

## Meeting Minutes

<b>Subject</b>	<b>Belton Preparatory Academy Board of Directors</b>	<b>Date</b>	<b>February 12, 2024</b>
<b>Facilitator</b>	Angie King	<b>Time</b>	6:00 p.m.
<b>Location</b>	BPA Conference Room (Upper level)	<b>Scribe</b>	Amanda Dyar Moss
<b>Attendees</b>	Angie King, Blake Cooper, Zach MacInnis, Amanda Dyar Moss, Candace Whitfield, Rachel Sibilio		
<b>Public Attendees</b>	Alan Barr, Bill Roach, Neth Nettles; Signed-in: Kim Thompson, Alexa Smith, Misti Black, Mackenzie Metz, Kelly Child, Deanna Webb, Christina Matasavage, Patti Barrett, Kim Bruce, Shelley Carpenter, Abby Baine, Samantha Holbrooks, Kassie Holliday, Alyssa Allen		

Key Points Discussed		
No.	Topic	Highlights
1.	Call to Order	Meeting called to order at 6:04 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 on Saturday to the website and Facebook. It was also posted at the elementary school and middle school Sunday February 11 <sup>th</sup> .
5.	Approval of Agenda (Action)	Motion to approve the agenda by Zack MacInnis 2 <sup>nd</sup> by Rachel Sibilio. All in favor; Motion carries.
6.	Approval of January 8, 2024 Minutes (Action)	Motion to amend the minutes to revise the financials section on the minutes by Amanda Dyar Moss 2 <sup>nd</sup> by Zack MacInnis. All in favor; Motion carries.

Key Points Discussed		
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7.	Public Comment	<p>The school nurse Mackenzie Metz requested to address the board. Wanted to address W2 tax documentation. Asked about this in January. Was told on the 5<sup>th</sup> they would be overnight sent and then repeatedly each week told the same thing. Then was given online access but not all employees were able to access. iSolve. Tried reaching out and still unable to get. Then was told they would be mailed and received the 31<sup>st</sup>. Was told on 2/5 they would again be sent. On Feb 7<sup>th</sup>, still nothing on the online portal. She was told the end of the year was not closed out properly. Access to online portal has since been revoked. Asking who is accountable for these documents. Misti black emailed Jamie Broomer/Rachel Silver January 5<sup>th</sup>. Follow up with Rachel Silver. The accountant was also involved in this process-Vaughn, who relayed that they were sent out.</p> <p>Response by Rachel that the board has attempted to get this information from iSolve and has been unable to do so as no representative from BPA is listed as part of the account. Therefore, this matter has been turned over to Neth, the attorney for the board. The board will work with the attorney to resolve ASAP and is requesting any correspondence related to this matter sent to him this week.</p>
8.	Executive Session <ul style="list-style-type: none"> <li>• Contractual Matters               <ul style="list-style-type: none"> <li>o IT Services</li> </ul> </li> <li>• Personnel Matter               <ul style="list-style-type: none"> <li>o Teacher A Compensation</li> <li>o Teacher B Compensation</li> <li>o Teacher C PTO</li> <li>o Teacher Reassignment</li> </ul> </li> <li>• Legal Advice               <ul style="list-style-type: none"> <li>o Threatened/potential Legal Claims-Settlement</li> <li>o Bond Compliance</li> <li>o Board Policies</li> </ul> </li> </ul>	<p>Motion to move into executive session Rachel Sibilio; 2<sup>nd</sup> by Zack MacInnis. All in favor; Motion carries.</p>
		<p>Motion to move out of executive session by Rachel Sibilio; 2<sup>nd</sup> by Blake Cooper. All in favor; Motion carries.</p>

Key Points Discussed		
No.	Topic	Highlights
9.	Possible action item(s) from the Executive Session	<p>Motion to approve the internal teacher reassignments as recommended by Alan Barr and discussed during executive session for the upcoming 2024-2025 school year by Amanda Dyar Moss; 2nd by Blake Cooper. All in favor; Motion carries.</p> <p>Motion to approve CC&amp;M IT for the remainder of this year and request a bid for the upcoming school year by Amanda Dyar Moss, 2<sup>nd</sup> by Rachel Sibilio. All in favor; Motion carries.</p> <p>Motion to approve the recommendations made by Alan Barr for compensation to personnel Teacher A, Teacher B and teacher C as discussed during executive session by Amanda Dyar Moss; 2nd by Angie King All in favor; Motion carries.</p> <p>Motion to approve Alan move forward with 3 candidates as discussed during executive session Rachel Sibilo; 2nd by Blake Cooper. All in favor; Motion carries.</p>
10.	Election of Board Office (Action) <ul style="list-style-type: none"> <li>• Chair</li> <li>• Vice Chair</li> <li>• Secretary</li> <li>• Treasurer</li> </ul>	<p>Explanation of elected board members vs officers. Bylaws are FOIA.</p> <p>Motion to approve Rachel Sibilio to the position of treasurer by Angie King; 2<sup>nd</sup> by Rachel Sibilio. All in favor; Motion carries.</p> <p>Motion to approve Amanda Dyar Moss to the position of Secretary by Rachel Sibilio by Candace Whitfield; 2<sup>nd</sup> by Rachel Sibilio. All in favor; Motion carries.</p> <p>Motion to approve Angie King to the position of Chair by Amanda Dyar Moss; 2<sup>nd</sup> by Blake Cooper. All in favor; Motion carries.</p> <p>Motion to approve Candace Whitfield to the position of Vice Chair by Amanda Dyar Moss; 2<sup>nd</sup> by Rachel Sibilio. All in favor; Motion carries.</p>
11.	Review of Financials (Rachel Sibilio)	<p>Financials reviewed by Rachel Sibilio. Expenses for January (curriculum, total expenses, etc) reviewed. January federal funding reviewed. Will receive money for January from the Institute recouped from PEBA expenses. Expenses for Feb thus far reviewed. Current balance reviewed.</p> <p>Budget for 2023-2024 from July to January reviewed. The eliminated EMO fees will help to balance the budget.</p>
12.	Federal Funding (Rachel Sibilio)	Reimbursement from federal funding including retention bonuses is expected to be received by the end of the month.

