

BOARD OF DIRECTORS



AAE FORMATION BOARD MEETING

MEETING MINUTES

NOVEMBER 5, 2013

[7:10 PM]

[IN PERSON MEETING]

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| MEETING CALLED BY | Barbara Conway, President |
| TYPE OF MEETING | AAE Formation Board Meeting |
| FACILITATOR | Barbara Conway, President |
| NOTE TAKER | LaJoyce Harris |
| TIMEKEEPER | Official start time 7:10 pm (open prayer by President) |
| ATTENDEES | B. Conway, L. Webber, D. Henson, P. King, and L. Harris |

ARTICLE I. MEETING MINTUTES APPROVAL

Section 1.01 Meeting 10-17-13 Minutes approved with the correction of Carol Ward name and the understanding that Section 4 of the amended contract by School Director Ms. Baldwin is not acceptable by the Board.

(A) MOTION MOVED BY L. HARRIS, 2ND BY P. KING. ALL IN FAVOR: 5 YES- D. HENSON, B. CONWAY, P. KING, L. WEBBER, AND L. HARRIS. 0-NO.

ARTICLE II. AAE INTERIM EXECUTIVE DIRECTOR CONTRACT AGREEMENT:

Section 2.01 Interim Executive Director A. Baldwin has not signed contract agreement.

(A) BOARD PRESIDENT B. CONWAY WILL SEND THE REVISED CONTRACT AGREEMENT CERTIFIED MAIL AND DELIVER A PAPER COPY TO THE SCHOOL FOR MS. BALDWIN SIGNATURE.

ARTICLE III. AAE SCHOOL OPERATIONS REQUEST

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Section 3.01 Payroll and signing of checks should include a Board Member for approval. A set time and date needs to be established for payroll.

Section 3.02 Per bylaws to review all opening positions with job descriptions regardless of status: Employees, Contractors, Volunteers, etc.

Section 3.03 Review of disciplinary process. Note: Any discipline, especially dismissal of any staff should come before the board prior such action and proper documents should be kept on file. All hiring and dismissal should be reviewed by board before proceeding. (See Bylaws)
Note: 1st dismissal of teacher Oct 2013.

Section 3.04 Nonprofit Status Update

Section 3.05 Confirm location for official Board Members to be finger printed.

ARTICLE IV. BOARD UPDATES

Section 4.01 Official Transition of Board and Duties

- (A) BACKGROUND CHECKS & FINGER PRINTS ON FILE
- (B) RESUMES
 - Send updated overview to Rodney to post on website
- (C) CHARTER SCHOOL AGREEMENT SIGNATURE CLARIFICATION OF OSC OR AAE BOARD
- (D) BOARD ETIQUETTE WORKSHOP SCHEDULE FOR 11-11-13
- (E) BOARD MEMBER OPEN SEATS:
 - 1. Chair- Barbara Conway (Real Estate, Sales, and Fundraiser)
 - 2. Vice Chair- Derek Henson (Non-profit Grant Writing)
 - 3. Secretary- LaJoyce Harris (HR, Safety, and Fundraiser)
 - 4. Treasurer- Loretta Webber (Construction & Facility)
 - 5. Education- Preston King (Teacher Auditing and School Policies)
 - 6. Finance- Open
 - 7. Parent- Open

Section 4.02 Set a Regular Meeting time and date for Public Board Meeting:

- (A) MOTION MOVED BY D. HENSON TO HAVE PUBLIC BOARD MEETING EVERY 2ND THURSDAY OF THE MONTH. 2ND BY L. WEBBER. ALL IN FAVOR: 5 YES. 0 NO
- (B) ALL PUBLIC MEETING MINUTES SHOULD BE PUBLISHED PRIOR TO NEXT MEETING.

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Section 4.03 Signed Resolution of Formation Board for OSC Board?

Section 4.04 Submit Bylaws to Ex. Director and Staff for the understanding of the school operations with affiliation to the Board and that all parties must abide by the bylaws at all time with no exceptions.

ARTICLE V. HR & ENROLLMENT:

Section 5.01 Develop a strategic plan to selecting a Principal for the School. President will review budget with bookkeeper to see where we stand with funding before proceeding.

ARTICLE VI. FINANCE:

Section 6.01 Need to review statements and approve.

ARTICLE VII. OTHER ISSUES/CONCERNS

Section 7.01 No New Issues or Concerns

ARTICLE VIII. NEXT MEETING:

- (A) OSC AND AAE MEETING NOVEMBER 7, 2013
- (B) AUDITING WORKSHOP BY JOSPEH LEE WITH AAE STAFF SCHEDULED FOR NOV 16' 2013, ALTERNATIVE DATE DEC 14, 2013
- (C) PUBLIC BOARD MEETING DECEMBER 12, 2013

ARTICLE IX. NEW ITEMS TO DISCUSS FOR NEXT MEETING:

Section 9.01 Official reports & current contracts

Section 9.02 Board Meeting Guidelines & Protocol

Section 9.03 AAE Organization Chart

Section 9.04 Interim Ex. Director and Board Agreement

- (A) DISCUSSION OF CONTINUATION AS THE EX. DIRECTOR VS. PROJECT MANAGER (THE NEED OF AN EDUCATOR PROS VS. CONS)
- (B) DISCUSSION ABOUT SPECIAL EDUCATION PROGRAM FOR 1 STUDENT (ARE THERE ANY ALTERNATIVE SOLUTION DUE TO FINANCIAL OBLIGATIONS)

ARTICLE X. MEETING ADJOURN

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(A) MOTION MOVED BY D. HENSON AT 8:36PM FOR MEETING ADJOURN, 2ND BY P. KING