

APPROVED



## Friendly Academy

### Minutes

#### May 2025 Board Meeting

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##### **Date and Time**

Tuesday May 27, 2025 at 5:30 PM

##### **Location**

Virtual Meeting (Zoom)

<https://zoom.us/j/92701853934?pwd=n4clT6Cbg6RW235WbCGF087ZI8dxcz.1>

Meeting ID: 927 0185 3934

Passcode: 389337

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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=n4clT6Cbg6RW235WbCGF087ZI8dxcz.1>

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##### **Directors Present**

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

##### **Directors Absent**

L. Ray

##### **Guests Present**

T. Robinson (remote)

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#### **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. Furniture 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