



## BASSE

### Bryan Allen Stevenson School of Excellence Board Meeting

Published on September 16, 2024 at 5:50 PM EDT

Amended on October 11, 2024 at 1:54 PM EDT

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#### Date and Time

Monday September 23, 2024 at 6:00 PM EDT

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Meetings of the Bryan Allen Stevenson School of Excellence will take place on line at the following link:

<https://us02web.zoom.us/j/88235300893?pwd=REZsKzRLbStVeklORXJ6YWE1K0JaQT09>

As necessary participants can meet in person at 20346 Ennis Street Georgetown, DE 19947 to join the online meeting.

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
<b>A.</b> Record Attendance		Teresa Berry	1 m
<b>B.</b> Call the Meeting to Order		Teresa Berry	1 m
<b>C.</b> Approve Minutes from August 26, 2024	Approve Minutes	Teresa Berry	1 m
<b>II. Board Chair Report</b>			<b>6:03 PM</b>

	Purpose	Presenter	Time
<b>A.</b> DE Charter Schools Network	FYI	Teresa Berry	5 m
<b>B.</b> Potential New Board Members	Vote	Teresa Berry	10 m
Teacher Board Member Ad Hoc Board Members: Terrance Suite and Al Andes			
<b>C.</b> Additional Staff Hires 2024-2025	FYI	Teresa Berry	3 m
Based on enrollment, and needs identified in the course of the first several weeks of the school's opening we have determined there will need to be additional hires and we are working closely with the Leadership Team to determine appropriate additional staff. We will bring to the Board for a vote any budget changes resulting from proposed new hires as soon as possible.			
<b>D.</b> Volunteers for BASSE	FYI		5 m
The first two weeks of school have helped to define specific ways we can use volunteers in the building--both parents and community members. Examples include the following: cafeteria and hall monitors, classroom assistants, bus buddies, office support, and student club facilitators. A volunteer application will available on the website.			
<b>III. Public Comment</b>			<b>6:26 PM</b>
<b>A.</b> Public Comment	FYI	Katherine Cauley	2 m
A person wishing to make a public comment must complete an online request at least five business days prior to a meeting in which the comment will be made. On the form, the subject matter and a 100 word summary of the public comment should be included. During any one Board meeting no more than five public comments will be heard, and each individual public comment will last no longer than three minutes.			
<b>IV. Head of School Report</b>			<b>6:28 PM</b>
<b>A.</b> Enrollment	FYI	Chantalle Ashford	10 m
<b>V. Operations Report</b>			<b>6:38 PM</b>
<b>A.</b> Updates	FYI	Crystal Timmons-Bryant	5 m

	Purpose	Presenter	Time
<b>VI. Committee Reports</b>			<b>6:43 PM</b>
<b>A.</b> Community Outreach No report at this time.	FYI	Amy Shepherd	
<b>B.</b> Development Committee Report No report at this time.	FYI	Katherine Cauley	
<b>C.</b> Education Committee Report No report at this time.	FYI	Denise Snyder	
<b>D.</b> Land and Construction Committee Report Please see Operations Report above.	FYI	Teresa Berry	
<b>E.</b> Finance Committee Report	FYI	Jeffrey Fried	10 m
<b>F.</b> Governance Committee Report	Vote	Karen Higgins	10 m
<b>VII. Old Business</b>			
<b>VIII. Closing Items</b>			<b>7:03 PM</b>
<b>A.</b> Adjourn Meeting	Vote		3 m

# Coversheet

## Approve Minutes from August 26, 2024

**Section:** I. Opening Items  
**Item:** C. Approve Minutes from August 26, 2024  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Bryan Allen Stevenson School of Excellence Board Meeting on August 26, 2024



## BASSE

## Minutes

### Bryan Allen Stevenson School of Excellence Board Meeting

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#### Date and Time

Monday August 26, 2024 at 6:00 PM

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<https://us02web.zoom.us/j/88235300893?pwd=REZsKzRLbStVeklORXJ6YWE1K0JaQT09>

As necessary participants can meet in person at 20346 Ennis Street Georgetown, DE 19947 to join the online meeting.

