



BASSE

Bryan Allen Stevenson School of Excellence Board Meeting

Published on October 21, 2024 at 6:31 PM EDT

Amended on October 23, 2024 at 4:46 PM EDT

Date and Time

Monday October 28, 2024 at 6:00 PM EDT

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance		Teresa Berry	1 m
B. Call the Meeting to Order		Teresa Berry	1 m
C. Approve Minutes from September 23, 2024	Approve Minutes	Teresa Berry	1 m
II. Board Chair Report			6:03 PM

	Purpose	Presenter	Time
A. DE Charter Schools Network	FYI	Teresa Berry	5 m
B. Introducing Jim Taylor, BASSE Board Counsel	Vote	Teresa Berry	25 m
C. Revised 2024-2025 Budget			10 m
D. New Board members and Ad Hoc Members			
<p>Ms. Burton, a teacher representative, and full voting member of the Board; Al Andes an Ad Hoc member of the Board.</p>			
III. Public Comment			6:43 PM
A. Public Comment	FYI	Katherine Cauley	5 m
<p>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.</p>			
IV. Head of School Report			6:48 PM
A. Updates	FYI	Chantalle Ashford	10 m
V. Operations Report			6:58 PM
A. Updates	FYI	Crystal Timmons-Bryant	10 m
VI. Committee Reports			7:08 PM
A. Community Outreach	FYI	Amy Shepherd	
<p>No report at this time.</p>			
B. Development Committee Report	FYI	Katherine Cauley	
<p>No report at this time.</p>			
C. Education Committee Report	FYI	Denise Snyder	
<p>No report at this time.</p>			
D. Land and Construction Committee Report	FYI	Teresa Berry	
<p>Please see Operations Report above.</p>			

	Purpose	Presenter	Time
E. Finance Committee Report	FYI	Jeffrey Fried	10 m
F. Governance Committee Report	Vote	Karen Higgins	5 m
VII. Old Business			
VIII. Closing Items			7:23 PM
A. Adjourn Meeting	Vote		3 m

Coversheet

Approve Minutes from September 23, 2024

Section: I. Opening Items
Item: C. Approve Minutes from September 23, 2024
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Bryan Allen Stevenson School of Excellence Board Meeting on September 23, 2024



BASSE

Minutes

Bryan Allen Stevenson School of Excellence Board Meeting

Date and Time

Monday September 23, 2024 at 6:00 PM

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.

Directors Present

A. Shepherd (remote), J. Fried (remote), J. Powell (remote), K. Cauley (remote), K. Higgins (remote), S. Burton (remote), T. Berry (remote)

Directors Absent

B. Renzo, D. Snyder, J. Kim, K. Armand

Guests Present

Alonna Berry (remote), Baily Lubach (remote), Bethany (remote), C. Ashford, C. Timmons-Bryant (remote), Chad (remote), Chris (remote), Emma (remote), Iphone (remote), Keda Dorcica (remote), Lauren Lubach (remote), Lizzie Golob (remote), Lori Short (remote), Michael Gordon (remote), RM (remote), Sade Truitt (remote), Staci Lane, T Smith (remote), Tony Crane (remote), iphone12promax3 (remote)

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 Sep 23, 2024 at 6:01 PM.

C. Approve Minutes from August 26, 2024

K. Higgins made a motion to approve the minutes from August 26, 2024 Bryan Allen Stevenson School of Excellence Board Meeting on 08-26-24.

J. Fried seconded the motion.

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

II. Board Chair Report

A. DE Charter Schools Network

Jim Taylor will be at October Board meeting.

Dr. Peters and Kendall Massett will be assisting Charter Schools in working on safety plans this Fall.

Dr. Berry announced that Providence Creek Charter School and Positive Choices Charter School have both agreed to provide support for BASSE based on their experiences of running charter schools for over 20 years.

B. Potential New Board Members

C. Additional Staff Hires 2024-2025

Dr. Berry announced that an ad hoc transition committee has been set up to deal with start of school and first several months of school issues and invited anyone who is interested to join the committee by contacting her directly.

Additionally, BASSE has contracted with 1st State Staffing Agency to assist with supplying substitute teachers and other staff as needed.

D. Volunteers for BASSE

There are opportunities for parents and community members to volunteer in the building. Volunteer opportunities include Cafe and hall monitors, classroom assistance, bus buddies, and student and club support.

E. Approve Board Officers for 2024-2025 School Year

J. Powell made a motion to to approve Dr. Teresa Berry as the Board Chair for the 2024-2025 school year.

S. Burton seconded the motion.

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

A. Shepherd made a motion to to approve Betsy Renzo as the Board Vice Chair for the 2024-2025 school year.

J. Fried seconded the motion.

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

J. Fried made a motion to approve Dr. Katherine Cauley as the Board Secretary for the 2024-2025 school year.

K. Higgins seconded the motion.

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

K. Higgins made a motion to approve Jeffrey Fried as the Treasurer of the Board for the 2024-2025 school year.

S. Burton seconded the motion.

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

III. In Memory of Diaz Bonville

A. A moment of silence

Dr. Berry invited the Board to observe a moment of silence to remember the life of Dias Bonville, a BASSE Board member who died recently.

