

## Meeting Minutes

<b>Subject</b>	<b>Belton Preparatory Academy Board of Directors</b>	<b>Date</b>	<b>November 20, 2023</b>
<b>Facilitator</b>	Angie King	<b>Time</b>	6:30 p.m.
<b>Location</b>	BPA Conference Room (Upper level)	<b>Scribe</b>	Amanda Dyar Moss
<b>Attendees</b>	Angie King, Zach MacInnis, Amanda Dyar Moss, Candace Whitfield, Rachel Sibilio, Blake Cooper		
<b>Public Attendees</b>	Alan Barr, Bill Roach, Neth Nettles, Amanda Tucker, Angel Gutierrez, JP Madariaga		

Key Points Discussed		
No.	Topic	Highlights
1.	Call to Order	Meeting called to order at 6:31 p.m.
2.	Invocation	Invocation led by Zack MacInnis
3.	Pledge of Allegiance	All members and guests recited the Pledge of Allegiance
4.	Freedom of Information Act Compliance	In compliance with FOIA, the agenda was posted Saturday, November 18, 2023, on Facebook. It was also posted at the elementary school and middle school Sunday, November 19, 2023. Posted to website yesterday as well.
5.	Approval of Agenda	Motion to approve the agenda by Blake Cooper, 2 <sup>nd</sup> by Angie King. All in favor; Motion carries.
6.	Approval of November 13, 2023, Minutes (Action)	Motion to approve the minutes from November 6 <sup>th</sup> by Zack MacInnis, 2 <sup>nd</sup> by Rachel Sibilio. All in favor; Motion carries.

Key Points Discussed		
No.	Topic	Highlights
7.	Financials <ul style="list-style-type: none"> <li>FY 2023 Audit</li> </ul>	<p>Audit presented to the board JP Madariaga &amp; Angel Gutierrez with Gutierrez Madariaga, CPA, PA. They reported a successful audit.</p> <p>Overview: Review of financials: on the financial statements, the opinion of the audit is that there is nothing that was reviewed to reveal a weakness or deficiency ending June 30, 2023.</p> <p>Highlights reported by the auditing firm: strong net position of \$342,000 as of June 30<sup>th</sup>. Current assets greater than liabilities. From a balancing input: \$257,000, \$109,000 due to collect. Capital assets listed at \$780,000 (lease hold improvements in the amount of \$750,000-identified as improvements made on school; this information was on the accounting records provided by R&amp;R, the BPA board has requested the auditing firm turn specifically the documentation supporting this information over to the board). Into liabilities: accounts payable listed as \$219,000 owed regarding expenditures R&amp;R paid on behalf of management fees. Rachel Sibilio questioned the auditing firm regarding where the \$219,000 came from. The holding company, COEPTIS Holding, advancing funds was listed as \$407,000. Activities (profit/loss \$631,000, expenses \$591,000). Change in net position of \$88,000. This was an increase from the previous year, which was listed at \$40,000. Increase attributed to grant funding from Charter Institute for salaries, technology, etc. Prepaid rent was paid to COEPTIS in the amount of \$19,000 for October and November 2023 rent.</p> <p>EMO fee was calculated based on 15% revenue up until June 2023 after the auditing firm confirmed with R&amp;R this was an increase from 10%. Zack MacInnis asked about EMO fee, if 15% was paid all last year (July 2022 to June 30<sup>th</sup>, 2023). The auditing firm reported 15% was paid except for May and June 2023. It is reported that BPA owes EMO fees for May in the amount of \$15,000 and June in the amount of \$29,000. Total management fee paid for the fiscal year was \$367,000.</p> <p>Rachel Sibilio asked about documents that were turned over to the auditor during the audit and if they were returned to R&amp;R. The auditors report the records were returned to R&amp;R. Per the auditors, "We keep no documents, we reviewed and created our own work documents. We [the board] can ask R&amp;R for financials to support Gutierrez Madariaga, CPA, PA audit." The board does though request the auditors forward their financial documents to Angie King and Rachel Sibilio.</p>

Key Points Discussed		
No.	Topic	Highlights
7.	Executive Session <ul style="list-style-type: none"> <li>• Contractual Matters</li> <li>• Legal Advice               <ul style="list-style-type: none"> <li>o Bond</li> <li>o Personnel Matters</li> <li>o Contractual Matters</li> </ul> </li> </ul>	Motion to move to executive session by Amanda Moss, 2 <sup>nd</sup> by Angie King. All in favor; Motion carries.
		Motion to move out of executive session by Rachel Sibilio, 2 <sup>nd</sup> by Blake Cooper. All in favor; Motion carries.
8.	Possible action item(s) from the Executive Session	Motion to approve principal's contract made by Angie King, 2 <sup>nd</sup> by Zack MacInnis. All in favor; Motion carries  Motion to authorize the principal's contract with addendums discussed during ES for expenditures, adding to weekly construction calls and proper channels for showing up on construction site by Angie King, 2 <sup>nd</sup> by Blake Cooper. All in favor; Motion carries.  Motion to hire Lindsey Wimpy as PE teacher to begin November 27 <sup>th</sup> , by Angie King, 2 <sup>nd</sup> Amanda Moss. All in favor; Motion carries.  Motion to respond to the settlement of the teacher as discussed in ES by Angie Kind, 2 <sup>nd</sup> Amanda Moss. All in favor; Motion carries.
9.	Miscellaneous/Other from the Board	Email to be sent for link with construction progress to board members and to be added to Facebook.  Email to be sent to Jennifer with Highmark to include Alan Barr on weekly meetings with Highmark for the purpose of relaying progress back to school personnel and parents.
	Next Meeting	December 11, 2023, at 6:00 p.m.
		Motion to adjourn at 9:03 pm by Blake Cooper, 2 <sup>nd</sup> by Angie King; All in favor; Motion carries.

Action Plan			
No.	Action Item(s)	Owner	Target Date
1.			
2.			
3.			

<b>Action Plan</b>			
<b>No.</b>	<b>Action Item(s)</b>	<b>Owner</b>	<b>Target Date</b>
4.			
5.			

<b>Board Member Signatures</b>		
<b>No.</b>	<b>Name</b>	<b>Signature</b>
1.		
2.		
3.		
4.		
5.		