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#### Directors Present

B. Renzo (remote), D. Bonville (remote), D. Snyder (remote), J. Fried (remote), J. Kim (remote), K. Armand (remote), K. Cauley (remote), K. Higgins (remote), T. Berry (remote)

#### Directors Absent

A. Shepherd, J. Edwards, J. Powell, S. Burton

#### Guests Present

Alonna Berry (remote), C. Ashford (remote), C. Timmons-Bryant (remote), Keda (remote), Lizzie Golob (remote), Lori Short (remote), Stephen Hailey (remote), Thea Stewart (remote), cheryl Vauls (remote), maria edgerton (remote)

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#### I. Opening Items

**A. Record Attendance**

**B. Call the Meeting to Order**

T. Berry called a meeting of the board of directors of BASSE to order on Monday Aug 26, 2024 at 6:00 PM.

**C. Approve Minutes from**

Minutes from the June 24, 2024 Board meeting were reviewed and approved

J. Fried made a motion to approve minutes from June 24, 2024 Board meeting.

D. Bonville seconded the motion.

The board **VOTED** to approve the motion.

**II. Board Chair Report**

**A. DE Charter Schools Network**

The Ribbon Cutting which occurred on Thursday August 22 included 200 people, and was a success.

Dr. Berry reported on the DE Charter School Network: Kendall Masset will attend the November BASSE Board meeting: Dr. Peters will be working with the Network during this academic year with a focus on school culture; the Network is working toward establishing an alternative certification pathway for school leaders as well as an enhancement of teacher certification processes; schools throughout the state are moving from E-School to Infinite Campus this Fall; BASSE will be featured on the Network website in September.

**B. Potential New Board Members**

Potential Parent Board Member, Lizzie Golob introduced herself sharing that she is a retired teacher with experience in running a business and non-profits, and has time to commit to serving on the BASSE Board.

Potential Board member Dr. Stephen Hailey introduced himself sharing that he has recently completed his PhD, has experience with special education, is currently retired from teaching and doing consulting, and has been working with the Governance Committee for the past six months informally.

Dr. Berry introduced the concept of Ad Hoc members of the Board who would serve on committees but not as full members of the Board, and invited several people to introduce themselves to the Board who will be serving in an Ad Hoc capacity: Thea Stewart who is currently engaged in special education evaluation brings experience with charter schools and is fluent in Spanish, excited about Bryan Stevenson and the school's vision; Cheryl

Vauls brings over 50 years of experience in education from teaching to serving as school principal, is committed to the school's vision, and excited to be part of a new endeavor.

B. Renzo made a motion to Appoint Lizzie Golob as the Parent member of the BASSE Board.

D. Snyder seconded the motion.

The board **VOTED** to approve the motion.

J. Fried made a motion to Appoint Stephen Hailey as a member of the BASSE Board.

K. Higgins seconded the motion.

The board **VOTED** to approve the motion.

### **C. Renewed Staff Contracts 2024-2025**

Dr. Berry reported that contracts for Head of School and Director of Operations had recently been modified, the Board has reviewed, and asked for a vote to formally approve.

K. Cauley made a motion to approve revised contracts for Head of School and Director of Operations.

J. Fried seconded the motion.

Karen Higgins abstained from voting.

The board **VOTED** to approve the motion.

### **D. BASSE Attorney**

Dr. Berry provided information about Jim Taylor who serves as the attorney for the Charter School Network, reviewed his terms of engagement, and asked for vote to retain Jim Taylor as attorney for BASSE.

J. Kim made a motion to to retain Jim Taylor as attorney for BASSE.

D. Bonville seconded the motion.

The board **VOTED** to approve the motion.

