

APPROVED



# Brevard Academy

## Minutes

### Monthly Finance Meeting

---

#### **Date and Time**

Tuesday November 19, 2024 at 8:30 AM

---

#### **Mission:**

The Mission of Brevard Academy is to prepare its students to achieve academic excellence through the Core Knowledge Sequence. Through a partnership involving students, teachers, and parents the school strives to create citizens with strong moral character and active intellectual inquiry.

#### **Vision:**

Brevard Academy: A Challenge Foundation Academy (BA-CFA) a K-8 public charter school develops and encourages motivated, intellectually curious students who are skilled in critical thinking, individual expression, and problem-solving. From their diverse backgrounds, students accept our challenge to pursue personal and academic excellence. Through this pursuit, they become confident members of their community who lead by serving others.

#### **Strategic Goals:**

1. Provide Effective & Innovative Learning Environments
  2. Recruit, Hire and Retain Highly Effective Personnel
  3. Use Resources Effectively & Be Fiscally Responsible
- 

#### **Committee Members Present**

---

Emily Webb, Juli Lefler (remote), Paul Cooper, Ted Duncan

**Committee Members Absent**

*None*

---

**I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

Ted Duncan called a meeting of the Finance Committee of Brevard Academy to order on Tuesday Nov 19, 2024 at 8:30 AM.

**C. Approve Minutes**

Paul Cooper made a motion to approve the minutes from Monthly Finance Meeting on 10-16-24.

Emily Webb seconded the motion.

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

**II. Finance**

**A. Review Financial Reports**

4 months- Budget Analysis Report/ Encumbered Spreadsheet/ Monthly Reconciliation

**B. Vendor Contract Renewals**

Sharp Printer renewal options- 3 year rental contract vs 5 year renewal (current).

Additions- AV Enhancements, speakers in the gym, and digital signage

Questions:

Do we want to stay with Sharp? Do we want to go with a 5 year investment?

If we are no longer making payments on the contract, would we still get service on the printers?

Juli is waiting to check on alternatives.

**C. USDA Update**

We have made a decision on the civil engineer. \$36,000 bid for the design which includes survey, which would be \$3,000 out of pocket. We should go ahead and authorize this. We will spend \$33,000 later from unencumbered funds to complete this.

**D. Review of Financial Audit**

The audit was clean and the auditor will join the board meeting Wednesday.

### III. Other Business

#### A. Review Committee Goals

#### B. Review Upcoming School Needs

Ted is asking for approval Fund appropriation and expense for the new bus.

Staff Bonus- we have a surplus of \$96,000. Three options were presented to the committee.

The committee agreed that it will be proposed to the Board that holiday staff bonuses will be:

Half-time employees \$200

Part-time employees \$400

Full-time employees \$600

EC Part-time teacher

### IV. Action Items

#### A. Action for the Board

Staff bonus

Civil engineer contract

Approval fund appropriation and expense for new bus

### V. Closing Items

#### A. Announce Date of Next Meeting

December 17, 2024

#### B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:53 AM.

Respectfully Submitted,

Ted Duncan

---

*This meeting is a public meeting of the BA-CFA Finance Committee in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting.*