

APPROVED



## Butler Academy

# Minutes

## Board Meeting

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### Date and Time

Wednesday May 19, 2021 at 5:30 PM

### Location

701 S 5th St, Hartsville, SC 29550

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### Trustees Present

' Tyree, A. Cox-King, A. Heatley, J. Shannon, K. Flaherty, M. Bunnell, T. Goodson Jr.

### Trustees Absent

A. Rose

### Guests Present

J. Reyes

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

K. Flaherty called a meeting of the board of trustees of Butler Academy to order on Wednesday May 19, 2021 at 5:33 PM.

### C. Approve Minutes

A. Rose made a motion to approve the minutes from Board Meeting on 04-21-21.

'. Tyree seconded the motion.

End of meeting corrected

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

#### **D. Approve minutes 4.28**

T. Goodson Jr. made a motion to approve the minutes from Vote on school calendar on 04-28-21.

A. Cox-King seconded the motion.

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

### **II. Development**

#### **A. Developmental plan proposal**

'. Tyree made a motion to create a committee to support the ongoing ongoing development effort supporting the mission of Butler Academy (BA) through fundraising, advocacy, and alumni engagement.

M. Bunnell seconded the motion.

Propose beginning of reports and plans by October 2021

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

#### **B. Enrollement updates**

Discussed procedures on promoting scholars not only from grade-to-grade, but in maintaining the classroom size limits. Beginning conversations with families with excessive absences and tardiness.

#### **C. COVID-19 updates**

Only a small number of families signed the form to opt out of wearing masks in the school starting after the end of school testing.

### **III. Finance**

#### **A. Form 990**

This non-profit tax return form was filed on extension. A question was made whether we had a whistle blowing policy and was found in the Financial Policy and Procedures document.

#### **B. Financial summary**

Discussed talking to McKay Kiddy about filing the form 990 earlier next year. Are at 96% projected income and at 83% of expenditures.

#### **C. Fundraising**

Part of developmental plan proposal by J. Shannon, to be followed up at future board meetings.

#### **IV. Governance**

##### **A. Board expansion committee**

Focus on expanding board membership to include skills we seek to strengthen our Board, particularly in fundraising, public relations, governance and facilities. Goal is to increase board seats to 11 by the end of 2021. Elicit suggestions of names from current trustees. Limit parent to 25% of the board. Reiterate that 50% of seats should be elected and that the job description be read and understood.

##### **B. Revised bylaws**

Ongoing revisions ongoing. Available through the google drive.

#### **V. President Support and Evaluation**

##### **A. CEO evaluation memo**

Memo drafted by the CEO eval committee, and discussed in executive session.

#### **VI. Executive Session**

##### **A. Motion to move into executive session made by J. Shannon. A. Heatley seconded the motion at 7:19pm.**

M. Bunnell made a motion to move out of executive session back into open session.

'. Tyree seconded the motion.

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

M. Bunnell made a motion to accept the committee's memo for the president's evaluation of 2021.

'. Tyree seconded the motion.

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

#### **VII. Closing Items**

##### **A. Good of the Group**

##### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:07 PM.

Respectfully Submitted,  
M. Bunnell