**ST. PETER’S ACADEMY**

**GOVERNING BOARD**

**APPROVED MEETING MINUTES**

**DECEMBER 15, 2017**

**MEMBERS PRESENT:**

* **Rev. Andrew Jefferson**
* **Mr. Robert Temple**
* **Mr. Larry Taylor**
* **Mr. Clayton Broxton**
* **Mr. John Rorick**
* **Ms. Jennifer Lopez**
* **Mrs. Ruth Jefferson**
* **Mrs. Gloria Finch**
* **Ms. Barbara Andrews**
* **Ms. Constance Smith**
1. **CALL TO ORDER INVOCATION:** The St. Peter’s Academy Governing Board meeting was called to order at 6:00 p.m. Friday, December 15, 2017 with prayer by Mr. Taylor.
2. **READING OF THE MINUTES:** The minutes of September 2017 were read. After discussion, it was motioned by Mr. Taylor and seconded by Mr. Rorick that the minutes be accepted. The motion was carried and the minutes were approved.
3. **REVIEW OF FINANCIAL REPORTS**:

**Quarterly Financial 2017** - Mrs. Jefferson reviewed the Quarterly Financial Report ending September 2017. As of September 30, 2017 the Balance Sheet, Total Liabilities and Fund Balance was $250,432.29. After discussion, Mr. Taylor motioned for approval of the Quarterly Financial Report; Mr. Broxton seconded the motion. The motion was carried; the Quarterly Financial Report was approved.

1. **DISCUSSION:**
2. **Title 1 –** Ms. Andrews gave an update on Title 1 activities. She informed the Board that the Title 1 Audit last November was successful. She added also, that the annual Title 1 meeting was held on October 27, 2017. After discussion, the information was accepted as presented.
3. **School Improvement Plan Update and Approval and Parent Involvement Plan:** Mrs. Jefferson presented the plan and indicated that the recommended changes were made and the Plan is presented today for final approval. Mrs. Jefferson also presented the updated Parent Involvement Plan for approval. She stated that the School Improvement Plan, Parent Involvement Plan and Parent Compact Agreement are uploaded and available on the school’s website. After discussion, on motion by Mr. Taylor seconded by Mr. Rorick. The School Improvement Plan and Parent Involvement Plan was approved.
4. **School Facility**: Mrs. Jefferson presented information for discussion regarding the School’s lease utilities and school maintenance. After discussion, on motion by Mr. Temple, seconded by Rev. Taylor the school’s 2018-19 lease was approved.
5. **VPK Program**: Ms. Constance Smith gave an update on the Pre-School VPK program. She indicated that there’s an upcoming second Volunteer Pre-Kindergarten Assessment(AP2) and VPK curriculum monitoring scheduled during the month of February 2018, Ms. Connie stated the VPK Program is contracted through the Early Learning Coalition. Mrs. Jefferson stated that the Program is not a part of the School’s Contract with the District, but the majority of the children after VPK transition and enroll at St. Peter’s Academy. She stated the information is presented for information only. After discussion, the information was accepted as presented.
6. **Wellness Policy:** Mrs. Finch presented the Wellness Policy for approval as one of the requirements of the National School Lunch Program. She added that the school will establish a plan for monitoring the Wellness Policy implementation. Mrs. Finch stated that the Plan must be approved each year, to make sure we are following the correct guidelines that have been established. Mr. Taylor motion to accept, seconded by Mr. Temple; the Wellness Policy was approved.
7. **INFORMATION:**
* Mrs. Jefferson informed the Board of Students and Staff Christmas party.
* The January 2018 calendar of events was presented and accepted.

VI. **ADJOURNMENT:** The meeting was moved for Adjournment by Mr. Taylor and seconded by Mr. Broxton; Mr. Taylor adjourned the meeting at 7:00 p.m.