### **E. Board Referene Guide**

## **III. Public Comment**

### **A. Guidelines for Public Comment**

Kate Cauley reviewed the following guidelines related to Public Comment in a Board meeting.

A person wishing to make a public comment must complete an online request at least five business days prior to a meeting in which the subject matter and a 100 word summary of the public comment are provided. During any one Board meeting no more than five public comments will be heard, and each individual public comment will last no longer than three minutes.

## **IV. Head of School Report**

#### **A. Enrollment**

Chantalle Ashford thanked everyone for attending Ribbon Cutting, and reported that current enrollment 242 students and counting--applications continue to come in--which means we are above the 95% threshold for enrollment. Instructional staff are all on board preparing for school opening September 3; and the Student Voice Advisory Group has helped to create the service learning curriculum for first two weeks of school. August 29th is an Open House at the School for parents and kids to meet teachers, Board members and tour the school.

### **V. Operations Report**

#### **A. Updates**

Crystal Timmons-Bryan thanked everyone for coming to Ribbon Cutting, and reported looking forward to Open House; reported that BASSE is ready to open--most recently finalizing food service and organizing hub spots--some last minute attention needed with computer set-ups, painting and security.

During Ms. Timmons-Bryan's report, Lori Short, school nurse, typed in comment thanking everyone for flowers and gifts at Ribbon Cutting.

### **VI. Committee Reports**

#### **A. Community Outreach**

No report from Community Outreach Committee.

#### **B. Development Committee Report**

No report from Development Committee.

#### **C. Education Committee Report**

No report from Education Committee.

#### **D. Land and Construction Committee Report**

No report from Land and Construction Committee.

#### **E. Finance Committee Report**

Jeffrey Fried reviewed three documents previously publicly distributed with the agenda: July, 2024 Financial Report; the Operational Budget for 2024-2025 outlining assumptions of \$4.6mil in revenue, \$4.4mil in expenses and a fund balance of just under \$300K; and the Web Report.



Additionally, Mr. Fried reported that the CBOC had met August 19, and will be posting notice for a community member to serve on the CBOC with selection complete prior to the next meeting.

K. Higgins made a motion to approve the July, 2024 Financial Report.

D. Bonville seconded the motion.

The board **VOTED** to approve the motion.

J. Kim made a motion to approve the 2024-2025 Operational Report.

K. Cauley seconded the motion.

The board **VOTED** to approve the motion.

K. Cauley made a motion to approve the Web Report.

K. Higgins seconded the motion.

The board **VOTED** to approve the motion.

#### **F. Governance Committee Report**

Karen Higgins reviewed a list of 34 policies (all included with agenda for public review) which have been reviewed by Board members and requested one vote on the entire block of 34 proposals including: 105, 201, 202, 203, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 301, 302, 303, 304, 305, 501, 502, 503, 504, 505, 506, 507, 601 602, 603, 701, 801, 802, 803.

J. Fried made a motion to to approve all 34 policies as presented.

J. Kim seconded the motion.

The board **VOTED** to approve the motion.

### **VII. Closing Items**

#### **A. Adjourn Meeting**

D. Bonville made a motion to adjourn the meeting.

K. Higgins seconded the motion.

The board **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:01 PM.

Respectfully Submitted,

K. Cauley

# Coversheet

## Finance Committee Report

<b>Section:</b>	VI. Committee Reports
<b>Item:</b>	E. Finance Committee Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	BASSE Financial Report 8.31.24.pdf BASSE Web Report 8.31.24.pdf

