

**Draft Minutes – September 29, 2016**

**Minutes TPA Board Meeting  
September 29, 2016  
7:00 p.m.**

**Location: TPA Main Campus and Teleconference**

**Attendees:** Edwin Quarles, Melissa Wise, Dr. Vincent, Janice Davidson

**Absent:** Peter Mojica (Emergency situation – out of state) and Nancy Borrell (illness)

**Reading of Conflict of Interest Reminder NCGS 138-15(e) was read.** No conflicts of interest by Board members was reported and it was also determined that the Board did not have a quorum; thus, to make best use of the time and members present the Board would only engage in informal discussion.

**Meeting Called to Order at 7:06 p.m. by Mrs. Melissa Wise, Board Treasurer.** Mrs. Wise made it clear that the Board did not have a quorum and that no business would be conducted. Only informal discussion on information presented would be heard.

**Dr. Vincent presented the Head of the School Report.** Dr. Vincent opened by sharing that he had reached out to the principal in Townsville, SC regarding the recent shooting at South Carolina school. He continued by emphasizing the need to work closely with the Huntersville Police Department to ensure the safety of students and staff at TPA and to conduct lockdowns and safety checks on a routine basis. He continued by providing information regarding current student enrollment and the need to continue communicating (video announcements, email, advertising upcoming calendar dates, etc.) to current parents and perspective parents and families.

Dr. Vincent also provided an in-depth report regarding the completion of work at the school by outside contractors. In both the music and art rooms, they were awaiting the occupancy license. He reported that two new minor leaks had occurred in the front building and that remediation work had been completed to repair these leaks.

TPA is on track with the Leader In Me training on October 7<sup>th</sup>.

Dr. Vincent spoke of the downsizing/right sizing of the school, as well as that progress reports were distributed to students on September 27 and that parent conferences would follow.

**Jennifer McCluney, Operations Manager from Acadia Northstar** addressed the Board and provided an overview of the financial/record keeping services she and her team would provide for the school. Melissa Wise, Board Member and Director of Finance for TPA will work closely with Acadia to ensure

that all monthly and quarterly financial reports are developed and submitted on time. Jennifer McCluney committed to return to TPA in order to provide training to Board Members in support of reading and understanding all reports given.

**Allison Fernandez, PTO President for TPA** provided an informal report regarding the Entertainment Book sale. Mrs. Fernandez announced that while a small percentage of families supported this effort, over 400 books were sold and approximately \$4,000.00 was made. The PTO is in discussion regarding additional fundraisers for the school, as well as an Annual Giving Campaign with tentative dates of November 1 – December 31. Mrs. Fernandez shared that she had reached out to Land's End (school uniforms) to discuss potential colors for uniforms. The PTO is planning to develop a Uniform Committee. The PTO will meet again on October 11, 2016.

**Motion to Close Meeting:** Edwin Quarles made a motion to close the informal Board meeting at 7:35 p.m. Janice Davidson seconded the motion.

**Mrs. Melissa Wise declared the meeting adjourned at 7:35 p.m.**

Meeting minutes submitted by Ms. Janice Davidson for review on October 2, 2016.