



Minutes - Wednesday, February 20, 2019

Subject	Belton Preparatory Academy Board of Trustees	Date	02/20/2019 at 6:00 PM
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Topic	Highlights
Call to Order	Meeting called to order at 6:10 p.m.
Invocation	Invocation led by Deirdre McCullough
Pledge of Allegiance	All members and attendees stood for the Pledge of Allegiance
Freedom of Information Act Compliance	The meeting is in full compliance with the Freedom of Information Act
Motions	<p>The agenda was amended by Deirdre McCullough. Line item 12- Financial Policies line h. was changed from School Training & Travel to Conflict of Interest Policy & Procedures, and line j. was added to reflect Federal Fund Fixed Asset Policy & Procedures. The amended agenda approved by Donelle Millwood; Jordan Denmark 2nd. Motion carries.</p> <p>January minutes reviewed. Deirdre McCullough noted a change to be made minutes under number 10. McCay Kiddy to be inserted in place of Department of Education. Minutes approved by Jordan Denmark; Donelle Millwood 2nd. Motion to approve minutes carried.</p>
Public Comments	No public comments.
Election of Board Officers	<p>Board members discussed election of board members.</p> <p>Donelle Millwood nominated Chris Cauley as Chair. Jordan Denmark 2nd. Motion carries</p> <p>Chris Cauley nominated Jordan Denmark as Vice Chair. Donelle Millwood 2nd. Motioned carries.</p>





	<p>Chris Cauley nominated Angie King for Secretary. Donelle Millwood 2nd. Motion carries.</p> <p>Chris Cauley nominated Donelle Millwood as Treasurer. Angie King 2nd. Motion carries.</p>
Appointment of New Board Member	<p>Three new members need to be appointed to the board. Chris Cauley nominated James Galyean to join the board. Magon Wilson 2nd. Motion carries.</p> <p>Board will continue to discuss potential members in the March meeting.</p>
Financials	<p>Board members were updated by Deirdre McCullough P&I Year I budget updated. The recent monitoring visit was successful. [AK1]Another monitoring visit is scheduled for randomly selected schools by the U.S. Department of Education. BPA anticipates and will be ready if selected for the random audit.</p> <p>Due to our accelerated opening, and the confusion in regards to how the procurement policy applies to charters, BPA will need to adopt a policy for procurement. Federal policies trump states policies. Charter schools are exempt at the state level, but charter schools are not exempt under federal law. The policy has been made clear by the district office.</p> <p>Moving forward, BPA will adopt a procurement policy. This first reading of the policy is tonight. The policy should be adopted at the next board meeting. Also, moving forward, two signatures are required on all BPA board minutes.</p> <p>The 5 and 10 year plan is in place at BPA. The board will evaluate the 5 and 10 year sustainability plan.</p>
Financial Policies	<p>Board members briefed on the financial policies as noted on the agenda. Account Payable Policy & Procedures- Motion to approve by Donelle Millwood; Magon Wilson 2nd. Motion carries.</p>



	<p>Credit Card Policy & Procedures- Motion to approve by Magon Wilson; Donelle Millwood 2nd. Motion carries.</p> <p>Procurement Policy & Procedures- First reading was done.</p> <p>Payroll Policy & Procedures- Minor changes made to policy. Motion to approve amended policy by Donelle Millwood; Jordan Denmark 2nd. Motion carries.</p> <p>Fixed Assets Policy & Procedures- Motion to approve by Magon Wilson; Jordan Denmark 2nd. Motion carries.</p> <p>Fraud Prevention Policy & Procedures- Motion to approve by Magon Wilson; Donelle Millwood 2nd. Motion carries. The board moves to create BPA's Fraud Prevention Policy</p> <p>Signature & Requisition Authority Policy & Procedures- Motion to approve by Donelle Millwood; Jordan Denmark 2nd. Motion carries.</p> <p>Conflict of Interest Policy & Procedures- BPA has a conflict of interest policy. The board motions to continue to use the current policy.</p> <p>Travel & Meals Policy & Procedures- Motion to approve by Donelle Millwood; Magon Wilson 2nd. Motion carries.</p> <p>Federal Fund Fixed Assets Policy & Procedures- Motion to approve by Magon Wilson; Angie King 2nd. Motion carries.</p>
Recruitment Report	<p>February 21 the application/enrollment period ends. The board will reconvene shortly after that date and move forward with the enrollment process based on the students who have completed the enrollment documentation.</p>





	Informational meeting went well. Two BPA parents spoke at the meeting. Another meeting is planned for February 12th at the Watkins Community Center.
Miscellaneous from the Board	Angie King discussed the possibility for BPA to purchase an ad in the Upstate Dance and Baton yearbook. The yearbook will be distributed to the Honea Path and Williamston studios and to various daycare centers in the Anderson area. This would be a wonderful way to continue the recruitment efforts. Information will be given for Deirdre McCullough to view.
Next Meeting	TBD
	Motion to adjourn at 8:07 p.m. by Donelle Millwood; Magon Wilson 2nd