B. Honoring Diaz Bonville

Alonna Berry proposed that the entry breezeway be named the Diaz Bonville Breezeway in honor of Diaz Bonville and as a way to remember him.

J. Fried made a motion to name the entry breezeway the Diaz Bonville Breezeway.

A. Shepherd seconded the motion.

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

IV. Public Comment

A. Public Comment

Stacie Lane provided public comment in the board meeting.

Stacie Lane has two children that attend BASSE, and she expressed concerned regarding school safety reporting that on two separate occasions, she has dropped off her children and the door to the school has been unlocked. She expressed concern that the doors be locked on a regular basis.

V. Head of School Report

A. Enrollment

Chantalle Ashford noted that there have been some challenges first two weeks of school and that in week three things have begun to settle in.

BASSE is working to get Chromebooks ready for distribution.

Families all have access to Infinite Campus.

VI. Operations Report

A. Updates

Security system upgrade will be installed Thursday, and this will involve automatically locking doors, ID badges for anyone in the building, among other things.

All security cameras are now in operation both inside and outside the building.

Some additional office and classroom spaces are being made ready.

We continue to address personnel issues as needed.

VII. Committee Reports

A. Community Outreach

No report at this time

B. Development Committee Report

No report at this time.

C. Education Committee Report

No report at this time.

D. Land and Construction Committee Report

No report at this time.

E. Finance Committee Report

Revenues remain under budget given our enrollment numbers at the beginning of the school year. There may be some budget adjustments based on the official count of students September 30, 2024.

The Citizens Budget Oversight Committee (CBOC) met and posted the monthly financial report as well as web report on the website.

Regular CBOC meetings are held on the second Thursday of each month.

In addition to BASSE Board members, there is a representative from the State of Delaware on the committee and the committee is working to add both a parent member and a community member to the committee..

K. Higgins made a motion to approve financial report.

A. Shepherd seconded the motion.

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

F. Governance Committee Report

Committee met September 18 and Lori Short has joined the Committee.

All policies have been posted on the website.

Committee continues to create new policies and to review any needed changes in existing policies.

VIII. Closing Items

A. Adjourn Meeting

J. Fried made a motion to adjourn the meeting.

A. Shepherd 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 6:34 PM.

Respectfully Submitted,

K. Cauley

Coversheet

Revised 2024-2025 Budget

Section: II. Board Chair Report
Item: C. Revised 2024-2025 Budget
Purpose:
Submitted by:
Related Material: BASSE Budget FY25-208 Enrollment 10.15.24.pdf

BASSE
Amended Budget
July 2024 through June 2025

FY25 Amended Budget Enrollment 208	Budget Assumptions
---	---------------------------

