APPROVED

St. Louis Voices Academy of the Media Arts

Minutes

SLVA September 11, 2024 Board Meeting

Date and Time
Wednesday September 11, 2024 at 6:00 PM

Location
St. Louis Voices Academy of Media Arts
1220 Olive St. Ste #200
St Louis, MO 63103

All board meetings will be in person

https://us06web.zoom.us/j/85915146951?pwd=b3c0NnNxT01rT08zMm9qcGJKTUZlZz09

Per Missouri Revised State Statute Section 610.021, the Board of Directors may close this meeting for an Executive Session to discuss permissible subjects.

This notice is published at our school site (1220 Olive St. Suite 200 St Louis, MO 63103) and on our website (https://stlouisvoicesacademy.org).

Directors Present
A. Silverblatt, D. Catchings-Smith (remote), E. Barnard (remote), E. Woods (remote), K. Scott (remote), L. Jackson (remote)

Directors Absent
E. White

Ex Officio Members Present
H. Russell-West

Guests Present
B. Taylor (remote), D. Wright (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

D. Catchings-Smith called a meeting of the board of directors of St. Louis Voices Academy of the Media Arts to order on Wednesday Sep 11, 2024 at 6:00 PM.

C. Mission Statement

Dr. West shared a special moment with the Board members, highlighting an employee of St. Louis Voices Academy who played a crucial role in rescuing an infant found in the middle of the street, successfully ensuring the child's safety.

II. Actions Items

A. Approve August 14, 2024 Board Meeting Minutes

E. Woods made a motion to approve the minutes from August 14 Board Meeting SLVA August 14, 2024 Board Meeting on 08-14-24.
A. Silverblatt seconded the motion.
The board **VOTED** to approve the motion.

B. Approve August Monthly Financials

E. Woods made a motion to Approve the August Monthly Financials pending audit.
K. Scott seconded the motion.
The board **VOTED** to approve the motion.

C. Approve August Monthly Check Register

K. Scott made a motion to Approve the August monthly check register.
E. Woods seconded the motion.
The board **VOTED** to approve the motion.

III. Board Business

A. Board Retreat

Board members agreed that the retreat will be held on Saturday, November 9th, at SLVA from 9 AM to 12 PM. Kim will prepare the agenda and distribute it to board members in the coming week.

IV. Board Committee Reports

A. Finance and Facilities

Jamie reviewed the August financial presentation and confirmed that our budget cash projection remains strong, exceeding the full-year budget target. While revenue is slightly below budget due to DESE's payment on last year's WADA, the overall financial outlook is positive. Additionally, SLVA successfully submitted its first CSP grant reimbursement in July.
The expense side is in excellent shape at the beginning of this fiscal year. To enhance budget management, the finance committee will implement a budget tracker spreadsheet this year, which will be designed to provide greater control over daily expenditures and offer a real-time view of our budget spending. From a net income perspective, everything continues to align with the approved fiscal year budget, with net income running ahead of the original projections.

Jamie reviewed and presented the monthly check register for the board's review and approval.

LaTanya presented and discussed the proposal for a revolving line of credit and the potential lender. Jamie outlined the DESE requirements and legal considerations for obtaining a revolving line of credit. The Board then discussed the necessary steps and signatures to complete the process.

Hollie briefly discussed a proposed change to employee benefits, and Jamie provided the cost information.

B. Governance

Edie advised that there are still some questions and concerns the committee may have for the attorney regarding the Executive Director's contract. After further review, she aims to have everything finalized and the contract signed by the end of the month. However, before finalization, the committee will forward the contract to Dr. West for any necessary negotiations.

Board member Kim proposed that the contract process should have a designated timeline to ensure completion by a specific date each year. All board members agreed that the contract should be signed immediately following the evaluation.
Additionally, there was a discussion about creating a board calendar to outline key checkpoints and requirements
LaTanya suggested hosting an event to recruit SLVA parents as board members

C. School Performance

Dr. Woods shared details from a previous meeting regarding the dates for administering the quarterly benchmark tests. The committee members agreed to meet at least three times a year, scheduling their meetings around these testing dates.

Dr. Russell-West discussed the importance of tracking reading performance more frequently than three times a year, Dr. Woods suggested that this information be included in the Executive Director's report as the data becomes available and presented to the entire board.

V. Executive Director Report

A. Executive Director's Update

Dr. Russell-West presented and discussed the goals and expected percentages for students enrolled in grades 3-5 by year 5. She also shared plans and anticipated percentages for student academic growth, reading proficiency, and media storytelling by the end of each year. Additionally, she facilitated a discussion on priorities for the Executive Director, Head of Schools, Assistant Director of Compliance, and Assistant Director of Family & Community Engagement by year 2.

Dr. Russell-West provided updates on enrollment and student demographics, current staffing, and staffing needs for the 2024-2025 school year. She explained the organizational chart, highlighted items requiring board approval, and addressed matters needing board discussion. Additionally, a brief overview of operations, facilities, and compliance was presented.

A link to the Executive Director's report can be found on the Board Meeting Agenda page.

VI. 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 7:48 PM.

Respectfully Submitted,
D. Catchings-Smith