
    - v. October 23-27, 2017-Elections open; closes at 5:00pm October 27.
    - vi. October 30, 2017-Election results certified and elected members announced.
    - vii. New board members will be sworn in November 9, 2017. The terms will end November 2019.
  - b. Board positions open
    - i. Elected-Johnson, Sims, and Tryciecky
    - ii. Appointed-Whetstone and Davis-Culler
  - c. A motion to approve the FLCS board election cycle was made by C. Keller and seconded by P. Davis-Culler. *Result of voting: 9 yea; 0 nay*
- VIII. Executive Session
- At 6:56 p.m., a motion to go into executive session was made by P. Davis-Culler and seconded by M. Amaker-Small. *Result of voting: 9 yea; 0 nay*
    - a. Student Hearing
    - b. Personnel Matter(s)
    - c. Contract Discussion
    - d. Board Appointment(s)
  - At 9:17 p.m. a motion to go back into open session was made by C. Keller and seconded by W. McMichael. *Result of voting: 9 yea; 0 nay*
    - *No action was taken during executive session*
- IX. Action on Items from Executive Session
- a. A motion to accept the recommendation for the reading coach, math coach, and English I teacher was made by M. Amaker-Small and seconded by J. Whetstone. *Result of voting: 8 yea; 0 nay (Sims left after the executive session.)*
  - b. A motion to accept the recommendation from the business manager for the step increase in salary for instructional staff (teachers, teacher assistants, and guidance) plus the 1% to offset retirement (all salaries) retroactive to the beginning of school was made by C. Keller and seconded by J. Whetstone. *Result of voting: 8 yea; 0; nay*
  - c. A motion to use October 9, 2017 and October 27, 2017 as make-up days for the severe days was made by M. Amaker-Small and seconded by P. Davis-Culler. *Result of voting: 8 yea; 0 nay*

- d. A motion to uphold the Director's recommendation that Student A be expelled for the remainder of the 2017-2018 school year was made by P. Davis-Culler and seconded by M. Amaker-Small. *Result of voting: 7 yea; 1 nay (Tryciecky)*
- X. Adjournment: The meeting adjourned at 9:23 pm with a motion given by C. Keller and seconded by W. McMichael. *Result of voting: 8 yea; 0 nay*
- XI. Submitted by Wanda Johnson

Items for next agenda

- Safety committee composed of teachers and support staff

Next Meeting Dates: October 12, 2017, November 9, 2017, December 14, 2017