



Excell Academy
Board Meeting
Date: 9.19.2019

Board Members:

		<u>Term. Beg/End</u>
John Allen	Chair, Community Rep.	July 2018/21
Oliver Spraggins	Vice Chair, Community Rep.	July 2020/23
Casey Morrissette	Treasurer, Community Rep.	July 2018/20
Katy Yelle	Secretary, Teacher Rep.	July 2017/20
Riki Baker	Teacher Rep.	July 2020/23
Edna Granger	Community Rep.	July 2018/21
Monica McGill	Parent Rep.	July 2017/20
Jartue Kroma	Teacher Rep.	July 2018/21
Keith Griffin	Community Rep.	July 2020/23

Attendance:

- *Present Board Members-* John Allen, Oliver Spraggins, Edna Granger, Monica McGill, Katy Yelle, Riki Baker, Keith Griffin, Jartue Kroma, Casey Morrissette
- *Guest Attendance-* Candace Dunbar, Nichole Schmidt- CLA, Matt Mayer BerganKDV, Mary Ites-CLA, Paul Donovan- Cushman & Wakefield
- *Absent Board Members-* n/a

Approvals & Discussions:

I. Welcome

A. Call to order: at 5:37 pm by Chair, John Allen
Quorum: Yes, 9 of 9 members present

B. Mission Moment

Jartue Kroma discussed the successful start to Soccer and Volleyball season as well as the Resource Fair in October for families with 14 organizations confirmed.

C. Consent Agenda- August Minutes

John Allen moved to approve the minutes for August, Monica McGill seconded the motion. All in favor, motion passes unanimously.

II. Financial Responsibility

Committee Members: Casey, Sabrina, Cassandra, Nichole

A. Audit - BerganKDV

The school received an unmodified or clean opinion, numbers are true and accurate.

Despite changes in the enrollment the organization adapted to the enrollment change well by adjusting expenditures. Revenue projections were good. Despite challenges with unpredictable Special Education expenses the year still ended with a surplus. After a low fund balance in 2017 the school has worked to grow it over the past 3 years. This year it ended at 14.5%. The auditor recommended that the board adopts a formal policy around a fund balance. The board discussed fund balances and agreed to bring the issue to the next Executive Committee meeting.

Edna Granger made a motion to accept the audit report as presented, Casey Morrisette seconded the motion. All in favor, the motion passes unanimously.

B. August Financials

Budgeted enrollment for FY20 is 470 and I was sent 462 at the end of the month, so we are close to budget (474 currently). Sabrina and Nichole are meeting after the Oct 1 child count deadline to adjust any needs to what that enrollment will be. Current year receivable is higher than normal for August due to the lease aid not being approved yet. Once that is approved, the MDE will retroactively pay the school once approved (Statement of Activities). August we were 17% through the year and both revenues and expenses were at 15% of budget

Casey Morrisette motioned to accept the August financials as presented, Monica McGill seconded the motion. All in favor, motion passes unanimously.

II. Governance/Executive Committee

Committee Members: John, Casey, Oliver, Katy, Sabrina, Edna, Candace

A. Building Update- Paul Donovan

The board reviewed information provided by Paul Donovan. The Board will need to hold a special meeting in order to adjust the Friends of Excell board. The Building Purchase Agreement should be signed in the next week. For the Land Purchase they met with the city in June and again in August to go over plans. The land was originally scheduled to be appraised September 14 but has been pushed to October 5th. The Parks and Recreation committee has decided to table discussion of the land purchase to their next meeting on October 16th. From there it will go to the Planning Commission. After that there will be 2 city council meetings until the land purchase can be officially approved. The goal is to be in the market before December 10th. BB&T updated projection of their funds for 511 students projected but also questioned if the enrollment projections were too conservative.

B. Strategic Plan Update- Mary Ites

Different groups have been working on different areas of the organization and are creating short term and long term goals to accomplish. Groups met earlier this month with the goals that have been set. A draft plan is now being put together and should be brought to the next board meeting. The board can review, ask questions and make

recommendations. Edna Granger asked whether this would include the creation of a succession plan. Mary Ites said it would be a guide for succession planning and it will not be incorporated into the strategic plan.

C. Executive Director Report

1. Contractual Goal Report: Math & Science Plan and Goals (handout)
Board members discussed possibilities to support the math and science programs at the school as well as possibly visiting the school to see instruction in action.
2. Start of the School Year Report
The board reviewed the current enrollment numbers.
3. Monitoring Report IV 1B
The board accepted the director's interpretation. Katy Yelle discussed an interest for this reporting the future including more data to support (such as attendance at events). It was also recommended that the policy be updated to reflect the school's change from a quarters to trimesters.

D. WBWF Annual Report Approval

The World's Best Work Force Annual Report approval was moved to the November agenda.

E. Uniform Pilot Policy

At the previous Executive Committee meeting the Executive Director requested that the board move the decision back in the hands of the executive director. The board discussed the overall process and how the matter initially came to the board and whether or not the decision is a board function. It was recommended that the Executive Committee review the process for how and when policy concerns are brought to the board and clarify questest to the board (between getting information from the board and getting board decisions).

Casey Morrissette made the motion to move the Uniform Policy back to the Executive Director. Keith Griffien seconded the motion. All in favor, the motion passes unanimously.

F. Policy A- Governing Approach, review of section (3)

Katy Yelle motioned to table for the next board meeting.

G. Policy B- Board Members' Conduct

The board discussed the policy. Katy Yelle expressed concerns about the reference to a "Conflict of Interest" policy but could not find the policy in any of the board documents. The Executive Committee will begin the process of reviewing the status of a conflict of

interest policy. John Allen stated that we are in compliance with what we have, but that we have a need for a clear, written conflict of interest policy.

III. Ambassadorship & Development

Committee Members: John, Monica, Katy, Edna, Jartue, Keith

A. Committee Report:

The committee discussed the need to raise funds to have the Freedom School program in the summer, as well as logistics around having a summer program with the potential of building construction. Monica McGill will be looking at applying for a grant. The committee also discussed the need to create marketing materials in order to help solicit donations from local businesses, companies, etc.

IV. Director Monitoring and Evaluation

Committee Members: Casey, Edna, John

A. Committee Report:

The committee is in the process of ensuring they are in compliance with their responsibilities. They will be meeting with the Executive Director prior to bringing something to the board.

V. Other Business

- A. John Allen expressed the duty of members to be engaged at meetings.
- B. The board discussed the scheduling of the Special Board meeting to establish the Friends of Excell board. The board decided on 4:30pm Friday, October 4, 2019 at Excell Academy. The date will be confirmed and then posted as required.
- C. John Allen noted that the board is overdue as far as the officer elections (which were supposed to occur in July) as a result they should be conducted at the next board meeting.

Adjournment:

- Meeting adjourned at 7:46 pm. Katy Yelle motioned to adjourn, Riki Baker seconded the motion. All in favor passes unanimously.
- Confirmation of date and time of next regular meeting: October 24, 2019 at 5:30 pm at Excell Academy (Special Meeting October 4, 2019 at 4:30pm at Excell Academy)



John Allen, Board Chair

10/28/19
Date