BASSE  
Budget vs. Actual Summary  
August 31, 2024

Budget Period Elapsed 17%

	July-August 2024	FY25 Preliminary Budget	\$ Over (Under) Budget	% of Budget
Income				
CHARGES TO SCHOOL DISTRICTS	\$ -	\$ 672,972	\$ (672,972)	0%
EARNINGS ON CASH AND INVESTEMNT	2,073	4,800	(2,727)	43%
FEDERAL FUNDING	369,058	772,902	(403,844)	48%
LOCAL FUNDRAISING	450,000	450,000	-	100%
SCHOOL PROGRAMS	-	-	-	0%
STATE FUNDING	1,008,903	2,434,731	(1,425,828)	41%
Total Income	1,830,034	4,602,165	(2,772,131)	40%
Expense				
CAPITAL OUTLAY				
57110 · Transportations Equipment	\$ -	\$ -	-	0%
58300 · Building Improvement	-	376,058	(376,058)	0%
Total CAPITAL OUTLAY	-	376,058	(376,058)	0%
FACILITIES & MAINTENANCE				
Utilities	2,332	45,193	(42,861)	5%
Rent	45,500	182,000	(136,500)	25%
Insurance	-	25,000	(25,000)	0%
Maintenance/other	-	5,000	(5,000)	0%
Total FACILITIES & MAINTENANCE	47,832	257,193	(209,361)	19%
INSTRUCTIONAL SUPPORT				
Salaries & OECs	57,433	2,302,317	(2,244,884)	2%
Instructional Supplies	24,347	188,835	(164,488)	13%
Computers and Computer Supplies	-	111,680	(111,680)	0%
Instructional Services	-	165,800	(165,800)	0%
Related Services (OT,PT & Psych)	-	60,530	(60,530)	0%
Central Admin Services	9,000	54,000	(45,000)	17%
Printing	-	2,500	(2,500)	0%
Office Supplies	-	14,128	(14,128)	0%
Student Body Activity	-	-	-	0%
Other Instructional Support Expenses	301,962	363,951	(61,989)	83%
Total INSTRUCTIONAL SUPPORT	392,742	3,263,741	(2,870,999)	12%
Total Expense	440,574	4,416,842	(3,976,268)	10%
NET SURPLUS (DEFICIT)	\$ 1,389,460	\$ 185,323	\$ 1,204,137	750%
BEGINNING FUND BALANCE	114,194	114,194		
ENDING FUND BALANCE	\$ 1,503,654	\$ 299,517		

