

Meeting Minutes

Subject	Belton Preparatory Academy Board of Directors	Date	December 11, 2023
Facilitator	Angie King	Time	6:00 pm
Location	BPA Conference Room (Upper level)	Scribe	Amanda Dyar Moss
Attendees	Angie King, Zach MacInnis, Amanda Dyar Moss, Candace Whitfield, Rachel Sibilio		
Public Attendees	Alan Barr (Zoom), Bill Roach, Neth Nettles, Amanda Tucker (Zoom)		

Key Points Discussed		
No.	Topic	Highlights
1.	Call to Order	Meeting called to order at 6:35 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 Sunday, December 10 th , 2023, on Facebook. It was also posted at the elementary school and middle school Sunday, December 10 th , 2023. Posted to website on Friday.
5.	Approval of Agenda (action)	Motion to amend the agenda to add an executive session to address personnel matters for compensation, as well as add update for K4 from Alan Barr made by Angie King 2 nd by Amanda Dyar Moss. All in favor; Motion carries.
6.	Approval of November 20, 2023 Minutes (Action)	Motion to approve Zack MacInnis 2 nd by Amanda Dyar Moss. All in favor; Motion carries.
7.	Public Comment	
		Motion to move into Executive Session by Rachel Sibilio 2 nd by Candace Whitfield. All in favor; Motion carries.
8.	Executive Session <ul style="list-style-type: none"> • Personnel Matters • Contractual Matters • Legal advice 	
		Motion to move out of Executive Session Angie King 2 nd by Candace Whitfield. All in favor; Motion carries.

Key Points Discussed		
No.	Topic	Highlights
9.	Possible action item(s) from the Executive Session	<p>Motion to approve Mrs. Thompson to attend the SC Guidance Counsel conference in January for \$700 made by Amanda Dyar Moss 2nd by Angie King. All in favor; Motion carries.</p> <p>Motion to provide all the staff that have been employed a minimum of 60d and employed through Dec 16 a retention bonus including a retention bonus to the principal Alan Barr as well which will be included in the December payroll check made by Rachel Sibilio 2nd by Amanda Dyar Moss. All in favor; Motion carries.</p> <p>Motion that Rachel Sibilo will connect with the auditor to contact R&R to sign representation letter and if letter is signed, then the board agrees to negotiate up to \$8000 for the audit by Rachel Sibilio, 2nd by Angie King. Vote yes for by Candace Whitfield, Rachel Sibilio, Angie King and Amanda Dyar Moss; Abstained-Zack MacInnis</p>
10.	Review of Financials (Rachel Sibilio)	<p>People’s Bank account provided by Rachel Sibilio. Paid past due invoices for \$14,200 to include curriculum; this was past due with invoices for Amplify and IXL. Janitorial services listed on GL for R&R as paid on 11/15 and BPA on 11/17-past due \$6,435.10-leaves us with a credit of \$477.10 if overpayment is applied. Copier maintenance was past due in the amount of \$5,945.91 for 4m which has been brought current, and per Alan Barr we now have a credit. Bond payment was \$21,206.82. Total expenses were \$226,820.46. Ending balance \$409,127.26. Rachel pointed out ending balance was still in the green.</p> <p>For December, reviewed expenses paid thus far at \$27,338.40 with current balance \$381,788.86.</p> <p>Sarah Sanchez is the bond trustee. Rachel reached out regarding how \$4 million has been disbursed thus far. Per Sarah it has been disbursed to RPF Holdings, LLC and they decide where that goes. The board was under the impression the money went to Highmark directly. Working to find a way to have RPF submit how money is disbursed to Highmark. Angie King signs when a draw is made including invoices for certain contracts. The discussion amongst the board is if there is excess money at the end of construction (after the \$20 million is drawn) would this be applied to the bond, and how is that [excess monies if any] currently being tracked. The bond is paid to RPF Holdings, LLC who pays Highmark, who then turns and pays Haskell.</p> <p>The Board through our attorney is requesting records from RPF holdings, Craig Wooten and Highmark for what’s been</p>