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No.	Topic	Highlights
13.	ESSER Funding (Rachel Sibilio)	Esser funding amended for two teacher salaries. The board will move forward with 2 teachers' salaries that have already been paid.
14.	Board Policies <ul style="list-style-type: none"> <li>Board Attendance Policy (Action)</li> </ul>	Attendance policy review.  Motion to approve updated Board attendance policy as follows: Attendance of all Directors is expected for all regularly scheduled meetings. Directors are expected to attend at least seventy-five percent (75%) of all board meetings and of all meetings of the committee or committees on which he or she has agreed to serve. The Director must notify the President or Secretary of the absence before the scheduled meeting. When a Director is not in attendance for three meetings, the Director will be sent a notice confirming dates of absence and outlining the procedural next steps if a fourth absence should occur. If a fourth meeting is missed and documented, the Director may be asked to resign or may be removed from the Board in accordance with the bylaws. Attendance for called meetings is highly encouraged. However, a Director will not be considered absent if he or she is unable to attend the called meeting, AND forward to the institute made by Blake Cooper; 2 <sup>nd</sup> by Rachel Sibilio. All in favor; Motion carries.
15.	Student Dress Code <ul style="list-style-type: none"> <li>Vendor</li> <li>Embroidery</li> </ul>	School Belles is an annual vendor that was just renewed in December. Will work on looking for new vendor for when this contract is up in December 2024. Have spoke with French Toast and they offer all current approved BPA colors. They did discuss the difficulty of the embroidery and will review to see if the stitch count can be reduced.  PE shirts: may be able to offer different options.  Turnaround time during peak is 2 weeks and during nonpeak it is a 1-week turnaround. If not a personalized item, can be same day shipping.
16.	Faculty Dress Code <ul style="list-style-type: none"> <li>Policy Review</li> </ul>	Policy to be reviewed by the board.

Key Points Discussed		
No.	Topic	Highlights
17.	Principal's Report and Updates (Alan Barr) <ul style="list-style-type: none"> <li>• Enrollment Update</li> <li>• Student Enrollment Waitlist Policy</li> <li>• Faculty Positions for 24-25 Academic Year (Action)</li> <li>• SPED Position</li> <li>• State Retirement</li> <li>• CIE Leadership Meeting</li> </ul>	<p>Attendance report from Mr. Barr: New enrollees at 237. With 18 additional sign ups. 529 students if all current students reenroll. 6% attrition predicted from this year to next year, expectation at 420-470. 2nd and 3rd grade a closed.</p> <p>Per Alan Barr: We do not have a contract with Powerschool for the enrollment program; the current process is a link to a google document on the website.</p> <p>Discussion regarding Waitlist process: Accept applications until April or until grade levels meet projected numbers;</p> <p>Faculty updates from Mr. Barr: currently interviewing candidates during the current hiring season; Have 3 candidates for positions for upcoming year ready to sign.</p> <p>Mr. Barr requesting a way to approve quickly for SPED candidate.</p> <p>Discussion re: State Retirement: Advantages are that this is a huge draw for new employees; SC is the number 1 in the country for retirement benefits; Mr. Barr requesting permission to investigate the cost of state retirement.</p>
18.	Charter Institute Leadership Meeting (Action)	Motion made to approve Alan Barr to attend CIE Leadership meeting by Angie King, 2nd Zack MacInnis. All in favor; Motion carries.
12.	Building Updates (Angie King)	<p>All exterior walls are up. The steel will go up this week and take up to 3 weeks; Have 3 bids with DOT at present-moving water lines, widening section of the road at entry from Hwy 29.</p> <p>Regarding interior work, Angie met with the design team regarding color scheme. Will send to website and Facebook. The floors will look like the top of a castle.</p> <p>Still anticipating August 1, 2024 start date with a best possible in June and worst case scenario is 2nd week of July.</p>
14.	Miscellaneous/Other from the Board	Election will be upcoming for vacant position.
15.	Next Meeting	The next meeting will be held Monday <i>March 18<sup>th</sup></i> , 2024, in the BPA conference room at 6 p.m.
		Motion to adjourn at 10:20 p.m. by Angie King; 2 <sup>nd</sup> by Amanda Dyar Moss. All in favor; Motion carries.

<b>Action Plan</b>			
<b>No.</b>	<b>Action Item(s)</b>	<b>Owner</b>	<b>Target Date</b>
1.			
2.			
3.			
4.			
5.			

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