BASSE  
Budget vs. Actual Detail  
August 31, 2024

Budget Period Elapsed 17%

	Actual				
	July-August 2024	FY25 Preliminary Budget	\$ Over (Under) Budget	% of Budget	Variance Explanation
Income					
CHARGES TO SCHOOL DISTRICTS					
40005 · Local School District (98000)	\$ -	\$ 672,972	\$ (672,972)	0%	
40007 · CSD Settlement (99150)	-	-	-	0%	
EARNINGS ON CASH AND INVESTEMNT					
48505 · Interest on Deposit	2,073	4,800	(2,727)	43%	
FEDERAL FUNDING					
40003 · Federal Entitlements	369,058	772,902	(403,844)	48%	
LOCAL FUNDRAISING					
48330 · Donation/Contributions	450,000	450,000	-	100%	
SCHOOL LUNCH FEES					
48011 · USDS/DOE Meal Reimbursement	-	266,760	(266,760)	0%	
Total SCHOOL LUNCH FEES	-	266,760	(266,760)	0%	
STATE FUNDING					
40000 · State Appropriation (05213)	895,643	2,080,434	(1,184,791)	43%	
40001 · Tech Block Grant (05235)	2,128	5,199	(3,071)	41%	
40002 · Ed Sustainment (05289)	15,901	38,846	(22,945)	41%	
40008 · Education Opportunity Grant (05297)	-	308	(308)	0%	
40017 · Charter Transportation (05177)	94,355	307,943	(213,588)	31%	
40018 · Child Safety Awareness (05317)	376	376	-	100%	
40026 · Sub Reimburse Family Leave (05389)	500	500	-	100%	
40031 · Curriculum & PD	-	1,125	(1,125)	0%	
Total STATE FUNDING	1,008,903	2,434,731	(1,425,828)	41%	
Total Income	1,830,034	4,602,165	(2,772,131)	40%	
Expense					
CAPITAL OUTLAY					
57110 · Transportations Equipment	-	-	-	0%	
58300 · Building Improvement	-	376,058	(376,058)	0%	
Total CAPITAL OUTLAY	-	376,058	(376,058)	0%	
FACILITIES & MAINTENANCE					
55205 · Electric	2,332	19,476	(17,144)	12%	
55206 · Natural Gas	-	25,717	(25,717)	0%	
55402 · Rent	45,500	182,000	(136,500)	25%	
55452 · Insurance	-	25,000	(25,000)	0%	
55507 · Maintenance	-	5,000	(5,000)	0%	
56141 · Custodial Supplies	-	-	-	0%	
Total FACILITIES & MAINTENANCE	47,832	257,193	(209,361)	19%	
FOOD SERVICE					
56111 · Food	-	230,850	(230,850)	0%	
Total FOOD SERVICE	-	230,850	(230,850)	0%	
INSTRUCTIONAL SUPPORT					
51000 · Salaries	38,939	1,488,130	(1,449,191)	3%	
52000 · OEC'S	18,494	814,187	(795,693)	2%	
55020 · Legal	-	10,000	(10,000)	0%	
55030 · Instructional Services	-	165,800	(165,800)	0%	
55032 · Related Services (OT,PT & Psych)	-	60,530	(60,530)	0%	
55035 · Central Admin Services	9,000	54,000	(45,000)	17%	
55052 · IT Professional Services	93	24,000	(23,907)	0%	
55101 · Postage	-	1,500	(1,500)	0%	
55125 · Telecommunication	878	5,268	(4,390)	17%	
55400 · Equipment Rental	-	11,218	(11,218)	0%	
55600 · Printing & Binding	-	2,500	(2,500)	0%	
55610 · Advertising	29	-	29	100%	
55631 · Association Dues and Confer Fee	9,500	-	9,500	100%	
56000 · Office Supplies	-	12,628	(12,628)	0%	
56128 · Medical Supplies	-	5,000	(5,000)	0%	
56144 · Computer	-	86,840	(86,840)	0%	
56145 · Computer Supplies	-	24,840	(24,840)	0%	
56150 · Instructional Supplies	24,347	118,585	(94,238)	21%	
56157 · Books & Publications	-	70,250	(70,250)	0%	
56950 · Institutional Equipment	291,462	306,965	(15,503)	95%	
56980 · Training Supplies	-	1,500	(1,500)	0%	
57045 · Technology Equipment	-	-	-	0%	
Total INSTRUCTIONAL SUPPORT	392,742	3,263,741	(2,870,999)	12%	
TRANSPORTATION					
55036 · Transportation Services	-	289,000	(289,000)	0%	
Total TRANSPORTATION	-	289,000	(289,000)	0%	
Total Expense	440,574	4,416,842	(3,976,268)	10%	
NET SURPLUS (DEFICIT)	\$ 1,389,460	\$ 185,323	\$ 1,204,137	750%	
BEGINNING FUND BALANCE	114,194	114,194			
ENDING FUND BALANCE	\$ 1,503,654	\$ 299,517			

REVENUE BUDGET

BASSE  
For the 2 Months Ending August, 2024

	Bd Approved Budget	Receipt To Date	% Received	Under (Over) Budget
<b>STATE FUNDS</b>				
1 Operations (05213)	2,080,434	895,643	0.0%	1,184,791
2 Minor Cap	-	-	0.0%	-
3 Other State Funds	354,297	113,260	0.0%	241,037
<b>Total State Funds</b>	<b>2,434,731</b>	<b>1,008,903</b>	<b>0.0%</b>	<b>1,425,828</b>
<b>LOCAL FUNDS (Include Food Services)</b>	<b>672,972</b>	<b>-</b>	<b>0.0%</b>	<b>672,972</b>
<b>FEDERAL FUNDS (Current FY Only)</b>	<b>772,902</b>	<b>369,058</b>	<b>47.7%</b>	<b>403,844</b>
<b>OTHER FUNDS (fundraising-Current FY Only)</b>	<b>721,560</b>	<b>452,073</b>	<b>62.7%</b>	<b>269,487</b>
<b>All Funds Total</b>	<b>4,602,165</b>	<b>1,830,034</b>	<b>39.8%</b>	<b>2,772,131</b>

