

**Dreamland Academy of Performing & Communication Arts**  
**Board of Directors' Meeting**  
**July 19, 2011**  
**AGENDA**

**I. PRELIMINARY FUNCTIONS**

- A. Call to Order
- B. Roll Call

**II. PROCEDURAL MATTERS**

- A. Welcome to Guests
- B. Board President's Comments & Announcements
- C. EMO's Monthly Report
- D. Election of 2011-12 Board of Directors Officers

**E. FINANCE AND SUPPORT SERVICES**

- 1. Monthly Financial Report, Chris Bell, CPA
- 2. Reduction in Force: Reasons Why Such Action Is Needed

**III. CONSENT AGENDA**

- A. Approval of 2011-12 Dreamland Academy School Budget
- B. Approval of Attorney's Letter of Engagement
- C. Approval of 2011-12 Food Service Provider: Mom's Catering
- D. Approval of Dr. Clark's attendance at 2 out of state seminars concerned the smart accountability process, (Michigan & Florida)
- E. Approval of School Preparation Team to Prepare for School Opening:
  - a. *Angela Taylor to work as needed during month of July-August 6, 2011 at summer rate of 30.00 per hour for maximum of 4 hours daily*
  - b. *Donald Howard to work as needed during month of July-August 6, 2011 at summer rate of \$30.00 per hour for maximum of 4 hours daily*
  - c. *Charles Caradine to work as needed during month of July-August 6, 2011 at summer rate of \$30.00 per hour for maximum of 4 hours daily*
  - d. *Kelly A. Green @ 10.00 per hour as part-time (afternoon) maintenance person for maximum of 6 hours daily*
  - e. *Etta Thomas to work as needed during month of July-August 6, 2011 at summer rate of \$15.00 per hour for maximum of 4 hours daily*
  - f. *Thurmond Theus to work as needed during the month of July-August 6, 2011 at rate of \$10.00 per hour for maximum of 6 hours daily*
  - g. *Joy Hurst to work as needed during the month of July-August 6, 2011 at rate of \$30.00 per hour for maximum of 4 hours daily*
  - h. *Delia Gomez to work as needed during month of July-August 6, 2011 at rate of \$10.00 per hour for maximum of 4 hours daily*
  - i. *Terri Sinclair to work as needed during month of July at summer rate of \$30.00 per hour 4 hours daily*

**IV. BOARD POLICY AND REGULATIONS REVIEW**

n/a

**V. EDUCATIONAL SERVICES**

n/a

**VI. HUMAN RESOURCES**

n/a

**VII. CLOSING REMARKS**

n/a

**VIII. HEARINGS**

n/a

**IX. ADJOURNMENT**

**Access Educational Management Corporation**  
**Monthly Report to the Board of Directors, Dreamland Academy**

July 19, 2011

As Dreamland Academy begins its fifth year I am compelled to reflect on how far we have come in the past 4 years. Currently, we have a school that has a comprehensive school curriculum and program and we have 2 technology labs, 1 lap top computer lab, 1 distance learning lab, a new kitchen, a media center, 15 classrooms filled with learning resources and equipment, and significant office equipment and resources. None of this would be possible without the collaboration and hard work of the Dreamland staff and its Board of Directors. Therefore, I want to begin this final year acknowledging the important work we have completed together and likewise acknowledge that we have created something wonderful. Please accept my thanks for your undying support and governance.

I want to report also that 2 publications describing the Dreamland Academy experience (written by me) will be released this year in two prestigious educational journals: *Lessons Learned in Dreamland: How A Small Urban Charter School Increased Literacy Scores by 28%* will be published in Schools: Studies in Education (an international journal of the University of Chicago Press). *Behavioral Interventions and Reciprocal Teaching* will be published in The Charter School Resource Journal. When these are published, I will ensure that Board members receive copies. Also, I anticipate that I will write and publish more publications that will reveal the problems and triumphs of educating urban students; in this way, I can tell the Dreamland stories to America.

**Board Election of Officers:** I will chair the election and call for nominations for President. After recognizing a nomination and a second for as many persons nominated, I will call for a vote. Candidate with majority votes is elected President, Dreamland Academy, 2011-12 Board of Directors. Once a President is elected by the Board of Directors, the new President will continue the election of officers for 2011-12 until the following roles are decided: Vice President, Treasurer, and Secretary.

**Final Year Preparations:** Recognizing that this is the final year of the initial charter granted to Wilson Community Development Corporation, it is important for us to think ahead and make sure that whether Dreamland is renewed or not, we are prepared for either occurrence. With this in mind, we have been advised by Chris Bell (Complete Consulting) to restrict spending as much as possible to be prepared for expenses that might remain if the Dreamland charter is not renewed. Expenses that are likely to remain if Dreamland is not renewed include unemployment benefits for the entire staff, termination fees for existing contracts and service agreements, and the cost of cataloguing our school resources and creating an inventory of all items. Chris supports a Reduction in Force. Accordingly, we are requesting the Board's support for a Reduction in Force as well as a number of cost-cutting actions we have taken to ensure solvency and contingency funds in the event we are not renewed beyond the 2011-12 school year. The steps we have taken are listed below:

**Reduction in Force & Contingency Line Item:** First, we recommend (that) the Board supports our call for a Reduction in Force to ensure that only essential employees are hired during this final year of the Dreamland charter. Second, we have reduced all expenses for 2011-12 and have set aside a contingency line item of \$100,000.

