

APPROVED



## Butler Academy

# Minutes

## Board Meeting

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### Date and Time

Wednesday November 17, 2021 at 5:30 PM

### Location

701 S 5th St, Hartsville, SC 29550

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### Trustees Present

' Tyree, E. Mobley, J. Shannon, K. Flaherty, M. Brown, M. Bunnell, S. Wilson

### Trustees Absent

A. Heatley, T. Goodson Jr.

### Guests Present

J. Reyes, V. 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 Nov 17, 2021 at 5:31 PM.

### C. Approve Minutes

K. Flaherty made a motion to approve the minutes from Board Meeting on 09-15-21.

J. Shannon seconded the motion.  
The board **VOTED** to approve the motion.

## **II. Updates Vice President of Operations and school calendar**

### **A. Enrollment updates 2021-2022 school year**

Currently all grades are full and the school continues to seek help coordinating the after-school program. Early enrollment plans to open Jan 2022.

### **B. COVID-19 health and wellness updates**

The school continues to encourage masks and follow CDC guidelines with quarantine of positive scholars and close contacts.

### **C. Local Wellness policy**

Local wellness policy was distributed to board members and is available to the public on the BA website.

### **D. Academic School Year 2022-2023**

Calendar for '22-'23 academic year is not significantly changed from last year but school leadership would like permission to post a draft on line then discuss and approve at the next meeting. Calendar was based on arguments to align with the school's culture of best practices to lessen academic learning loss.

## **III. Finance**

### **A. Financial Audit Report**

Ken Martin presented a summary of the Audit report. Discussed how they involved a lot of testing through government standards. One of the key factors is internal controls, to have checks and balances in place. Key is the relationship with Veris accounting firm. Audit firm shows that we have a well thought system in place. Review of Internal controls are positive. Financial statements do show that they are unmodified and clear. There was a single audit to test compliance with federal programs because of amount received from federal money and it showed the P&I grant money showed good compliance. Finance committee attests to the thoroughness of the accounting firm and the leadership of the school.

### **B. Finance Summary**

Discussed the financial summary and we are in budget. Need to shift some of the focus on now building capacity to generate more funding and understand the budget more and assigning things to proper categories.

## **IV. Scholar experience committee**

**A. Discuss committee description**

The Scholar Experience Committee, composed of three board members and a school leader, will meet at least once between each scheduled board meeting. The aim of these meetings will be to extend communication between the board and school leaders in regards to current school year goals related to overall scholar experience; these goals include academics, culture, and social emotional learning outcomes. The roles of the committee are communication based, including listening to school leaders discuss pathways to goal achievement, responses to recent data collections, and asking important questions about how the board can best support school leaders in their current school year goals. The committee may invite specific school leaders to committee meetings, as needed, but these invitations are not mandatory and the committee's business shall not impede the efforts of school leaders in their daily governance and management.

Further details including responsibilities of the committee are available on the board drive.

**B. Academic updates**

**V. Governance**

**A. Committee description**

The governance committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for matters pertaining to Board of Trustees recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of the organization as well as established policies and practices approved by the Board of Trustees.

Further details including responsibilities are available on the board drive.

**B. President support and evaluation committee**

The President Support and Evaluation Committee is commissioned by and responsible to the board of trustees to assume the primary responsibility for developing and implementing a year-round process to strengthen the board's support, evaluation, and partnership with the organization's President.

Further details including responsibilities are available on the board drive.

**VI. Development Committee**

**A. Committee description**

The development committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for raising non-grant funds to support the organization's mission.

## **VII. Facility**

### **A. Facility expansion**

In planning for expansion, there needs to be revisions to the lease agreement. The school is growing faster than planned. Would like for a board member to co-sign the lease addendum. The president is authorized to negotiate contracts and plans with West Oil Inc llc to finish construction of the unfinished part of the building to accommodate the school's growth plan including resulting changes to the building lease.

## **VIII. 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 7:25 PM.

Respectfully Submitted,  
M. Bunnell