

*Escambia Charter School, Inc.
Board of Directors Meeting
January 30, 2018
Minutes*

Members Present: Jacquelyn Smith, Calvin Avant, & Timothy Grier

Members Absent: None

Others Present: Taravell McKinnies, Cyndi Amerson, Todd Duncan, Vickie Mathis & Susan Rigby

I. CALL TO ORDER: THE CHAIRPERSON

The meeting was called to order at the school campus, at 3:02 p.m., and Mrs. Smith asked if anyone was on the public forum, and I stated, yes.

III. FINANCIALS:

Mr. Duncan started out on page 9, with the fluctuation analysis for the month for the general account, the last couple of months it has been the same. The FTE funding has been less, and on salaries; we are still short a teacher. The coach/maintenance and cleaning area are listed. On the bus drivers, we have been above budget all year long. On the diesel fuel, we paid September and October, fuel bills in November, therefore, it is a variance. On the electric bill, the bill was paid late in December, therefore, there is a timing difference. We will be doubled up next month. Is the budget for 6 teachers, Mrs. Smith, asked? Now move on to the capital income statement, on the budget to actual we received a capital outlay check. The revenue to expenses were discussed. The payment to Saltmarsh for \$12,000.00 is listed. All our other reports, were reviewed for November. On December, the typical salary fluctuation is listed. The professional and technical, \$2,000.00, is listed; due to one payment in December, and one in January. Our auto insurance payment was discussed. The commercial insurance has been moved to the capital account. On page 31, old bus maintenance bills that we paid are listed. The \$500.00 per month to Escambia County for property rental is listed; there are 2 of them in December. All reports were reviewed in each month. On page 37, the audit amount owed is dropping. The revenue expense report was reviewed. Mrs. Smith asked, do you normally do that each month, and stated, let that be a continuous thing for the School District. Mrs. Smith talked with Mr. Duncan about his concerns about the capital funding. In the future, we need to look at buying a bus, therefore, we could use the capital funding then. We should see an increase with FTE going up. We can use the capital for commercial insurance, rental property, and repairs and maintenance.

Ms. Mathis talked about how the formula is calculated for FTE; the surveys are averaged together, with 50 and 100, you are paid for 75 students; you would be paid the average.

Ms. Mathis stated to talk to Melissa about the capital outlay formula; the state makes the decision, and there are more charter schools.

IV. APPROVALS

Approval of Minutes: Mrs. Smith asked the board if they read the minutes from November 28, 2017, and asked them to approve them. The motion was made to approve the minutes by Mr. Timothy Grier, seconded by Dr. Calvin Avant, all approved.

Out of Field Teacher Approval:

The out of field teacher was reviewed and discussed. Ms. McKinnies, talked to the board about the teacher and the subject areas that are being taught out of field; she is a teacher not a substitute.

The motion was made to approve the out of field teacher for the 2017-2018 school year, by Dr. Calvin Avant, seconded by Mr. Timothy Grier, all approved, the board chair signed the out of field approval letter.

Mrs. Smith asked about our FTE count, and it is currently 104. We are currently being paid for 95 now, so 104 would be an increase. We have 18 potential graduates. Mrs. Rigby asked about our attendance in focus, and stated to make sure it is being entered every day. Ms. McKinnies asked if someone is out, can we enter it, and Mrs. Rigby said, yes.

V. UPDATES

Starting with the public forum, we had The Golden Elite Track Club talk with the board about working with our students with track. They work with ages 4 -18, and stated that track is something that a lot of students want to participate in. The meets will be held at the other locations. The conditioning will be in the afternoons from 3 – 5. They talked about competitions and cost of uniforms; Monday thru Friday are the practice dates. Mrs. Smith asked, how much does the uniforms cost and how many do you need, and does our school have to provide transportation to go to the meets? The local meets will be all local; Super Regional is out of town. If they go to State, it will be held in Jacksonville. Dr. Avant asked if it is for boys and girls, and they stated, yes. The coach stated that attitude is first, and if we can reach one, it would be worth it; grades are still very important. The coach said we want to use this for those that are at the bottom level, so they can achieve. A 2.0 cumulative GPA is required. If the student keeps a 2.0 GPA during the week, they can train with them for an incentive to get to the 2.0 GPA required. Ms. Mathis asked if there is a 2 day meet, how you would pay for their lodging. The coach stated with fund raisers. Mrs. Smith informed the coaches to make a wish list, and any other equipment make a wish list.

The school's accreditation is scheduled for April 9th and 10th.
Mrs. Smith asked how Ms. McKinnies' training went with AdvancED.

Ms. McKinnies informed the board that she met with another accountant. We need someone more local. Dr. Avant said he was excellent. He will charge a flat rate of \$2,100 to \$2,500 per month, which would cost the school around \$5,000 more per year. He is flexible when he can start. Dr. Avant said to ask him if he could do it for \$2,100. Ms. Mathis asked does he base it on the number of students, and Ms. McKinnies said he bases it on an hourly rate. He charges a flat rate with another charter school. The transition would have to be made with our current accountant in March or April.

Ms. McKinnies informed the board that she called another audit company, and it would be around what we pay now, which is around 11 to 13 thousand. Mr. Grier asked do we know any local CPAs. Ms. Mathis said she will look and see. Mr. Grier stated, if they could get 4 or 5 schools, they may would come down in price. Ask our current company if they will lower the rate, as well.

Ms. McKinnies talked about changing our trash service to save the school money. We found another company to do it for less.

Ms. McKinnies talked to the board about her concerns if we reached 120 students; we do not have the extra person on staff for that amount. Mrs. Smith said if we got that high we could hire an extra person. Dr. Avant said we could hire an aide, even.

The board reviewed the school's corrective action plan that was sent to the school district. The school district wants to oversee that we are doing everything we can to find students and trim the excess that we can. The board talked about new placements; Ms. McKinnies and Mrs. Smith will make the contacts regularly, set up appointments with the middle schoolers to get 9th graders, and will give fliers to the staff to pass out. Mr. Grier's name is down for reaching out to the community and a fund raiser. Dr. Avant will be looking at grants.

The school has a loan, but is secured by our investments. Dr. Avant asked, could we pay half. The school needs to talk with the bank and our accountant. We should end on a positive because we budgeted for 6 teachers, and we only have 5.

Mrs. Smith asked Ms. Mathis, if she received any feedback from what we sent to DOE, and Ms. Mathis, stated she sent it and she has not heard anything.

Mrs. Smith said we have assignments; Dr. Avant will talk with the Sheriff's department, and Mrs. Smith will talk with Gulf Power for the Track Team. Mrs. Smith asked, "Do we want the track team to stay under the Golden Elite Team, or the Escambia Charter Track Team?"

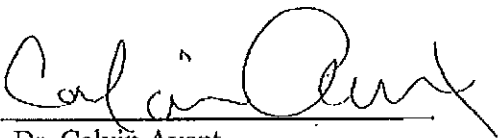
Ms. McKinnies wants it to be their team, for them to take on the responsibilities, and stated transportation is a major issue.


Dr. Avant informed the board he came out today and spoke with the students about the Environmental Training Program.

The board wants to talk about the childcare contract at the end of the school year. We will vote on it in May, if employees can pay 25% of their benefits. The board also agreed to hire the new accountant if he will charge at the rate of \$2,100.00, monthly.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:22 p.m., and signed this 30th day of January 2018. The next scheduled board meeting will be on Tuesday, February 27, 2018, at 3:00 p.m., at the Escambia Charter School Campus.

Signed: 
Dr. Calvin Avant,
Board Secretary
Escambia Charter School

SEAL

Cyndi Amerson
Recording Secretary