APPROVED

Friendly Academy

Minutes

May 2025 Board Meeting

Date and Time
Tuesday May 27, 2025 at 5:30 PM

Location
Virtual Meeting (Zoom)
https://zoom.us/j/92701853934?pwd=n4cIT6Cbg6RW235WbCGF087ZI8dxcz.1
Meeting ID: 927 0185 3934
Passcode: 389337

Notice is hereby given that Friendly Academy Board of Directors will hold a digital board meeting on
Tuesday, May 27, 2025 at 5:30 p.m. To join by Zoom copy and paste the following URL in a web browser: https://zoom.us/j/92701853934?pwd=n4cIT6Cbg6RW235WbCGF087ZI8dxcz.1

Directors Present
D. Morrison (remote), D. Neil (remote), D. Richardson (remote), M. Jones (remote)

Directors Absent
L. Ray

Guests Present
T. Robinson (remote)

I. Opening Items

A.

Call the Meeting to Order

D. Morrison called a meeting of the board of directors of Friendly Academy to order on Tuesday May 27, 2025 at 5:37 PM.

B. Record Attendance

C. Approve Minutes: 4/29/25

D. Neil made a motion to approve the minutes from Board Meeting on 04-29-25.
M. Jones seconded the motion.
The board **VOTED** to approve the motion.

D. Mission Statement

Dr. Alesha Morrison read the mission statement

- To equip students with a quality and holistic education rooted in love.

II. Reports

A. Financial

Financials were sent to Board

- Lauren Piscitelli presented the proposed 2025/26 Budget and the financials
- Lauren P and Dr. Robinson met with Friends of Friendly Foundation to present on the facility funding need of $360,000. They were told this weekend that the grant was
  denied. They are requesting more information for the determination and if the request can be partially approved.
- Special Board Meeting dates were discussed if needed to vote on budget before July 1.

B. CEO Report

Enrollment

- The school has remained at or above 80% progress toward its enrollment goal for applications.
- An increase in application submissions is anticipated following the conclusion of the current school year.

Staffing

- The Student and Recruitment Specialist, Te’Ara Arman, began employment on May 1, 2025.
- All 3 Director positions have been filled.

- 4 of 6 teacher positions have been filled.
- 2 of 5 support staff positions have been filled (1 teacher assistant and 1 social worker).
- Interviews were temporarily paused due to a tornado in the community but have since resumed.
- Leadership anticipates filling all remaining teacher vacancies in the coming weeks.
- Current staffing vacancies include: 2 teachers, 2 teacher assistants, and 1 office coordinator.
- A staff outing is scheduled for June 2 at PuttShack to support team cohesion.
- Lead Team Professional Development is scheduled for June 23–27.
- The Teacher Summer Institute will take place July 28–August 15.

Facility

- Painting has commenced at the school site.

Playground

- A quote of $75,000 was received from ABcreative for a three-piece rope playground set, including installation and Kiddie Kushion safety surfacing.
- Another vendor indicated they are unable to provide portable playground options.
- Leadership is seeking at least one additional bid to ensure optimal use of space.
- Three furniture quotes were received from School Outfitters, Warrington, and CI Select.
- CI Select is being recommended to the board for approval.

Financials

- Grant revisions were submitted to The Opportunity Trust, with decisions expected in June.
- A follow-up has been submitted requesting more information and potential for partial funding.
- Seat and school improvement grant funds from The Opportunity Trust are expected in early July.
- These funds are needed to support facility-related expenses and new staff onboarding.
- An interview was conducted with the New School Venture Fund.
- A school site visit is scheduled for the fall before a grant determination is made.

Board

- Three additional board members are needed. Candidate names and contact information have been shared.
- It was proposed that the candidates be invited to the next board meeting for onboarding consideration.

- Following onboarding, it was suggested that a Finance Committee be formed by the August board meeting.
- A half-day board retreat or training was proposed for July or early August.
- Potential facilitators include Kent Peterson (Charter Association) and Jesse Dixon (The Opportunity Trust).

Other

- The RFP for transportation services was sent out; one bid has been received from MO Central.
- A community partner has expressed interest but has not yet submitted a formal proposal.
- The RFP for food and nutrition services is currently in progress.
- The school is 100% compliant with MCPSC report submissions.
- Progress continues on the recommended deliverables for school launch.

III. Action Items

A. Amended Bylaws

Amended Bylaws Vote

- A vote was held to approve the amended bylaws as presented Dr. Robinson.
- The proposed changes to the bylaws included the following:
  - Removal of “classes” from the section regarding board member elections and term of office.
  - Modification of the annual meeting date from a fixed calendar date to one determined annually by the board.
  - Adjustment of the Vice President position from a required officer role to an optional position.

D. Neil made a motion to Approve the amended bylaws.
D. Richardson seconded the motion.
The board **VOTED** to approve the motion.

B. Funiture Vendor

Furniture Vendor Vote

- A vote was held on the selection of a furniture vendor, as presented by Tesha Robinson.

- CI Select was recommended for the initial furniture order, with a cost not to exceed $150,000, inclusive of furniture, delivery, and installation.
- The consultant received and incorporated board feedback regarding pricing and the inclusion of additional items such as teacher desks, staff lounges, and office seating.
- Average delivery time for the order is approximately six weeks.
- Two additional vendor quotes were received and included in the board documents for review.

D. Richardson made a motion to CI Select for furniture, not exceed $150,000.
D. Neil seconded the motion.
The board **VOTED** to approve the motion.

C. Consent Agenda

Consent Agenda Vote

- A vote was held to approve the initial set of board governance and finance policies, as presented by Tesha Robinson.
- The following Board Governance policies were approved:
  - Conflict of Interest Policy
  - Sunshine Law Policy
- The following Board Finance policies were approved. These supersede and replace all previously adopted internal control or financial management policies:
  - Annual Operating Budget Policy
  - Bank Procedures
  - Cash Management Policy
  - School Accounting System Policy
  - Audit and Reporting Policy
  - Payroll Policy
  - Grants and Federal Fiscal Compliance Policy
  - Capital Assets Accounting Policy
  - State Tax Sources Policy
  - State and Federal Projects Policy
  - Borrowed Funds Policy
  - Bonded Indebtedness Policy
  - Authorized Signature Policy
  - Investment Model Policy
  - Procurement Policy

D. Neil made a motion to Approve the consent agenda in its entirety.
M. Jones seconded the motion.
The board **VOTED** to approve the motion.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:42 PM.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:42 PM.

Respectfully Submitted,
D. Morrison