



# The Emerge School for Autism

## Minutes

### Board Meeting

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#### Date and Time

Wednesday November 20, 2019 at 12:00 PM

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#### Directors Present

A. Meyer, D. Whittle, E. Jones-Morgan, J. Jones, J. Perrault, R. Pettit, S. Broome, S. Waguespack

#### Directors Absent

C. Blaize, M. Juneau, M. Miller

#### Directors who arrived after the meeting opened

S. Broome

#### Guests Present

S. Jones, Stacie Landry

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

J. Perrault called a meeting of the board of directors of The Emerge School for Autism to order on Wednesday Nov 20, 2019 at 12:00 PM.

#### C.

## **Approve Minutes**

R. Pettit made a motion to approve minutes from the Board Meeting on 10-16-19 Board Meeting on 10-16-19.

S. Waguespack seconded the motion.

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

## **Roll Call**

J. Jones	Aye
E. Jones-Morgan	Aye
R. Pettit	Aye
M. Miller	Absent
S. Waguespack	Aye
S. Broome	Absent
J. Perrault	Aye
C. Blaize	Absent
M. Juneau	Absent
A. Meyer	Aye
D. Whittle	Aye

## **II. Finance**

### **A. Budget Update**

October 2019 Financials presented by S. Landry with 4th Sector Solutions.

- No discussions regarding financials provided.

## **III. Overall School Update**

### **A. Update on School**

- Discussion led by Leigh Bozard regarding the public records request. The documents were gathered and made available.
- Student applications for 2020-2021 are open. The window remains open until January 14th. We currently have 11 complete applications and 54 draft applications.
- PTO organization will utilize a t-shirt sale as a potential fundraiser. Shirts will be sold to students, staff and general public.

S. Broome arrived.

## **IV. Planning Ahead**

### **A. Building Update**

- Building update provided by JP Perrault. Construction is currently 3 weeks ahead of schedule. Estimate completion date: May 2019

## **B. Growth Campaign Update**

Per Shelton Jones, the Foundation will be assisting in two fundraising campaigns in November:

- classroom therapeutic toys and classroom materials \$5,00
- Mailer \$30K split with school and center

With guidance from 4th Sector Solutions, a separate bank account will be opened to collect and track the schools PTO funds.

## **V. Other Business**

### **A. Bill.com and Financial Policies**

Discussion lead by Leigh Bozard regarding the updated Purchasing and Receiving Procedures.

- Updated the routing on bill.com to include both Leigh Bozard and Deanna Whittle.
- Created a new purchase order procedure.
- Each invoice requires the approval of Leigh Bozard, Deanna Whittle and Finance (4th Sector Solutions)

J. Jones made a motion to to accept the new purchasing and receiving procedures as presented by Leigh Bozard and 4th Sector Solutions.

S. Waguespack seconded the motion.

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

### **Roll Call**

E. Jones-Morgan	Aye
A. Meyer	Aye
S. Waguespack	Aye
S. Broome	Absent
R. Pettit	Aye
M. Miller	Absent
J. Perrault	Aye
J. Jones	Aye
C. Blaize	Absent
D. Whittle	Aye
M. Juneau	Absent

## **VI. Closing Items**

### **A.**

### **Adjourn Meeting**

R. Pettit made a motion to adjourn the meeting.

S. Waguespack seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:00 PM.

Respectfully Submitted,

R. Pettit