DRAFT

BUTLER ACADEMY

Butler Academy

Minutes

Board Meeting

Date and Time
Wednesday September 17, 2025 at 5:30 PM

Trustees Present
A. Morris, D. Carlton, D. Small, G. Woods, H. Hoilett-Frierson, J. Hudson, J. Klimek, S. Sneed

Trustees Absent
A. Rhodes

Trustees who left before the meeting adjourned
S. Sneed

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

H. Hoilett-Frierson called a meeting of the board of trustees of Butler Academy to order on Wednesday Sep 17, 2025 at 5:33 PM.

C. Approve Minutes

H. Hoilett-Frierson made a motion to approve the minutes from July Board Meeting on 07-23-25.
J. Hudson seconded the motion.

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

D. Reading Butler Academy Mission Statement

II. Scholar Award Presentations: EOC Exam Perfect Scores

A. Names of Scholars with perfect scores

Students who made perfect scores at Algebra 1 EOC exams were honored.
Dr. Reyes presented plaques to students who, as 8th graders, made a perfect EOC score on an end-of-course state exam. Four out of ten students who took the class earned the perfect score. Three of the students were present at the meeting.
Sophie Griggs, Elizabeth Elliston, and Naomi Reyes were present to receive their awards.

III. Development

A. Committee Report

Committee has not met yet.

IV. Executive committee

A. Committee Report

Hannah Hoilett-Frierson reported.
Committee met several times to address two different items. There were several issues the committee addressed; the committee is also addressing board member training options (virtual) that may be a possibility.

V. Facility

A. Committee Report

Committee has not met yet.
Committee will next meet 10/30 at 5:30 virtually.

VI. Finance

A. Committee Report

Committee met with Dr. Reyes to discuss a five-year set of budget drafts and planning. Committee also set goals for the next meeting to itemize different budget line items; committee discussed current fund raising goals and status. Fund raising seems to be 1/4 of the way there.
Committee will next meet on 11/14 remotely.

VII. Governance

A. Committee Report

Committee met to discuss the goal of creating a handbook for board members, picking up a previous committee's goal.

Committee will meet again 10/1 6 pm virtually.

B. Board Training Update

VIII. President Support and Evaluation

A. Committee Report

Committee met to discuss ways the board members can more directly show support for the school and the President.
Board members are invited to join parents and scholars and school staff on Friday Celebrations to get a feel of the positive spirit of the school.
Hannah Hoilett-Frierson will meet with Dr. Reyes to provide ongoing support and show interest in ideas to create a more collaborative approach to the relationship between President and Board. Lines of communication should be open and positive and ongoing, rather than waiting for a report at the end of the year.
Committee will meet again 11/12 6 pm.

IX. Scholar Experience

A. Committee Report

Committee has developed an agenda for a first meeting, scheduled this coming week. Dr. Reyes offered to attend the first meeting to help the committee get off to a good start.
One of the first goals will be for the committee members to become more familiar with school policies. Dr. Reyes also suggested to look at emerging opportunities for the high school scholars to continue to be engaged with the basic components of the school mission.
Committee will next meet Tues 9/23.
S. Sneed left.

X. Executive Session update

A. Salary Overpayment issue

Hannah Hoilett-Frierson explained that there was an overpayment issue, after the outgoing board approved the salary of this employee, and Veris made an error in inputting this salary amount.

While Dr. Reyes is responsible for 69 employees' payroll, the salaries of Venesa Reyes and Jerome Reyes are overseen by the Board; so the board is responsible for addressing this overpay issue.

XI. Other Business

A. 2025/2026 School Report Card

B. Enrollment Update

Dr. Reyes shared the Enrollment Summary: Federal Ethnicity and Race Report as of 9/17/2025. There are more male students than female students enrolled (25% difference); 429 students are currently enrolled, and while there are 50 families on waitlists, these scholars are waiting for seats in grades 1 to 4. Four more scholars may be added, which will raise the total number to 433.

Dr. Reyes reminded the Board that the initial funding for the school is calculated based on the number of students reported to be enrolled at the end of the previous year; as the school is adding grades for the high school those numbers are going up and the payment from the district increases.

Numbers are collected on specific dates to help adjust to the correct number of students who are actually attending. On those dates, the ADM is brought in to adjust numbers correctly.

C. Annual Review of Bylaws

The changes proposed are linked in the Agenda.
The proposal is to revert to the detailed description of Board responsibilities and process from the single-line replacement.
Hannah Hoilett-Frierson advocated to retain the detailed description vs. the very brief replacement statement.
Dr. Reyes offered the perspective of the initial writers of the bylaws, who brought with them the experience with other situations.
Geraldine Woods reminded the board of Dr. Reyes' role as the Communication Offices, as well, which might clarify who speaks to the public about any issues (rather than the board).
The longer statement focuses on support and communication.

Hannah Hoilett-Frierson made a motion to revert to the longer version to update in the bylaws.
Julia Klimek seconded the motion.
The motion to revert to the longer version was unanimously accepted.

D. July/August Financials

David Carlton discussed the financials - State reimbursements depend on ADM (daily attendance).
The primary area of concern is the local fundraising line item - local funding as of August 1st is low.
The recommendation for charter schools is to keep 3 months worth of cash reserves; BA is close to this number in reserves.

E. Discussion of Annual Financial Audit

F. Board Member Training

XII. Executive Session

A. Discussion of salary overpayment issue and solution to the problem.

Hannah Hoilett-Frierson moved out of executive session.
Hannah Hoilett-Frierson moved to vote that in lieu of repayment the VP of Operations will complete additional duties.
James Hudson seconded.

The motion was approved unanimously.

XIII. 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 7:17 PM.

Respectfully Submitted,
J. Klimek