APPROVED

# Perea Elementary School

## Minutes

Board of Directors

**Date and Time**
Thursday January 24, 2019 at 4:30 PM

**Location**
Home of Kathryn Perry, 56 Belleaire, 38104

**Directors Present**
D. Moses, J. Maclin, K. Perry, M. Boyd, M. Sturdivant, S. Elswick

**Directors Absent**
*None*

**Ex Officio Members Present**
A. Norman

**Guests Present**
B. Polk, Garner Williams, Nida Rab

### I. Opening Items

**A. Call the Meeting to Order**

M. Sturdivant called a meeting of the board of directors of Perea Elementary School to order on Thursday Jan 24, 2019 at 4:35 PM.

**B.**

**Record Attendance and Guests**

### C. Welcome and Introduction

Mike welcomed Board members and thanked Kathryn for hosting meeting and retreat at her home.

### D. Approve Minutes from November 2018 Meeting

K. Perry made a motion to approve minutes from the Board of Directors on 11-15-18 Board of Directors on 11-15-18.
S. Elswick seconded the motion.
The board **VOTED** unanimously to approve the motion.

### E. Overview of Audit and Q&A

- Board's responsibility to oversee audit
- Most complex part of charter school audit is teacher pension report
- Ed Tech handles financial report
- Final audit is about 50 pages and required to be filed by Dec. 31
- One audit will take place for first 18-month period - report due June 30, 2019, audit due December 31, 2019
- Suggestion made to pick auditor with experience with charter schools

## II. Committees

### A. Finance

- Still working to correctly code uncategorized expenses
- Call will be conducted between Alicia and Kathryn to confirm that Ed Tech has working link with bank card account
- Discussed grant and program funding
- Discussed cash on hand

### B. HR/Payroll

- Budgeting process for 2019-2020 will start in next few weeks
- Discussion about payroll expenses
- Interviews for Dean of Operations, Dean of Instruction to be conducted this week
- Board members are invited to help man booth at Teach 901 Night, February 5, at 5:00 p.m.
- May move to one lead teacher and strong TA with 4 smaller classrooms of 20 students
- Brief discussion about fundraising
- This semester going more smoothly with reset room and coaching of teachers

### C.

### Education

- Second round of NWEA Map testing conducted in December
- Pushing for 60% of children meeting goals in spring
- Added 2 new programs – Star Fall and Excel

## III. Facilities

### A. Facility Update

- Discussion about HVAC costs and maintenance contract
- Bridge classroom update, along with mental health funding options for room
- Letter about renewal lease sent to SCS

## IV. Elect Board Member-Kelley Nichols

### A. Vote

Board voted unanimously to approve Kelley Nichols as the new PES Board member.

## V. Closing Items

### A. Adjourn Meeting

Board transitioned to retreat portion of meeting.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:45 PM.

Respectfully Submitted,
M. Boyd
M. Sturdivant made a motion to adjourn the meeting.
M. Boyd seconded the motion.
The board **VOTED** unanimously to approve the motion.