

APPROVED



Butler Academy

Minutes

May Board Meeting

Date and Time

Wednesday May 15, 2024 at 5:30 PM

Location

May Board Meeting

Wednesday, May 15 · 5:30 – 7:30pm

Time zone: America/New_York

Google Meet joining info

Video call link: <https://meet.google.com/vut-iewd-xhw>

Or dial: (US) +1 304-397-0664 PIN: 685 874 428#

Trustees Present

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

Trustees Absent

M. Stellingworth, S. Wilson

Guests Present

J. Reyes, K. Martin (remote), N. Taylor, 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 May 15, 2024 at 5:32 PM.

C. Approve Minutes

D. Buryj made a motion to approve the minutes from Board Meeting on 03-13-24.

E. Mobley seconded the motion.

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

II. VP of Operations updates

A. Enrollment updates

As of May, 19 available seats released K thru 8th grade. There is a waitlist of 119.

There has been a 98% intent to return response for the next academic year. New digital marketing strategy in place over the next 3 months.

1st family orientation occurred on May 8th and there is a 2nd session for later enrollees in June.

Preparing for Kindergarten signing day on July 12th with kindergarten-readiness assessment and there is an open house/ meet-the-teacher on July 15th.

III. Academic updates

A. Spring MAP and I-Ready data

The Provost discussed Spring 2024 SC READY lower school projections of 'at or meet or exceeds grade level'. Also compared student growth as well as teacher growth year to year. State testing ongoing now.

Have had the projections for a few weeks and taken the time before state testing to implement curriculum-lesson movement, targeted small groups, modified pacing where applicable and daily test prep sprints.

B. High School Course of Study

BA upper school conversations happening being discussed to offer algebra 1, English 1, Carnegie units/GPA and FDTC partnership.

Conversations are being had on what to offer scholars to have them ready for the career they are interested in.

The board offered to partner with the leadership team to help facilitate conversations looking at a high school curriculum conversations and planning.

M. Bunnell made a motion to Offer Algebra I honors and English I honors for 8th grade for fall 2024 at Butler Academy.

C. Forrest seconded the motion.

the district will be notified by the President on the curriculum changes
The board **VOTED** to approve the motion.

IV. Finance

A. Review financials

There have been changes in base funding especially with local funding which we are attributing to the vacant position of VP of development. There has been a 0% for health and nurses which is from a grant, once it is submitted, expect that it all gets funded for. The treasurer voiced no major concerns.

E Waters made a motion to approve the March and April Financials.
M. Bunnell made a second motion,
The motion was passed unanimously.

B. Form 990

Was submitted in compliance with the deadline. There are some administrative corrections that were made.

C. 2022-2023 Audit Presentation

K. Martin was present virtually to present the audit that was due and completed September 2023.

The audit met financial standards. The focus of the audit is to gather audit evidence. The audit team has worked with BA and several schools over the past year and have developed tools and testing. The auditor applauded the financial policy and internal controls. The controls are also functioning as they should. Gave an unmodified clean opinion on financial statements.

Separate audit was done on the PAI and ESSER funding for 2021 and 2022. Those federal funds have aged out for 2023 so will not have audit on those funds next year. The state requires only 8% of fund balance, but BA has 23% in fund balance which exceeds expectations.

The treasurer commended the school for a strong fund balance.

V. Governance

A. Potential new board members

Discussed the nominee C. Robinson, and will continue to add to the pool of potential candidates given there will be another vacant seat as C. Forrest resigns and relocates out of state this summer. No vote was taken as board members would like more time to seek other nominees. Will discuss again at June meeting.

B.

Board expansion

Each board member was tasked to add two names to add to the pool of candidates for potential new board members be it 2024 opens seats or the 2025 election.

C. Board Policies

Encouraged each board member to review and sign the board policies on conflict of interest, confidentiality and ethics.

D. Board Manual

There is a draft of the Board Manual in the shared drive that outlines procedures such as how elections take place, descriptions of each committee etc.

VI. President Support and Evaluation

A. President and VP of operations evaluations 2023-2024

The president and VP of operations have completed their self-evaluations and have been shared with the board. Deadline to finish evaluations is end of the month in order for the committee to put the evaluation memos together before the June meeting.

VII. Scholar Experience

A. Annual review of disciplinary data

tabled for June meeting

B. Update on board support of teachers/faculty

to be discussed at June meeting.

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 7:07 PM.

Respectfully Submitted,
K. Flaherty