

APPROVED



## Butler Academy

# Minutes

## Board Meeting

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### Date and Time

Wednesday March 13, 2024 at 5:30 PM

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### Trustees Present

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

### Trustees Absent

E. Waters

### Guests Present

J. Reyes, V. Reyes

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## 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 Mar 13, 2024 at 5:35 PM.

### C. Approve Minutes

D. Buryj made a motion to approve the minutes from Board Meeting on 01-17-24.  
M. Stellingworth seconded the motion.

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

## II. VP of Operations updates

### A. Enrollment updates

Lottery ran March 2nd.

40 slots in kindergarten was filled. Reserved 4 spots for possible retention or future staff with children. 2 spots filled in 8th grade.

Waitlist of 97 scholars. Intent-to-return forms will be sent out to families late April then begin re-registration.

There will be new family sessions for new scholars to get car tags and look at uniforms.

Will also plan a future open house to meet their teachers in July. Currently have 347 scholars where our capacity is 360.

## III. Presidents updates

### A. Proviso 1.82

The school president, chairperson and school district are in communication over the BA website but so far, nothing has been found to be in violation of the Proviso. Will continue to update the board thru email as developments occur.

### B. 2024-2025 School Calendar

Reviewed the proposed 2024-2025 academic year around calendar.

Unable to offer interim programs due to lack of capacity of staff for those programs.

Staffing issues continue to affect both after school and interim programs.

E. Mobley made a motion to approve the 2024-2025 academic calendar.

S. Hill seconded the motion.

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

## IV. Finance

### A. Review financials

Right on budget with income. Professional development and instructional supplies are at 85% of budget but are also hand in hand with increasing the skills of our faculty.

Are on budget for facilities.

Currently overall, are at 70% of budget year - to-date, but no major concerns presented by finance committee.

M. Stellingworth made a motion to approve November to February Financials.

S. Wilson seconded the motion.

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

## V. Governance

### A.

**Call for nominee for vice chair**

H. Hoilette-Frierson was nominated to be Vice Chair. H Hoilett-Frierson accepted nomination.

Board unanimously voted to approve.

**B. Board expansion**

Look for skills set in insurances, facility to complement the current skills set on the board. Shared a google spreadsheet to invite potential board members.

**C. Board Policies**

Discussed a code of ethics, confidentiality, conflicts of interest to be signed by board members to be signed before the next board meeting.

**D. Board Manual**

Governance committee is working on a board handbook manual.

**E. Board Development**

Ongoing webinar series from Public Charter School of South Carolina Alliance with Board on Track. All board members are invited to participate.

**VI. Scholar Experience**

**A. Engaging new teacher hires**

Board could support future hires and current teachers to continue encourage them. Will work on a welcome letter to future teachers from the board.

**VII. Other Business**

**A. Chair updates**

Was reminded that each committee should be meeting monthly or at least in the off months. Was reminded that even committee meetings and agendas need to be made public. Will follow up specifically and with legislation before publishing committees publicly.

Asked each committee to update goals.

**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 6:51 PM.

Respectfully Submitted,  
M. Bunnell