



*Excell Academy*  
**Virtual Board Meeting Minutes**  
 Date: August 27, 2020

**Board Members:**

		<u>Term. Beg/End</u>
John Allen	Chair, Community Rep.	July 2018/21
Oliver Spraggins	Vice Chair, Community Rep.	July 2019/22
Casey Morrissette	Treasurer, Community Rep.	July 2018/24
Riki Baker	Teacher Rep.	July 2019/22
Edna Granger	Community Rep.	July 2018/21
Monica McGill	Secretary, Parent Rep.	July 2017/20
Jartue Kroma	Teacher Rep.	July 2018/21
Keith Griffin	Community Rep.	July 2019/22

**Attendance:**

- *Present Board Members-* Oliver Spraggins, Casey Morrissette, Riki Baker, Monica McGill, Keith Griffin, Edna Granger
- *Ex-Officio-* Sabrina Williams
- *Guest Attendance-* Candace Dunbar, Nichole Schmidt
- *Absent Board Members-* Jartue Kroma, John Allen

**Approvals & Discussions:**

**I. Welcome**

- A. Call to order:** at 5:52 pm by Vice Chair, Oliver Spraggins  
 Roll call: John Allen, Oliver Spraggins, Casey Morrissette, Riki Baker, Monica McGill,, Keith Griffin, Edna Granger - remotely  
**Quorum:** Yes, 6 of 8 members present

**B. Consent Agenda:**

1. July Meeting Minutes
2. Resignation of John Allen  
 Edna Granger made the motion to approve the consent agenda, Monica McGill second the motion. All were in favor.

**Roll Call: Oliver - yes, Edna - Yes, Casey - Yes, Riki - Yes, Monica - Yes, Keith - Yes**

**II. Financial Responsibility:**

**A. June Check Register & Deposits:**

Monica McGill made the motion to approve Junes financial registers, Edna Granger second the motion. All were in favor.

**Roll Call: Oliver - yes, Edna - Yes, Riki - Yes, Monica - Yes, Keith - Yes.** (Casey has left the meeting, there is still a quorum)

**B. July Check Register & Deposits:**

Monica McGill made the motion to accept July's financial registers, Edna Granger second the motion. All were in favor.

**Roll Call: Oliver: - yes, Edna - yes, Riki - Yes, Monica - Yes, Keith - Yes**

**C. Audit & Recap**

Audit is in review. CARES funding that came in to relieve the School from some of the Coronavirus related expenses helped the revenue come in better than budget as well as prior year state sped revenue

➤ **Biggest expense line that came in over budget were salaries:**

- Summer payables were \$60k higher than the previous year (9 additional staff members)
- In total 11 more staff in FY20, compared to FY19
- School decision to continue to pay everyone after distance learning began

➤ **Fund Breakout:**

- ✓ General Fund Budget for \$3,380 profit, Ended at \$109,088 loss
- ✓ Food Service Budget for \$0 profit and an \$11K transfer from general fund, Ended at \$0 profit and a \$17K transfer from the general fund
- ✓ Community Service Budget for \$104,185 loss, Ended at \$105,848 loss
- ✓ **Overall missed budget by 1.78%**

**Looking Forward:**

- Continue to budget conservatively and do not bring in new expenses until your fall enrollment is confirmed on 10/1 (Approved Budget is at 436 for FY21).
- Follow the approved budget and do not hire additional staff until we know what the 10/1 enrollment will be.
- Another round of Coronavirus Relief coming – Excell's estimate is \$154,911.

**III. Governance/Operations:**

**A. Procurement Policy review & Approval:**

Tabled to a later date until clarification is received from the authorizer.

Monica McGill made the motion to table item A until further notice, Riki Baker second the motion. All were in favor.

**Roll Call: Oliver - yes, Edna - yes, Riki - yes, Monica - yes, Keith - yes**

**B. Board Policy A: Governing Approach**

Edna read over Policy A from the Board policies. BOD decided to add the "Debriefing" clause back to the end of the agenda

**C. Contractual Goals:**

Monica McGill made the motion to table until further information is received from authorizer, Riki Baker second the motion. All were in favor.

**Roll Call: Edna - Yes, Oliver - Yes, Riki - Yes, Monica - Yes, Keith - Yes.**

**D. COVID Preparedness Plan Review**

Sabrina shared the schools COVID preparedness plan that is being put together.

**E. Fall Opening Learning Model:**

Sabrina shared with BOD Excell's plan for reopening for the new school year. Based on the direction from the State and the CDC guidelines Excell will be opening with the Distance Learning model for at least the next 6 weeks and then will re-evaluate covid numbers at that time to see if Hybrid is possible. She also talked about how since Excell has been in it's Distance Learning model we have passed out over 21 thousands meals to students and their siblings. We have also run our Community Heroes program with steady numbers.

**F. ED Monitoring Report: Global Limitations A. Mandatory Requirements,...**

The treasurer will recommend an auditor annually for board approval. The director will work with the finance committee and auditor for successful completion of the annual audit. The finance committee will determine when competitive bids are necessary.

The ED's recommendation is to change the first sentence to read, "The Finance Committee" instead of just the treasurer.

Monica McGill Made the motion to approve to change the wording from "Treasurer" to "Finance Committee", Oliver Spraggins second the motion. All were in favor.

**Roll Call: Oliver - yes, Edna - yes, Riki - yes, Monica - yes, Keith - yes**

**IV. Ambassadorship & Development Committee Report:**

Nothing to report

**V. Director Monitoring and Evaluation Committee Report:**

Nothing to report

**Adjournment:**

- Meeting adjourned at 7:15 pm.

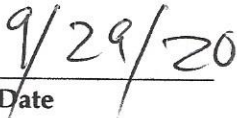
Oliver Spraggins made the motion to adjourn the meeting at 7:15 pm, Keith Griffin seconded the motion. All were in favor.

Roll Call: Oliver - Yes, Edna- Yes, Riki - Yes, Monica - Yes, Keith - Yes

- Confirmation of date and time of next meeting:

September 24, 5:30pm, will be virtually

  
Oliver Spaggins, Vice Chair

  
Date