

Meeting Minutes

Subject	Belton Preparatory Academy Board of Directors	Date	January 8th, 2024
Facilitator	Angie King	Time	6:00 p.m.
Location	BPA Conference Room (Upper level)	Scribe	Amanda Dyar Moss
Attendees	Angie King, Blake Cooper, Zach MacInnis, Amanda Dyar Moss, Ryan Butler, and Candace Whitfield, Rachel Sibilio		
Public Attendees	Alan Barr, Bill Roach		

Key Points Discussed		
No.	Topic	Highlights
1.	Call to Order	Meeting called to order at 6:04 p.m.
2.	Invocation	Invocation led by Zak 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 <u>1/8/24</u> to Facebook. It was also posted at the elementary school and middle school <u> </u> . Posted to website <u> </u>
5.	Approval of Agenda (Action)	<p>Motion to amend agenda to add forensic auditor to the agenda under public comments by Rachel Sibilio 2nd by Candace Whitfield. All in favor; Motion carries.</p> <p>Motion to amend agenda to add faculty/staff dress code and student dress code for the upcoming school year by Amanda Dyar Moss, 2nd by Zack MacInnis. All in favor; Motion carries.</p> <p>Motion to approve Amanda Dyar Moss, 2nd by Candace Whitfield. All in favor; Motion carries.</p>
6.	Approval of December 11, 2023 Minutes (Action)	Motion to approve Amanda Dyar Moss 2 nd by Candace Whitfield. All in favor; Motion carries.

Key Points Discussed		
No.	Topic	Highlights
7.	Public Comment	<p>Frank Worrell, of Quick group out Charleston, South Carolina, a CPA in SC. Works as a forensic accountant and formerly worked with the FBI. So far, BPA has provided audit reports and contracts for the basis of starting the audit to establish background. Forensic audit differs from financial audit in that financial statements are not just reviewed. The process includes interviews and asking questions for accounting for monies-looking at money in and money out. Auditor attempted to contact R&R via phone and email before Christmas. Also, went by the downtown Anderson office and spoke w Rachel Silver. Audit is on hold at the moment pending obtaining documents from R&R. States that the audit should be able to be completed in a few weeks.</p> <p>Amanda Tucker has provided audits, budget and any other documents since the Institute took over assisting with finances. The institute has provided what they have over a 3-year time span.</p>
8.	Board Policies <ul style="list-style-type: none"> • Executive Session Policy • Board Attendance Policy 	<p>Anything discussed at board meetings during Executive Session must remain in executive session. Currently there is not a policy in our bylaws addressing this other than board misconduct.</p> <p>Verbiage sent out last week by Bill Roach with examples of other boards attendance policies. Must differentiate between excused versus unexcused. Must define what constitutes excused absences. Angie King will draft up a policy to review and edit at the next meeting-4 or more missed automatic dismal vs 2 unexcused, excused on case-by-case basis.</p> <p>Dress code for faculty/staff reviewed. They are not to wear leggings unless principal approved. There is a policy in the handbook. Board to review at next meeting.</p> <p>Dress code for students for the upcoming school year: Discussion to change emblem to a less intricate design/minimize logo. Consider changing vendors to a company that does long sleeve shirts especially for PE shirts. The Institute has several vendor options they will collect and present to us. Goal is to have this set by March for enrollment deadlines for upcoming school year.</p>

Key Points Discussed		
No.	Topic	Highlights
9.	<p>Executive Session</p> <ul style="list-style-type: none"> • Contractual matters <ul style="list-style-type: none"> o IT services • Legal Advice <ul style="list-style-type: none"> o Personnel Matters o Sponsor Concerns o Bond Compliance o Threatened/potential legal claims-settlement o Board Policies 	<p>Motion to move into executive session by Rachel Sibilio; 2nd by Amanda Dyar Moss. All in favor; Motion carries.</p>
		<p>Motion to move out of executive session by Angie King; 2nd by Zack MacInnis. All in favor; Motion carries.</p>
10.	<p>Possible action item(s) from the Executive Session</p>	<p>Motion to extend the Charter Institute of Erskine as the fiscal agent until the end of the academic year June 30th 2024, and Rachel will send an email notifying them of the request Angie King; 2nd by Rachel Sibilio. All in favor; Motion carries.</p> <p>Motion to authorize legal counsel to pursue settlement of employee wage claim pursuant to terms discussed during executive session approve Amanda Dyar Moss; 2nd by Angie King. All in favor; Motion carries.</p>
11.	<p>Review of Financials (Rachel Sibilio)</p>	<p>Budget reviewed by Rachel Sibilio. Also, provided statement to show withdrawals. Payroll was up in December due to Christmas bonuses.</p> <p>Expenditures reviewed as well as funding. Reviewed federal grant reimbursement. Ending balance reviewed. Legal fees reviewed. Bond payment reviewed. Expenses paid for January reviewed. The current balance reviewed. The title II funding still may be a few months out for payout.</p>
12.	<p>Programmatic Plans for the 2024-2025 Academic Year</p>	<p>Presented by Angie King to discuss plans related to enrollment. Per Mr. Barr, when looking at sections, we will need to add 11 new teachers: 4 sections of kindergarten (2 additional teachers and 2 aids), an additional 1st-3rd grades (2 needed for second grade as one of the current teachers will move to 5th grade). K-5 will be 18 sections. Will be required to hire a guidance counselor. We will also need a middle school science teacher and possibly a middle school ELA. We are required to provide 90 minutes of PE per week for k-5th grade. We may need to add a PE teacher for the upcoming school year. Hiring season is mid-January to March.</p>

Key Points Discussed		
No.	Topic	Highlights
		Board requesting for Mr. Barr to present at next meeting a minimum number of teachers needed. Positions need to be approved prior to posting. All new hires must also be board approved.
13.	Principal's Report and Updates to Board (Alan Barr) <ul style="list-style-type: none"> o Enrollment Update o Marketing Budget 	Today before attrition we are 162 students lined up for next year bringing totals to 450. After open enrollment at the end of January, the students will be placed in PowerSchool and onboarded during February. We have no grades closed yet, but 3 rd grade is at 71, 4 kids away from being full. For kindergarten,
14.	Building Updates (Angie King)	<p>Today was first meeting in 2 weeks. Currently working on pouring the floors. Tilt panels are being placed up over the next few weeks. Regarding construction completion is best possible date is June and worst is July 18th, 2024. School is scheduled to start in the new building on August 1st.</p> <p>August 20th was the first day of school in 2018. Consider making this founders day and having ribbon cutting at that time.</p> <p>Planning for a longer turning lanes to accommodate for traffic.</p> <p>Board requests visibility and communication to parents prior to start of school ensuring we will be in the building prior to school start date.</p>
15.	Miscellaneous/Other from the Board	
	Next Meeting	The next meeting will be held Monday February 12, 2024, in the BPA conference room at 6 p.m.
		Motion to adjourn at 9:52 p.m. by Angie King; 2 nd by Amanda Dyar Moss. All in favor; Motion carries.

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

Board Member Signatures

No.	Name	Signature
1.		
2.		
3.		
4.		
5.		