EXPENDITURE BUDGET

BASSE  
For the 2 Months Ending August, 2024

Operating Budget Description	Bd Approved Budget	Encumbrance	Expenditures	Remaining Balance	% Obligated
1 Salaries and Benefits	2,302,317		57,433	2,244,884	2.5%
2 Utilities	45,193		2,332	42,861	100.0%
3 Facility--Lease	182,000	-	45,500	136,500	25.0%
4 Transportation-Student	289,000		-	289,000	0.0%
5 Contractor--Educational	226,330	-	-	226,330	0.0%
6 Contractor-Management Support	54,000	-	9,000	45,000	16.7%
7 Textbooks and Instructional Supplies	305,515	-	24,347	281,168	8.0%
8 Building Maintenance and Custodial Services	5,000	-	-	5,000	100.0%
9 Other Expenses	1,007,487	-	301,962	705,525	30.0%
<b>Total Operating Budget</b>	<b>4,416,842</b>	<b>-</b>	<b>440,574</b>	<b>3,976,268</b>	<b>10.0%</b>
	<b>Budget</b>	<b>Actual</b>			
<b>Surplus (Deficit)</b>	<b>185,323</b>	<b>1,389,460</b>			
<b>Carry Over Funds</b>	<b>114,194</b>	<b>114,194</b>			
<b>Ending Fund Balance</b>	<b>299,517</b>	<b>1,503,654</b>			

REVENUE BUDGET

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For the 2 Months Ending August, 2024

	Bd Approved Budget	Receipt To Date	% Received	Under (Over) Budget
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<b>Total State Funds</b>	<b>2,434,731</b>	<b>1,008,903</b>	<b>0.0%</b>	<b>1,425,828</b>
<b>LOCAL FUNDS (Include Food Services)</b>	<b>672,972</b>	<b>-</b>	<b>0.0%</b>	<b>672,972</b>
<b>FEDERAL FUNDS (Current FY Only)</b>	<b>772,902</b>	<b>369,058</b>	<b>47.7%</b>	<b>403,844</b>
<b>OTHER FUNDS (fundraising-Current FY Only)</b>	<b>721,560</b>	<b>452,073</b>	<b>62.7%</b>	<b>269,487</b>
<b>All Funds Total</b>	<b>4,602,165</b>	<b>1,830,034</b>	<b>39.8%</b>	<b>2,772,131</b>

EXPENDITURE BUDGET

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3 Facility--Lease	182,000	-	45,500	136,500	25.0%
4 Transportation-Student	289,000		-	289,000	0.0%
5 Contractor--Educational	226,330	-	-	226,330	0.0%
6 Contractor-Management Support	54,000	-	9,000	45,000	16.7%
7 Textbooks and Instructional Supplies	305,515	-	24,347	281,168	8.0%
8 Building Maintenance and Custodial Services	5,000	-	-	5,000	100.0%
9 Other Expenses	1,007,487	-	301,962	705,525	30.0%
<b>Total Operating Budget</b>	<b>4,416,842</b>	<b>-</b>	<b>440,574</b>	<b>3,976,268</b>	<b>10.0%</b>
	<b>Budget</b>	<b>Actual</b>			
<b>Surplus (Deficit)</b>	<b>185,323</b>	<b>1,389,460</b>			
<b>Carry Over Funds</b>	<b>114,194</b>	<b>114,194</b>			
<b>Ending Fund Balance</b>	<b>299,517</b>	<b>1,503,654</b>			