DRAFT

BUTLER ACADEMY

Butler Academy

Minutes

Board Meeting

Date and Time
Wednesday June 18, 2025 at 5:30 PM

Location

Wednesday, June 18 · 5:30 – 7:00pm
Time zone: America/New_York
Google Meet joining info
Video call link: https://meet.google.com/uer-dhnw-kgm
Or dial: (US) +1 929-276-0562 PIN: 420 719 052#

Trustees Present
A. Morris (remote), C. Robinson (remote), D. Buryj (remote), E. Mobley (remote), E. Waters (remote), H. Hoilett-Frierson (remote), K. Flaherty (remote), M. Bunnell (remote), S. Hill (remote)

Trustees Absent
M. Stellingworth, S. Wilson

Trustees who left before the meeting adjourned
C. Robinson, S. Hill

Guests Present
J. Reyes (remote)

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 Jun 18, 2025 at 5:32 PM.

C. Approve April Minutes

H. Hoilett-Frierson made a motion to approve the minutes from Board Meeting on 06-04-25.
D. Buryj seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Wilson	Absent
M. Stellingworth	Absent
A. Morris	Aye
E. Mobley	Aye
D. Buryj	Aye
H. Hoilett-Frierson	Aye
K. Flaherty	Aye
S. Hill	Aye
C. Robinson	Abstain
M. Bunnell	Aye
E. Waters	Aye

II. VP of Operations updates

A. Enrollment updates

No enrollment updates.

III. President Updates

A. Action plan that 75% of teachers should be certified by 2025

The location of the school has made it difficult to hire certified teachers willing to relocate to a small city in the mid-west south of the state. BA strives for the best talent, but admittedly there has not been a surplus of certified teacher applicants. The school continues to be present at education job fairs and post positions on-line. The school president has had discussions with the district about this challenge yearly. The district voiced that they recognize this and the board asks that the school leader comply with submitting a plan to the district on meeting the required 75% certified teachers by the end of 2025. The district has explained that they will likely audit hiring processes and see how they can support the school to increase certified teacher numbers.

IV. Finance

A. Audit

Auditor Mr Ken Martin presented the annual 2023-2024 audit. The firm has worked with the school over the past 5 years. Ultimately, it is the board and school's responsibility to manage the finances of the school. The audit follows evidence, administers tests of revenue, expenses as well as functions and internal controls. One strength noted, is the strong relationship between our accounting firm Veris. Mr Martin presented an unmodified clean opinion. There were no findings with regards to compliance controls or weaknesses. He notes that Federal funding was tested separately and had similar findings. Of note, the school 2023-2024 fiscal year was able to consistently keep cash-on-hand balance of 3 months and BA is encouraged to continue to do so, despite the district only needing 1 month cash-on-hand. It was also suggested that the auditor be invited to present earlier such as in the fall rather than the summer. There was also a suggestion of engaging Veris to do earlier surveillance such as in the spring, with a 45 day notice so that changes could be made before the audit was due.

The board applauds the school leader's efforts in trying to keep capital spending within the school's means and encourages him to continue the strong working relationship with Veris.
C. Robinson made a motion to approve the audit as presented by Martin Smith CPA.
H. Hoilett-Frierson seconded the motion.
M. Bunnell noted that the audit would be uploaded and made public in compliance with the district requirements.
The board **VOTED** to approve the motion.

B. 2nd read of budget 2025-2026

Treasurer D Buryj presented a second read of the 2025-2026 school budget. He highlighted corrections, adjusted projections for the next school year and the typographical errors found in certain line items.
C. Robinson made a motion to approve the 2025-2026 budget as presented.
H. Hoilett-Frierson seconded the motion.
The board **VOTED** to approve the motion.

C. Review Financials

Treasurer D. Buryj presented to May 2025 financials. Base funding is at 94% of goal, local funding at 54% of goal. Federal funding at 100% and total revenue at around 90% of budget. The board encourages the incoming board members and school leader to collaboratively devise a development plan to boost local fundraising to meet goals next year.
C. Robinson made a motion to approve the May financials.
H. Hoilett-Frierson seconded the motion.
The board **VOTED** to approve the motion.

D.

Form 990

C. Robinson made a motion to approve the form 990 as presented by Ken Martin CPA.
H. Hoilett-Frierson seconded the motion.
The board **VOTED** to approve the motion.

V. Governance Committee

A. Board Elections

K Flaherty shared the results of the June board elections as follows:
David Carlton
James Hudson
Adrian Rhodes
Steph Sneed
Darlene Small
Each as replied that they are enthusiastic to begin their terms.

B. Appointed seats

M. Bunnell made a motion to appoint Hannah Hoilett-Frierson, Amy Morris, Geraldine Woods and Julia Klimek to the 4 appointed board seats that begin July 1st.
E. Mobley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Wilson	Absent
M. Stellingworth	Absent
K. Flaherty	Aye
H. Hoilett-Frierson	Aye
M. Bunnell	Aye
E. Waters	Aye
C. Robinson	Abstain
A. Morris	Aye
D. Buryj	Aye
E. Mobley	Aye
S. Hill	Aye

C. Nominating committee

K. Flaherty made a motion to adapt the governance committee recommendation to add language about a nominating committee to the bylaws.
H. Hoilett-Frierson seconded the motion.
Nominating committee will allow the board to vet potential members more thoroughly, and impartially. Document was checked by the school's legal counsel.
The board **VOTED** to approve the motion.

D.

On Boarding new members

Current members will be assigned a board buddy to help on-board them and empower them to handle more responsibility as soon as their term begins July 1st.
There are also resources for training on Board on Track, an SC alliance summer training series and the mandatory training given by the district.
It was encouraged that all outgoing board members be prepared to be available for guidance if the new board members reach out as for it.

VI. Facility

A. High School plans

New bus has been delivered. Leadership working closely with Power School and is figuring out logistics for the 9th grade scholars.

VII. CEO Evaluation Committee

A. CEO and VP of Operations evaluation

Have been completed and the committee will invite the CEO and VP of Operations to meet and discuss the memo.

VIII. Executive Session

A. CEO and VP of Ops evaluation and compensation

Motion to move into executives session was made at 635pm.
Motion to move out of executive session made at 730pm.

No action was taking during executive session.
S. Hill left.
C. Robinson left.

IX. Other Business

A. CEO and VP of operations compensation

K. Flaherty made a motion to adopt salary changes as discussed during the executive session.
D. Buryj seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
D. Buryj	Aye
E. Mobley	Aye
K. Flaherty	Aye
S. Wilson	Absent

Roll Call

H. Hoilett-Frierson	Aye
C. Robinson	Absent
A. Morris	Aye
E. Waters	Aye
S. Hill	Absent
M. Stellingworth	Absent
M. Bunnell	Aye

X. 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 7:32 PM.

Respectfully Submitted,
M. Bunnell