

*Escambia Charter School, Inc.
Board of Directors Meeting
June 20, 2017
Minutes*

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

Members Absent: None

Others Present: Taravell McKinnies, Todd Duncan, & Cyndi Amerson

I. CALL TO ORDER: THE CHAIRPERSON

The meeting was called to order at the school campus, at 11:35 a.m., and Mrs. Smith asked if anyone was on the public forum, and I stated, no.

Mrs. Smith welcomed our new board members, Mr. Stanberry, and Mr. Grier and explained the process of the board and the financials.

III. Financials:

The board reviewed the flux analysis for the general fund, and Mr. Duncan explained it to our new prospective board members. In regards to salaries this month it is the same flux like in March, we planned for 3 pay periods; we are still in range with our budget there. All the salaries are the same, we are way under on maintenance, which is good. On the Teen Parent Program, during the month of May, they sent us invoices from March, April and May. Therefore, it is a flux difference there. The diesel fuel invoice was sent in May for April. We will have the May invoice come in but not for June. Those are the fluxes for the general fund. Moving on to the capital fund; go to the outlay funding, which we received in May. We paid for the new air-conditioning system that was approved in April. The balance sheet, the income statement, budget to actual were all reviewed. The aged receivables are on page 14, we show 2 receivables out there; I will have to fix one with a journal entry. Mr. Duncan stated, when we receive the capital funds and general funds in one check, it needs to be corrected with a journal entry. One more capital payment is due for June from the District. Mrs. Smith explained to the new prospective board members there are 2 funds, capital and general, when we do repairs we can use the capital. We are leasing the land, therefore, we can receive the capital money, and it is based on how many students we have. Those are the sources. All the checks were reviewed, and we like to review these to keep an eye on it. Then the last general journal; this includes the entries that Mr. Duncan made, this is something to review as well. The FTE re-class was reviewed. The board talked about the credit activity line; we have a line of credit set up to keep our account at 40 thousand, therefore, when we make a deposit, we put the activity in the credit line account.

The board was informed that the financial audit is scheduled for the week of July 24th, they have a new process, therefore, Mr. Duncan, said he may not need to be here in person.

The budget changed a little bit, we lowered our expectations with the capital account. We use to receive around \$4,000, but now, we receive around \$2,300; therefore, we adjusted the items below as needed. The only thing with the repair and maintenance account is the rental for the land, so, we are breaking even on the budget there. The general budget was reviewed by the board; keep in mind this does not include the employee paying some of their health insurance. A loss, we are waiting on is our E-Rate discount, which would make that a positive fund. We are waiting for this fiscal year's payment; we could have carried it over. In the past, we received \$4,000 from E-Rate, and would receive 3 checks. This does not include the health insurance, but it does not include an increase in salary, therefore, it is pretty much the same as last year. The insurance is based off of last year's premium numbers. The AdvancEd visit is in the budget; go to salaries, to include. Both budgets were reviewed and discussed, along with the financials.

Mrs. Jacquelyn Smith made a motion to approve the 2 new board members, Mr. Timothy Grier & Mr. Joseph Stanberry; to vote and be members of the ECS board effective, June 20, 2017, seconded, by Dr. Calvin Avant, all approved.

Mr. Duncan discussed the budgets with the board and the board reviewed and discussed the general and capital budgets; **The motion was made to approve the 2017-2018 capital budget and approve the 2017-2018 general budget by Dr. Calvin Avant, seconded by Mr. Joseph Stanberry, all approved.**

Mr. Duncan informed the board that he would need to amend the current budget. **The motion was made by Dr. Calvin Avant to allow Mr. Duncan to amend and make budget changes to the 2016-2017 budget, seconded by Mr. Timothy Grier, all approved.**

IV. APPROVALS

Approval of Minutes: Mrs. Smith asked the board if they read the minutes from May 30, 2017, and asked them to approve them. **The motion was made to approve the minutes by Dr. Calvin Avant, seconded by Mr. Joseph Stanberry, all approved.**

V. UPDATES

Ms. McKinnies started with the updates; yesterday, we had to attend the school board workshop, we had to discuss our financial situation due to our FTE going down. We have about 60 students, so we have a lot to make up. The board talked about the District releasing their students each year. We have worked out of our reserve and line of credit. So, the plan is to contact all high schools, and Asst. principals, and middle school principals. Ms. McKinnies actually met with some high schools, and actually we only had one high school that sent us some of their students. Ms. McKinnies is going to be contacting each high school and middle school again. Also, the school district is amending our charter.

