

Quality Education Academy (QEA)
(K-12)
Board Meeting Minutes
September 14, 2020
Meeting took place via Zoom

Members Present:

Chairman-Dr. Jefferson Caruthers, Jr
CEO - Tonya Bellanger
James Gadson
James Covington
Walter Weathers
Adolphus Coplin
Roy Oliphant

Absent Members:

John Foxworth

Visitors:

Attorney Stephen Bowens
Tamara Turner, Staff Member
Maegan Gomez, Staff Member, Parent
Kellie Covington, Community Member

Welcome

The meeting was called to order at 6:06 pm. It was determined that a quorum of Board Members was present thus the meeting proceeded. The Chairman informed Board Members he would like to add the committee's progress and recommendations for filling the Board vacancies to tonight's agenda. He then asked if there would be any other additions to tonight's agenda. There were no other additions made. The Chairman asked if there was anything in tonight's agenda that would present a conflict of interest for any of the attending Board Members. No one stated any conflicts of interest. The Board meeting continued with the Chairman calling for the reading of our Mission, Vision, and Core Values statements. These statements were read by CEO Mrs. Bellanger.

Reading and approval of the June 8, 2020 Minutes

After allowing Board Members an opportunity to read over minutes from the previous June 8, 2020 Board Meeting, the Chairman called for a motion to receive the minutes. Prior to the approval of the minutes, the Chairman commented on page 5 under Governance Policies that the minutes should reflect "prior approval of the Board is required in the hiring of High Profile Employees." He added, a more detailed meaning of the term "High Profile" will be addressed at a later date. Mrs. Bellanger noted that the minutes were transcribed according to what was discussed and that the request to add this verbiage could be included in this month's minutes during the Governance Policies. Mr. Gadson made a motion to receive the minutes with proper correction, if any and Mr. Weathers seconded the motion. The vote was put through using the thumbs up sign. Mr. Covington voted using the roll call method. The motion carried unanimously.

Public Comment

There was no Public Comment.

From the Chairman

The Chairman stated he would like to thank CEO Mrs. Bellanger for the outstanding job she has continuously done throughout this pandemic. Mrs. Bellanger and staff have been able to address every level of concern that has arose whether it has been a parent concern, technology issues, any staff concerns, financial issues regarding staff, or community feedings.

The Chairman then gave an update on the Board Vacancies status. He said the committee assigned to seek replacement for Board vacancies consisted of himself, Mr. Coplin, and Mr. Gadson. The Chairman informed Board members the two candidates the committee selected were Mr. Ronald Jessup and Ms. Kendra March. The Committee conducted an interview with each candidate. In addition to the interview, the candidates were asked to complete a Board application, submit a resume, and provide other information as requested in the Board application. Mr. Coplin took notes during the interviews and will make those available at a later date. Per the committee, Mr. Jessup and Ms. March will be seated on the Board and serve throughout the remainder of the year provided the Board is in agreement. The Chairman said Mr. Jessup and Ms. March will join the meeting at 6:30 pm in the event any of the Board Members who haven't had a chance to speak with them have questions/concerns.

Old Business

There was no old business to discuss.

New Business

There was no new business at this time.

Chief Executive Officer's Report

The CEO addressed the Board in the following areas:

Academic

- Mrs. Bellanger notified Board members that all learning is taking place virtually for the 1st quarter. Teachers are using a combination of Google Classroom, Zoom, Google Meet, iStation, Eureka Math, and online resources available through the new curriculum for instruction.
- Benchmark testing began on Tuesday September 8, 2020. The results will be analyzed for targeted instruction.
- Due to the ongoing threat of COVID19, teachers have been given the option of preparing/teaching in-house or from home; however those who opt to teach from home are being required to complete a Telecommuting Agreement.