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		billed versus what has been paid.
11.	2024-2025 Academic Calendar (Action)	<p>Provided academic calendars by Angie King from Districts 1, 2, 3, 4 and 5 that were recently approved. The backup if the school is not complete by August 1st is to return to the churches to request extension. Plan is to have keys to the new school the 1st or 2nd week of July. On schedule with construction as of now.</p> <p>Motion to approve the 2024-2025 academic calendar by Candace Whitfield, 2nd by Zack MacInnis. All in favor; Motion carries.</p>
12.	2024 Board Meeting Dates (Action)	<p>Previously approved bimonthly meetings.</p> <p>Per Zack MacInnis, recommend we amend the board bylaws to include an attendance policy. The institute will aid with how to go about this.</p> <p>Per Angie King, recommend we meet in July to approve important start of school items.</p> <p>Motion to move to monthly meetings and approve the board of directors meeting dates for 2024 with adjustment to March 18th by Zack MacInnis 2nd by Rachel Sibilio. All in favor; Motion carries.</p>
13.	<p>Principal's Report and Updates to Board (Alan Barr)</p> <ul style="list-style-type: none"> • Enrollment Update • K4 	<p>Enrollment at 128 new students for next year. Have 3 new students to start in January. Projected for attrition is 421 as of today for August 1st, target was 123. Projected loss of approximately 5% or 15 students. As of today, we are at 289 for enrollment.</p> <p>At open house, we had about 25-30 people show up. Per Mr. Barr open house went well.</p> <p>Planning for 3 sections for K-5 with current attendance projections. Letters of intent to return will go out in January and must be returned in April.</p> <p>New building will support this projection as it is built for 725. Question at hand is space for high school. The portables were originally supposed to go to the new location but unsure at present the plan regarding the portables.</p> <p>Mr. Barr asked about starting K4 as it is universally funded in SC and if we could get numbers for funding would this be possible.</p> <p>Marketing—Patti, Mr. Barr and Ulsaker are recruiting from</p>

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		<p>preschools. We currently have 65 students for kindergarten with 4 classrooms but planning for 3.</p> <p>Consideration being made for hiring our own speech therapist for the upcoming school year.</p>
14.	Building Updates (Angie King)	<p>Good reports from DOT and OSF with the new building. All building permits have been released. The main slabs are being poured so casting and tilt panels can be stood up. There will be a large crane on site December 15th to assist with standing the tilt panels on January 15th. Working with Hammond to reroute water lines. DOT is working to figure out turning lanes for entry off of Hwy 29. We have been assured the entry and exit will be safe from a traffic perspective. Initially DOT reevaluated and allowed for turning lanes w 8-foot shoulders. Highmark is negotiating who is to pay--budgeted at \$350,000 and may push costs to \$700,000.</p>

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15.	Miscellaneous/Other from the Board	<p>Previously the church would address concerns with James. The church is now requesting who the point of contact is. Request that issues be addressed with Alan Barr who brings any concerns to the board.</p> <p>Per Rachel Sibilio, request R&R provide a list of any services they are still providing.</p> <p>Ronnie Wilson, chair for grounds committee, contacted Alan Barr last week, about returning church to April 17, 2017, condition with a request made to retile the choir room. Seeking clarification on the point of contact for these projects, the Board or the church, and funding. Neth will review the lease agreement with COEPTIS.</p> <p>Per Candace Whitfield, address dress code at upcoming board meeting for faculty and students. As well as uniforms for next year.</p> <p>At next meeting, plan to address ribbon cutting ceremony in July.</p> <p>Thank you note was received from McMinn family for the support provided.</p> <p>James and Jamie with R& R are on the construction calls at present. Rachel Sibilio requests to ensure bond counsel knows that James Galyean and Jamie Broomer are representing RPF Holdings on the weekly Monday calls with Highmark.</p> <p>Regarding the lease agreement, BPA has a 30-year lease agreement which has to be refinanced in 3 years.</p>
	Next Meeting	The next meeting will be held Monday January 8 th , 2024, in the BPA conference room at 6pm.
		Motion to adjourn at 9:13 pm made by Angie King, 2 nd by Candace Whitfield. All in favor; Motion carries.

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

Action Plan			
No.	Action Item(s)	Owner	Target Date
3.			
4.			
5.			

Board Member Signatures		
No.	Name	Signature
1.		
2.		
3.		
4.		
5.		