

Board Meeting Minutes

Tuesday, January 20, 2015

6:00 pm UME Preparatory Academy Campus

- I. Call to Order Dr. Conner 6:18
Those in attendance: Dr. Charlene Connor-Board Vice-Chairperson, Mrs. Jill Jones-Board Secretary,
Dr. Jaime Andrade, Mr. Jim Brodnick, Dr. Stephanie Goble (via telephone,) Mrs. Regina Pingel,
Mrs. Donna Prince; Mrs. McConnell-Parent Representative

Administrators present: Mr. Mike Spurlock-Superintendent, Dr. Brance Barker-Dean of Academics/Parent Programs

Those absent: Mr. Rusty Grayson; Dr. Nolan Estes-Board Chairman
- II. Approval of October and November Board Minutes (Action Item) Dr. Conner 6:21
Mrs. Jones requests that the prayer be removed from the November minutes and that the attendance listing
Be standardized.

Motion to approve October and November Board Minutes as corrected.

Motion: Mrs. Prince
Motion was seconded
Decision: unanimously approved
- III. Introduction of Mrs. Varnell Dr. Barker 6:22
Dr. Barker requested permission to proceed out of order from the agenda in order to introduce Mrs. Varnell
Before she had to leave for a previous commitment. Dr. Conner affirmed.
- IV. Recognition of Mr. Jim Brodnick for service as Parent Representative Dr. Conner 6:24
Dr. Conner presented the certificate of recognition to Mr. Brodnick.
- V. Presentation by architect regarding zoning, site planning issues,
and possible facility expansions (Action Item) Mr. Calloway 6:25
Mr. Spurlock introduced Mr. Calloway. Mr. Calloway presented a timeline and information regarding adding
portables/temporary buildings to the campus by July before students return for the Fall Semester. Questions
and discussion followed.

Motion to proceed with the timeline of zoning, site planning, expansion and initial costs up to \$40,000
related to the temporary buildings as presented by Mr. Calloway and Mr. Spurlock

Motion: Mrs. McConnell
Motion was seconded
Decision: unanimously approved
- A. Geographic Boundary Expansion Dr. Barker 6:58
Dr. Barker updated the Board on the process of obtaining this amendment from TEA and its submission on
February 21. Dr. Barker requested that the Board adopt a Resolution specifying the use of the wording
"University Method of Education" instead of the word "Model" as stated in the December 8, 2012 minutes at
the request of NAUMS. The Board approved this change in December 2012, but did not make an official
Resolution.

Motion to accept the Resolution as read.

Motion: Mrs. Pingel

Motion was seconded
Decision: unanimously approved

- VI. Evaluate how well the UME Prep Board is governing Dr. Conner 7:03
A. Authorization for Superintendent to add a bank (Action Item) Mr. Spurlock

The three signatures with access to the bank account would be Mr. Spurlock, Dr. Barker, and Mrs. Pingel

Motion to allow Superintendent to set up a relationship with a second bank.

Motion: Mr. Brodnick
Motion was seconded
Decision: unanimously approved

- A. Authorization for Superintendent to set up a banking relationship (Action Item) Mr. Spurlock
Mr. Spurlock presented information on the necessity of creating a second account to protect under FDIC regulations. No discussion followed.

Motion to allow Mr. Spurlock to establish a second bank account.

Motion: Mr. Brodnick
Motion was seconded
Decision: unanimously approved

- B. Authorization to allow Superintendent to approve Club applications (Action Item)
Mr. Spurlock requested that Clubs be approved on the Administrative level and then brought to the Board for information.

Motion to allow Superintendent to approve Club applications at the Administration level

Motion: Mrs. Prince
Motion was seconded
Decision: unanimously approved

- C. Recommendation for Dr. Carpenter to conduct Board Training Mr. Spurlock

Mr. Spurlock presented two dates for training in the Spring. HighMark will not pay for it again, The cost associated is approximately \$5000. He requests approval of the dates and the expense. Discussion followed regarding possible other training venues/presenters such as Region 10 and the fact that one of the dates given is Mother's Day weekend. The Board prefers the May 16 date.

Motion to allow Dr. Carpenter to come

Motion: Mrs. Prince
Motion was seconded
Decision: motion carried (two vote against)

- D. Distribution of Board Self-Evaluation Forms to be collected at February Board meeting

Mr. Spurlock presented the Self-Evaluation Forms and requested that the Board return them completed at the February meeting. Mrs. Horton will send digital copy in case members would rather type, than handwrite.