Operational

- All buildings have been sprayed with Electrostatic Disinfectant and the buildings will be resprayed prior to the opening of hybrid learning
- Hand sanitizing stations have been set up at the entrance of all buildings
- Temperatures are checked for all staff entering the buildings

- All Employees work from home on Fridays so that buildings can be deep-cleaned and prepared for the next week
- All Athletic Competition has been postponed until the Winter/Spring, pending the Athletic Association's review and approval.
- This year total enrollment is 696 (which is the highest enrollment in the history of QEA)
 - End of year enrollment for 2019 – 2020 totaled 553
 - Re-enrollees were 518 which is a 94% retention for our scholars
 - Non-Returning scholars were 35 which is 6%
- The end of the year staff count for 2019 – 2020 was 96
 - Returning staff was 83 which is 86%
 - Non returning staff was 13 which is 14%
 - Reasons: non-renewals, Resignations, Family Relocation, Return to School for Advanced Degree, & Health
 - New Staff for 2020 – 2021 is 18

The Chairman informed Board Members that Mr. Jessup and Ms. March were now online and available for questions. CEO Mrs. Bellanger asked the candidates about their community connections and their ability to attain funding as this is a major Board focus at present. Ms. March assured the Board that she had many community connections and wouldn't have any problems with fund raising.

The Chairman called for a motion to seat Mr. Jessup and Ms. March on the Board for the remainder of the year. Mr. Weathers made a motion to seat Ms. March and Mr. Jessup on the Board for the remainder of the year. Mr. Gadson seconded the motion. The vote was put through using the thumbs up sign. Mr. Covington voted using the roll call method. The motion carried unanimously.

Financial

Mrs. Bellanger reviewed the Financial Report for July 2020. She informed Board Members QEA received approval for Title I, II and IV Grants for 2020 – 2021 and we are awaiting approval of the EC grant. The on-site Financial Audit was completed on Monday, August 10, 2020. The final preparation of the draft report is being completed at this time. Mrs. Bellanger presented the Board Members with the proposed budget for 2020 – 2021. She asked that they review it and be ready to discuss and approve it at the next Board Meeting.

IV. Governance Policies

The CEO reviewed the proposed Telecommuting Agreement that all employees working from home must complete. The agreement mirrors the WSFC schools' agreement. This is an accountability measure that ensures Administration is aware of the instructors alternate work site, the hours worked, and provided with a description of the work being performed. The Chairman called for a motion to accept the Telecommuting Agreement. Mr. Oliphant made a motion to accept the Telecommuting Agreement and Mr. Gadson seconded the motion. The vote was put through with the use of the thumbs up sign. Mr. Covington voted using the roll call method. The motion carried unanimously.

The CEO introduced the Beginning Teacher Support Program Plan to the Board for review and approval. The Beginning Teacher Support Program Plan is a three-year induction program that provides comprehensive support for teachers in their first three years of teaching. DPI requires

this information to be submitted every 5 years. The Chairman called for a motion to approve the Beginning Teacher Support Program Plan. Mr. Coplin made a motion to accept the Beginning Teacher Support Program Plan and Mr. Oliphant seconded the motion. The vote was put through using the thumbs up sign. Mr. Covington voted using the roll call method. The vote carried unanimously.

The Chairman called for a motion to receive the CEO's report and the financial report. Mr. Oliphant made a motion to receive the CEO's report and the financial report. Mr. Weathers seconded the motion. The vote was put through using the thumbs up sign. Mr. Covington voted using the roll call method. The motion carried unanimously.

Adjournment

The Chairman called for a motion to adjourn. Mr. Oliphant made a motion to adjourn and Mr. Gadson seconded the motion. There was a roll call vote and the motion carried. The meeting was adjourned at 7:10 PM.

Announcement

The next Quality Education Academy Board meeting is scheduled for **Monday, October 12, 2020 at 6:00 PM**. A notification to all Board Members will be sent prior to the scheduled meeting. A copy of the previous month's minutes will be emailed to all Board Members in addition to the meeting notification.

Upcoming Board Meetings

November 9, 2020

February 8, 2021

March 8, 2021

April 12, 2021

May 10, 2021

June 14, 2021

Minutes recorded by **S. Adams**