APPROVED

BUTLER ACADEMY

Butler Academy

Minutes

Board Meeting

Date and Time
Wednesday August 16, 2023 at 5:30 PM

Location
710 S 5th St
Hartsville SC
29550

Trustees Present
C. Forrest, D. Buryj, E. Mobley, E. Waters, H. Hoilett-Frierson, J. Shannon, K. Flaherty, M. Bunnell, M. Stellingworth, S. Hill, S. Wilson

Trustees Absent
None

Guests Present
B. Chappell, J. Reyes, Kianee Lee, N. Taylor, Rachel Johnston, Stella Rounsefell, V. Reyes

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

M. Bunnell called a meeting of the board of trustees of Butler Academy to order on Wednesday Aug 16, 2023 at 5:32 PM.

C. Approve minutes

J. Shannon made a motion to approve the minutes from Board Meeting on 05-17-23.
S. Wilson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Bunnell	Aye
S. Wilson	Aye
J. Shannon	Aye
D. Buryj	Aye
C. Forrest	Abstain
H. Hoilett-Frierson	Abstain
K. Flaherty	Aye
E. Waters	Abstain
S. Hill	Abstain
E. Mobley	Aye
M. Stellingworth	Abstain

D. Approve minutes special meeting

J. Shannon made a motion to approve the minutes from BA Board meeting on 06-28-23.
D. Buryj seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Stellingworth	Abstain
M. Bunnell	Aye
E. Mobley	Aye
H. Hoilett-Frierson	Abstain
S. Hill	Abstain
E. Waters	Abstain
C. Forrest	Abstain
K. Flaherty	Aye
J. Shannon	Aye
S. Wilson	Aye
D. Buryj	Aye

II. President update

A. BA Overview

Having new board members and new faculty present at today's meeting, the president shared an overview of Butler Academy's journey to where we are today. Discussed the mission of the school and the Socio-Emotional Learning Compassionate model it uses.

B. Leadership Team Introductions

Introduced Ms K. Lee the new Dean of Middle school. Ms R. Johnston Dean of Lower School, Ms N. Taylor the Provost or Chief Academic Officer.

C. Middle School Development

The middle school facility has opened. Have tried to give the middle schoolers in a small population a middle school experience by giving them more independence and movement rather than just moving up in cohorts.

D. Facility update

III. Updates from President/Vice President of Operations

A. Enrollment updates

K-5th grade has 22 per homeroom. 6th-7th has 24 per advisory. Currently at 348 total scholars but have capacity for 360. For the first time, there is no waiting list at 3rd, 4th and 6th grade. Trying to advertise that for middle schoolers, can participate at zoned school for extracurricular athletics. There are 9 confirmed scholar athletes. 4 scholars have been selected for Cypress Adventures Youth Leadership Development Program.

IV. Academic Updates

A. Academic update

Ms Rounsefell was the director of this summer's reading camp (SRC). Duration: 3 weeks. Total of 14 scholars in 3rd grade. May look at expanding participation to other grades next year. Used I-Ready, MAP and SC ready scores to require 3 participants and invite the others. Classrooms gave differential instruction with regards to phonics, fluency and comprehension. Also incorporated SPARK hour partnering with EdVenture.
86% made growth over the summer. 43% scholars went up a whole grade level in 3 weeks.
BA received SCDE community grant to get 6 adults to 14 scholars to help address SEL and literacy needs. Partnered with Coker Assistants, EdVenture and had field trips to Hartsville Memorial Library and Kalmia Garden.
Plan to follow up on the growth on these scholars through the school year to make sure growth continues. May consider implementing similar short-term programs during interim breaks. SRC sparked the idea to branch into an after school tutoring program during the school year.

V. Development Committee

A. Development committee updates

VP of development presented a summary of the past year for new trustees. July 2022 Pee Dee Electric supported the purchase of a school bus. The VP of development has created a 5 year development Plan, and in 2022, hosted community breakfasts over the year and purchased a donor management system. Also developed first direct mail solicitation. In Dec, had career week. Feb 2023, Honda sponsored BA scientist Program. March had a visit by Boeing. The Mandarin exchange teacher is fully sponsored for the 2023-2024 year. In June Dr Reyes Received Citizenship Award by the Butler Heritage Foundation.
This year's goal is to raise $1M. So far we already have $500,000 committed to the school. Compared pledges and gifts 2023-2022. Encouraged board giving. Goal is 100% of the board will support the school in form of donation.

VI. Finance

A. Finance Summary

Treasurer reviewed the June Dashboard. As of June was 9% below budget at the end of the year. Current Minutes
Explained that we planned for deficits given the growth of the school with the hope that as the student population grows, can try to off-set the deficit.
Proposed Change
Explained that the school is dependent on a public-private partnership model and that funds raised from grants and donors are used to underwrite spending that is expected to always be higher than what state funding will provide. The term *deficit* is used to describe spending that exceeds state funding, not an ending operating position at the end of the year. In the first three years of operations, Butler's budget plans called for a $600,000 annual operating deficit which was paid for with private funds from grants and donations. This is just a simple way to express the structural need for private support and to keep the revenue streams distinct and separate.

. Gave some historical perspective to new trustees on the finances of the school.
Then reviewed financial summary of July. This year's allocation is based on last year's 135 day school year. State payment allocations come in monthly.

VII. President Support Committee updates

A. President and VP of Operations Evaluation

Self- evaluation of the president has started and invites to complete the evaluation. Similarly, there will be invites sent out soon to complete the VP evaluation. Invited trustees who were on the board last year to complete the evaluation of the President by end of the week. Plan to meet in September to discuss the President Evaluation memo.

VIII. Governance

A.

Board Expectations

Gave a brief summary of expectations of board members. Briefly directed new board members where information about the By-laws and committee descriptions are.
Emphasized the responsibility of the board and the privilege it has in holding the school and its President to its charter, mission and vision. Reiterated that the board acts as a body, and not individuals in the community.
Reviewed mandatory board training.
Invited new trustees to let it be known which 2 top committees they intend to join so that future meetings can include new members.

B. Revision of Bylaws

D. Buryj made a motion to amend the bylaws to change the term to "Officers may be reelected to 2 year terms".
E. Mobley seconded the motion.
1 abstention (M. Stellingworth)
The board **VOTED** to approve the motion.

IX. Scholar experience committee

A. Scholar experience updates

Focused on the section that was previously known as 'Student behavior' was vague and left room for a wide range of interpretation. Now the section called 'Code of Conduct'.
The current version is a culmination of 3 years of experience in the school. E. Mobley suggested a disclaimer at the end. Will be going out to families next week. The scholar and family handbook has been shared with staff at the school and is linked on the website for public access. Praised the leadership team on how thorough and well-thought out updated handbook has been.

X. Executive Session

A. Executive session

Nothing discussed

XI. 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 7:59 PM.

Respectfully Submitted,
M. Bunnell