- VII. Review how well UME Prep is achieving academic excellence Dr. Barker 7:17

- A. Review of November and December enrollment and attendance
Dr. Barker presented enrollment report. Mrs. Pingel requested the enrollment numbers by section within the grade levels for each course in order to ensure that student/teacher ratios are within

compliance. Mrs. Jones requests information regarding retention rates. The Board requests updates of this nature twice a year in October and February relative to the current year and also to the original students/families.

Dr. Barker also presented the Performance Metric as compiled by HighMark. Questions and discussion followed.

Dr. Barker also presented an update of a survey of current families requesting feedback on strengths/weaknesses of UME. This information will be presented in the February meeting.

- B. **Renewal for Dr. Barker's TEASE/TEAL account – "Admin +" user access (Action Item) Mr. Spurlock**
Mr. Spurlock requested that the Board allow Dr. Barker to renew his Admin + access with TEA.

Motion that Dr. Barker be allowed to renew his Admin + access

Motion: Dr. Andrade

Motion was seconded

Decision: unanimously approved

- C. **STEM designation requirements (information only)**

Dr. Barker presented information on school certification in STEM through Project Lead the Way for the Board to consider.

- D. **Math Tutoring Program update**

Mr. Spurlock

Mr. Spurlock gave an update on the optional Tutoring class for students after school to review and reinforce math facts that Mr. Shafer and Mr. Spurlock created.

- E. **Formation of Leadership Club**

Mr. Spurlock presented information regarding a club he will be implementing for secondary students to promote the 9 Core Values of UME and how those values relate to leadership skills. His focus will begin with teaching what it means to have honesty, integrity and respect since they are primary and integral. Questions and discussion followed. Mrs. Pingel requested information be provided to parents regarding definitions of what bullying is and what we will be doing about it. Mrs. Prince suggests allowing students to role play bullying and what can be done about it. Mr. Hunt listed occasions when this role play has been implemented already. Mrs. Prince suggests having the definitions/boundaries spelled out and both parent and student signing off on the paper. Dr. Barker stated that the Student Code of Conduct has been signed by students and parents. Mr. Spurlock stated that he would bring more information and a possible strategy back to the Board at a future meeting.

VIII. **Evaluate how well UME Prep is achieving cost containment**

- A. **Review of Audit corrections**

Mrs. Pingel

7:58

Mrs. Pingel updated the Board on the Audit corrections regarding depreciation, prepaid expenses, and the items that were not removed from the budget by Websmart.

- B. **Presentation of November and December Financial Reports (Action Item)**

Mr. Spurlock

8:00

Mr. Spurlock presented the financial reports from November and December. Depreciation is now reflected in the December numbers. We have been frugal and met our solvency requirements for the State and this will allow the expansion of our campus.

Motion to accept the financial reports as presented

Motion: Dr. Goble

Motion was seconded

Decision: unanimously approved

Dr. Barker shared some Role restructuring of staff with regard to High School so that we may continue To be both compliant with the requirements of the State, but also creating a definitive plan for our students for the future and ensuring a successful Spring Semester.

Mr. Spurlock presented his contract and related documentation for consideration and feedback regarding his annual evaluation.

- IX. Executive Session Dr. Conner 8:10
 - A. Annual Evaluation of Dean of Academics
 - B. Annual Evaluation of Superintendent

- X. Other Business Dr. Conner 8:30

Motion to approve Mr. Spurlock's contract as written and provide phone and service.

Motion: Mrs. Pingel
Motion was seconded
Decision: unanimously approved

Motion to delay Dr. Barker's increase in compensation until no later July unless Mr. Spurlock deems it appropriate to revisit it earlier regarding his new role


Motion: Mrs. McConnell
Motion was seconded
Decision: unanimously approved

- XI. Adjournment Dr. Conner 8:34
 - Motion to adjourn

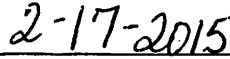
Motion: Mr. Brodnick
Motion was seconded
Decision: unanimously approved

IF, DURING THE COURSE OF THE MEETING, ANY DISCUSSION ON ANY ITEM ON THE AGENDA SHOULD BE HELD IN EXECUTIVE OR CLOSED SESSION, THE BOARD WILL CONVENE IN SUCH EXECUTIVE OR CLOSED SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE CHAPTER 551.

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on January 16, 2015 at the UME Preparatory Academy Campus.



Board Secretary approval



Date