

*Escambia Charter School, Inc.  
Board of Directors Meeting  
February 27, 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 3:07 p.m., and Mrs. Smith asked if anyone was on the public forum, and I stated, no.

**III. FINANCIALS:**

Mr. Duncan started out with the financials with the general account, FTE account, he stated the DOE award program money needs to be put in another category. The salaries are the same as they were before. We have not received invoices for the Teen Parent Program, before they have been sporadic with sending the invoices, so there may be 2 next month. We received 2 invoices for fuel; those were the major fluxes. On the capital, the major flux was the mileage funding. The age receivables were reviewed. We received one capital outlay check, which is a usually paid one month behind. On the revenue to expenses, the left column is the revenue, the right one is the expense column; we have been positive, and in January, we are a little positive, it will come out \$3,000 more next month, and the expenses will be higher. Ms. Mathis asked, bottom line, how much money are they in the positive. Mr. Duncan stated, the school would be \$3,727 in the positive, and it was projected to go up. The board asked Mr. Duncan to check with the bank, about renewing our line of credit or paying it off. The board asked what they would receive after paying off the loan, and it would not be a lot after paying off the loan. The board agreed to not renew the loan, but to pay it off with the money market account and the CD. All the financials were reviewed by the board.

**IV. APPROVALS**

**Approval of Minutes:** Mrs. Smith asked the board if they read the minutes from January 30, 2018, and asked them to approve them. **The motion was made to approve the minutes by Dr. Calvin Avant, seconded by Mr. Timothy Grier, all approved.**

V. **UPDATES**

After the financials were reviewed, Mrs. Smith informed the board that it looks like we are going to close the charter school at the end of this school year, due to having 2 negative fund balances in a row. We used our line of credit to cover the expenses, but in order to have a positive fund balance we needed a February FTE count of at least 110 students. The numbers were discussed, and the numbers do not lie. The Escambia County School Board is checking the statutes to see if we can still operate. Ms. Mathis stated the way it reads, if you have a corrective action plan, and it does not work, the school could choose to close.

The school district use to initially pay in July at FTE of 120. That would give us the money we needed to operate until our FTE increased. However, that left the school always trying to catch up. The school district is waiting to hear from DOE if ECS has to close. However, the ECS board has to vote on it. The board discussed it and stated that it would be best to close the school.

Dr. Avant, stated it is not viable. Mr. Grier said he feels for the students and also feels it is a disservice to the students. Ms. Mathis stated that Alternative Education will pull each student's name and recommend somewhere for them to go. The board asked if their home school could take them back, and Ms. Mathis stated that would be up to the Superintendent. Ms. Mathis stated that the school district is working on not moving the students around so much, due to this being more of an upheaval for the student, and they want to try to work with the families more, to keep them in their home school. The board felt that it was more of a battle over FTE, rather than trying to help them. The board asked Ms. Mathis if we should enroll anymore students, and she stated not to enroll any more students, that we were full.

**A motion was made to close the school, due to the finances, at the end of the fiscal year, June 30, 2018, by Dr. Calvin Avant, and seconded by Mr. Timothy Grier, all approved.**

The board discussed when to tell the teachers and students about the school closing. The date of March 16, was discussed, but that would not be good. The board felt that some of the student's would not return to school after Spring Break was over. Mrs. Rigby stated her concerns that she wants the students to complete the school year. It was decided to tell the teachers about the closing in late April on a Thursday afternoon in the staff meeting, and then Friday morning tell the students. If the closing is announced at the May Board workshop, this would limit the negative impact to the students during testing and allow them to complete the school year with little disruption. Late April, would give the teachers time to find another job for the upcoming school year.

Ms. Mathis said we can do an Open House out here and a letter will need to go home with the student, followed by a call out.

Ms. Mathis stated that they will look at a printout on each student, so they can place them. Ms. Mathis stated that it would be better if she met with parents and students at the Hall Center. Parents should set up an appointment. Mrs. Smith said the letter would state that and also encourage students to finish the school year out. We will still have a graduation in May 2018. We will offer summer school to the seniors as well. Ms. Mathis stated that if ECS advises any parent/student on their options for education in the fall that we document it. It is very important that each parent/student be made aware of their options.

The board discussed our assets, and what do to with them after and during the closing. Ms. Mathis said first, offer it to the other charter schools, and transfer the inventory items with a disposal form. All the Title I items and everything with a yellow tag goes back to the district. The board asked about the buses, and Ms. Mathis stated to sell them. What happens to the money that it is in the account, and Ms. Mathis stated she did not know. Dr. Avant stated that a non-profit, can give it to another non-profit. Mrs. Smith stated that the school wants to go out gracefully, and we are not doing anything big. Dr. Avant said yes, that is the best thing to do. Mr. Grier, said what about the students. The board talked about doing a cook out for them at the end of the year.

The board talked about the upcoming accreditation and stated to cancel it. However, an audit still needs to be performed for the 2017-18 school year.

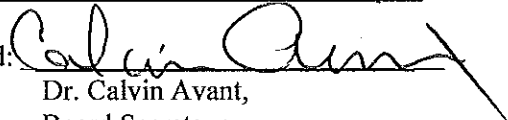
Ms. McKinnies informed the board that one of our bus drivers is out, due to medical, and we have one prospective driver in training, therefore, that leaves our one driver to transport all of the students. The board agreed on raising the driver's pay to \$25.00 per hour for the amount of students and time involved.

Mr. Grier received some donations from the jail ministry that he works with, so the students need to write them a thank you. Mr. Grier received \$180 from these churches, and this will be used to rent the graduate's cap and gowns, which will greatly help the students with this expense.

#### **ADJOURNMENT**

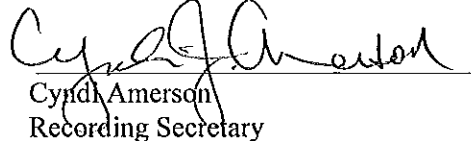
There being no further business, the meeting adjourned at 4:23 p.m., and signed this 27th day of February 2018. The next scheduled board meeting will be on Wednesday, March 21, 2018, at 3:00 p.m., at the Escambia Charter School Campus.

Signed:



Dr. Calvin Avant,  
Board Secretary

Escambia Charter School



Cyndi Amerson  
Recording Secretary