**Administrative Salary Reductions & Lay-Offs:** To create additional revenue that we can hold in abeyance, we have requested and received from all school administrations agreements to reduce their salaries by a specific amount that will be reinstated at the end of the 2011-12 year if

Dreamland Academy's charter is extended beyond 2011-12. Specifically, Dreamland administrators making more than \$49,000, agreed to a salary reduction of \$5,000. In this category are **Charles Caradine** and **Joy Hurst**. Those employees making less than \$49,000, agreed to a salary reduction of \$2,500. This group includes **Donald Howard** and **Donald Joseph. Dr. Clark**, whose full time salary amounts to \$84,000, agreed to a salary reduction of \$7,500, and Access agreed to a contract reduction of \$34,000. Also, all extra staff have been issued lay-off notices.

**Elimination of 2 Administrative Roles:** Two roles are eliminated for 2011-12. These are the role of principal (**Mr. Carter**) and the role of assistant superintendent (**Dr. Lackey**). Both received a notice of layoff also as a result of this cost-cutting action. **Dr. Clark** will serve as Principal/Superintendent of Dreamland during 2011-12 and be assisted by **Charles Caradine** and **Joy Hurst**.

**Reduced Counseling Role To Part-Time:** Because Dreamland has fewer than 300 students, we are able to meet the Arkansas standards for school counselor with a part-time counselor. As a result, this role is reduced to affect the savings that are realized with a half-time position. **Mrs. Murph** is affected by this action and has been offered her choice of teaching positions available. She accepted a 4-5<sup>th</sup> grade social studies position for 2011-12.

**Salary Reductions:** On June 27<sup>th</sup> the leadership team convened, discussed and agreed to a reduction in salary for school year 2011-12. The reduction is effective 7/1/2011 (signed acceptance letters by all affected are attached). Though invited to all meetings, **Dr. Lackey** did not attend this meeting.

Streamlining also meant downsizing and transitioning any administrative position to remove stress on the administrative budget. The following changes would be in effect for the upcoming school year: **Mr. Howard** will oversee the physical education program, all student programs, and the after school program and its athletic programs. He will oversee the 21CCIC Program as the District administrator. He will be charged with creating a high-quality student program in physical education and will be assisted by **Mr. Smith** (3-5 music and motion program) and **Mr. Carr** (K-2 movement).

**Mrs. Sinclair** will be assigned as the central office secretary and will serve as the person responsible for data storage, reporting, and displaying. Her other roles will be accounts payable and receivable, preparation for Board meetings, assisting with document development as required by the school or the Arkansas Department of Education. She will work in **Dr. Clark's** office. **Mrs. Taylor** will be reassigned from the school office to one of the computer labs because she has the academic background required of highly qualified teaching assistants. **Ms. Thomas** will remain as bookkeeper but will assume additional duties in the school office for a significant period of each day. She will be aided by Ms. Gomez in covering the front office.

**2011-12 Dreamland Budget:** The budget for the final year of the Dreamland charter has the following information: (1) although administrators agreed to reductions in their salaries, the salary amount remains on the school budget at the previous salary amount because if we are renewed, we will have to pay the staff the money they are willing to defer pending acknowledgment of renewal; (2) accounting costs are broken out and separated from auditing costs; (3) we are setting aside the following amounts: \$15,471 in required staff development from Title One allocation and \$30,000 for supplemental educational services should our parents seek after school tutoring, and from state aid, \$100,000 set aside for contingencies we cannot foresee at this time. I streamlined all expenditures to bare bones except books because we are mandated to implement a new curriculum and the books that accompany this curriculum are expenses we have no choice but to bear.

**2011 Summer School Program:** The Summer School Session operated from June 8-July 1, 2011. We served approximately 56 students with an average daily attendance of 46 across grades. The program was presented with seven teacher/tutors. The focus was K-2 reading and 3-5 math development skills. All students were pre and post tested. Breakfast and lunch was served daily. A Final Report detailing specifics of the program will be provided to Board at August meeting.

**Human Resources:** Dr. Clark offered employment to Mr. Kelly Green who will work as part time Janitorial staff. His skills include competence in various maintenance, building repairs and he has CDL credentials which provides us with a bus driver on our staff. Mr. Green will earn \$10.00 per hour.

**Student Enrollment To Date:** Mr. Caradine and Mrs. Taylor continue with student recruitment on a modified schedule during the month of July. Current numbers as of June 30th are at 265 students (new and returning).

**Customized Professional Development Seminars:** I have planned a series of 3 customized seminars to assist Dr. Clark in implementing the Smart Accountability Process we will unleash in 2011-12. The process is complex and requires a lot of moving parts which Dr. Clark will have to oversee. She will need to travel to Detroit and to Florida for 2 of these seminars and one will be held in Little Rock. I placed this item on the consent agenda for Board approval. As part of its commitment to professional staff development and in accordance with its contract with Dreamland Academy, Access Educational Management will assemble the facilitators needed for these seminars and bill Dreamland's Professional Staff Development funds. These workshops will develop the learning materials, activities, surveys, and flow charts required to involve staff in data driven educational responses for administrators, staff, and Board of Directors members.