We need 2 more teachers, our 6 teachers can take us up to 120 students. We have about 8 on staff in the summer. We are allowed to do fund raisers, however, we do not have a good support system with at-risk students. Ms. McKinnies stated that she did one spot with the radio station already and will be doing that more often.

The board and Ms. McKinnies talked about contacting all the middle school principals, for a list of their 8th graders who might be served better at a charter school; this will give their parent an option. It was brought to the school district's attention to start releasing some students for us. Dr. Avant stated 15 to 20 students' graduate each year that could not graduate anywhere else.

Ms. McKinnies and Dr. Avant talked about the application for basketball grant that they are working on. Dr. Avant suggested this grant. Dean Washington is looking at selling modulars 11 and 12, and one bus. We have room 5 available, if we need the room. We will try E-bay and Craigslist, and we want to recycle some of our books. Mr. Stanberry stated to take the books to the recycle bin, on Stefani Road.

Ms. McKinnies stated that she has a meeting with Mr. Doss, the director of transportation; we were told that the district may loan us some surplus buses, or give us a surplus bus, hopefully we will get a bus. We have 4 buses, 2 were not passing inspection, but we can get them now and use them with the flooring issue. She is also going to ask about leasing buses, and ask about streamlining our routes to more of one location. Mrs. Smith asked if we have software for our routes and we do not. Ms. McKinnies talked to the board about keeping our basketball team; we are going to be using Ransom Middle, due to Woodham be renovated. We need to find a location for practice, we cannot use Ransom due to them having volleyball during that time. Dr. Avant said we use to use the YMCA. Coach and Dean are looking at some of the churches. Mr. Stanberry asked about a certain church. Dr. Avant said to ask Pine Forest Methodist.

We are waiting on a quote from transportation on buses and a van. We can only transport children in a particular type of van.

Mrs. Smith asked if the 2 new board members had any questions, and explained we had our meetings once a month, and they have 90 days to do the governance training. Mr. Stanberry stated he was interested in serving and helping with the basketball team. Mr. Grier, is also willing to serve on the board.

Ms. McKinnies talked about possibly having senior fees/dues next school year of \$50.00 and there is a \$29.00 cap & gown rental fee. A payment plan can be used. Mr. Grier asked about how we would collect these funds.

The board started a discussion about advertising for our school. Mr. Grier and Mr. Stanberry reviewed our flyer, and Mrs. Smith talked about revamping our flyer to say all high school students. Mrs. Smith said she knows a business owner that will allow us to use their billboard; we would have to pay a one-time fee of 400 to 600 dollars. We could use words like, improve math and reading scores, second chance to get into school and we offer credit recovery. Mrs. Smith asked if we had any money to budget for this billboard, and Ms. McKinnies stated in July we will have our new FTE count. The board stated that we want to revisit owing the property. Mr. Grier talked about how we could own the property and he said he wanted to talk to the car dealer ships, and ask them to do something for our at-risk students. Dr. Avant said to talk to the County Commissioners to be on the docket in the near future. Also, to invite Commissioner Steven Barry to our next meeting in August.

The board discussed Mrs. Christy Manderson resigning, and Dr. Calvin Avant will now be the board secretary.

Mrs. Smith stated to update our Facebook account for 2017-2018 school year. The board talked about mentoring programs outside of the school; we need something for the girls, possibly a pep squad for the girls. Ms. McKinnies wants to start a student council, which will be positive. Dr. Avant stated we need mentoring for boys and girls; they need some guidance.

A recruiter is coming from PSC to talk to our 11th and 12th graders. We need to be involved in a career day and invite the military and the colleges/George Stone to come to our school for our students.

The board completed the meeting with no further questions or updates.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:40 p.m., and signed this 20th day of June 2017. The next scheduled board meeting will be on Tuesday, August 22, 2017, at 3:00 p.m., at the Escambia Charter School Campus.

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

SEAL
Cyndi Amerson
Cyndi Amerson
Recording Secretary