Income

CHARGES TO SCHOOL DISTRICTS	
40005 · Local School District (98000)	\$ 507,930 School Finance
40024 · Tuition Transfer Tax	47,232 12 Intense & Complex students add'l funding
Total CHARGES TO SCHOOL DISTRICTS	555,162
EARNINGS ON CASH AND INVESTMENT	
48505 · Interest on Deposit	15,000
Total EARNINGS ON CASH AND INVESTMENT	15,000
FEDERAL FUNDING	
40003 · Federal Entitlements	935,016 CSP Grant Only & Consolidated App
Total FEDERAL FUNDING	935,016
LOCAL FUNDRAISING	
48330 · Donation/Contributions	521,208 \$450K Longwood Grant, \$37,500 Rodel, \$2K DCF, \$30K WSFS, \$1,707.75 misc Donations
Total LOCAL FUNDRAISING	521,208
SCHOOL LUNCH FEES	
48011 · USDA/DOE Meal Reimbursement	221,944 Includes Lunch and Breakfast for 171 student days. Based on current reimbursement rates
Total SCHOOL LUNCH FEES	221,944
STATE FUNDING	
40000 · State Appropriation (05213)	2,110,124 14.45 Div I Units
40017 · Charter Transportation (05177)	282,298 \$1,357.20 Per Transportation Eligible Student
40001 · Tech Block Grant (05235)	4,731 \$327.38 x 14.45 Div I units
40002 · Ed Sustainment (05289)	35,348 \$2446.23 x 14.45 Div I units
40004 · MCI Equipment (10230)	0 Not Eligible in 1st Year
40018 · Child Safety Awareness (05317)	376
40023 · Sub Reimburse Family Leave	500
Total STATE FUNDING	2,433,377
Total Income	4,681,707
Expense	
CAPITAL OUTLAY	
56950 · Institutional Equipment	306,965 Furniture & phone system
58300 · Building Improvements	376,058 Based on Construction Change Order
Total CAPITAL OUTLAY	683,023
FACILITIES & MAINTENANCE	
55110 · Security	72,280 Security System install
55200 · Public Utilities	5,000 Water & Sewer
55205 · Electric	35,000 Based on current average expense
55206 · Natural Gas	25,717 Based on current average expense
55402 · Rent	182,000 Based on lease agreement
55452 · Insurance	45,565 Based on insurance quote
55507 · Maintenance	20,000 General maintenance
55510 · Equipment Repair	50,000 HVAC & Plumbing repairs
56141 · Custodial Supplies	10,000 General Custodial Supplies
Total FACILITIES & MAINTENANCE	445,562
FOOD SERVICE	
56111 · Food	192,067 208 student x 171 Student days
56143 · Cafeteria Supplies	2,700
Total FOOD SERVICE	194,767
INSTRUCTIONAL SUPPORT	
51000 · Salaries	1,354,505 Based on Staffing Schedule. Includes summer salary obligation
52000 · OECs	814,477 Based on Staffing Schedule. Includes summer salary obligation
55020 · Legal	10,000 Contingency
55030 · Instructional Services	186,800 Special Education & Language Learner support, substitute teachers, Highroads contract
55032 · Related Services	60,530 Contract Psychologist for IEP Evaluations, Speech & OT
55035 · Central Admin Services	77,064 MJL-Accounting, HR & Payroll Services. Admin Services with PCA
55052 · IT Professional Services	43,000 IT Support
55101 · Postage	1,500 Misc Mailings
55125 · Telecommunication	5,268 Based on DTI billing
55400 · Equipment Rental	11,218 Copier Equipment
55600 · Printing & Binding	2,500 General printing
55631 · Assoc Dues & Conference Fees	9,500
55667 · Training	800
56000 · Office Supplies	12,628 General admin supplies
56128 · Medical Supplies	5,000 Nurse office supplies
56144 · Computers	86,840 Student Computers
56145 · Computer Supplies	28,470 Staff Computers
56150 · Instructional Supplies	144,029 Curriculum
56157 · Textbooks	70,250 Student textbooks
56980 · Training Supplies	1,500 General training supplies
Total INSTRUCTIONAL SUPPORT	2,925,879

BASSE
Amended Budget
 July 2024 through June 2025

FY25 Amended Budget Enrollment 208	Budget Assumptions
289,000	Based on quotes
289,000	
4,538,231	
\$ 143,476	
\$ 114,194	
\$ 257,670	

TRANSPORTATION
 55036 · Transportation Services
 Total TRANSPORTATION

Total Expense
 Net Income

Beginning Fund Balance
 Ending Fund Balance

Coversheet

Finance Committee Report

Section: VI. Committee Reports
Item: E. Finance Committee Report
Purpose: FYI
Submitted by:
Related Material: BASSE Web Report 9.31.24.pdf

REVENUE BUDGET

BASSE
For the 3 Months Ending September, 2024

	Bd Approved Budget	Receipt To Date	% Received	Under (Over) Budget
STATE FUNDS				
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
Total State Funds	2,434,731	1,008,903	0.0%	1,425,828
LOCAL FUNDS (Include Food Services)	672,972	52,640	0.0%	620,332
FEDERAL FUNDS (Current FY Only)	772,902	518,128	67.0%	254,774
OTHER FUNDS (fundraising-Current FY Only)	721,560	454,765	63.0%	266,795
All Funds Total	4,602,165	2,034,436	44.2%	2,567,729

EXPENDITURE BUDGET

BASSE
For the 3 Months Ending September, 2024

Operating Budget Description	Bd Approved Budget	Encumbrance	Expenditures	Remaining Balance	% Obligated
1 Salaries and Benefits	2,302,317		218,143	2,084,174	9.5%
2 Utilities	45,193		8,947	36,246	100.0%
3 Facility--Lease	182,000	-	60,667	121,333	33.3%
4 Transportation-Student	289,000		-	289,000	0.0%
5 Contractor--Educational	226,330	-	-	226,330	0.0%
6 Contractor-Management Support	54,000	-	13,500	40,500	25.0%
7 Textbooks and Instructional Supplies	305,515	-	139,547	165,968	45.7%
8 Building Maintenance and Custodial Services	5,000	-	59,846	(54,846)	100.0%
9 Other Expenses	1,007,487	-	456,565	550,922	45.3%
Total Operating Budget	4,416,842	-	957,215	3,459,627	21.7%
	Budget	Actual			
Surplus (Deficit)	185,323	1,077,221			
Carry Over Funds	114,194	114,194			
Ending Fund Balance	299,517	1,191,415			