



## **BOARD MEETING**

**Minutes – May 23<sup>rd</sup>, 2018**

### **Latin American Community Center Conference Room**

**Attendance: William Thompson, Nora Lewis, Katherine Lee, Mercedes Alonso, Adam Kegley, Maria Matos, Celeste Payne, Shawn Stevens, Scott Sheridan, Mayara Costa**

*Finance Committee Report was Moved to the beginning of the meeting.*

#### **Financial Report:**

The period ending April 30, 2018 represents ten months or 83.33% of the fiscal year.

#### **Revenues**

The final budgeted revenues are \$6,905,912.

Revenues collected to-date are \$6,800,588 which represents 98.5% of the total budgeted revenues for the year.

Revenue received in April consists of: Local Funds/Interest \$357, School Activities \$2,475 & Food Service \$64,575

#### **Expenses**

The final budgeted expenditures are \$6,892,488. Expenses to date are \$5,351,121 with outstanding encumbrances of \$6,986 which represents 77.35% of the budget.

#### **General**

The year-end cash balance is projected as follows:

Cash per spreadsheet \$284,502

Contingency Reserve not spent \$116,009

Total cash on Hand for Operations \$400,511

In addition, \$125,000 will be reserved for Summer Pay

Summary monthly financial statement for April motion made by Scott Sheridan seconded by Katherine Lee, approved unanimously.

- Discussion of New Auditor- The board has put out a request for proposal for a new auditor for the next three fiscal years. 2018-2020. We have received 3 qualified proposals. The low cost was from Mali, an auditor for several charter schools in the area, and Adam is recommending them for 3 years. Motion to approve made by Maria Matos, seconded by Scott Sheridan and passed unanimously.

**Approval of May Agenda** motion made by Maria Matos seconded by Scott Sheridan, approved unanimously

**Approval of April meeting Minute** motion made by Maria Matos seconded by Nora Lewis approved unanimously

**Public Comment**-No public comment

### **New Business**

**(Added After Executive Session)** Under new business \$7,000 increase in compensation was proposed for the ELL department coordinator for this year and increased to \$10,00 for next year. Motion to accept this increase made by Nora Lewis, seconded by Maria Matos. Passed Unanimously

### **Executive Director Report**

As of today, there are 121 students enrolled for next year. We have 16 students who will be leaving next year. Not all intention to returns have been submitted. Current enrollment is 591. We can hold 620 total, and there is currently only room for enrollment in Kindergarten and 1<sup>st</sup> grade. All other grades are currently full. Mayara has done a wonderful job leading this push in enrollment.

As of this point, retention for next year is approximately 97%.

We have a group of 10-12 parents, teachers, administrators and board members who are being interviewed regarding the consolidated grant which is due in July. The work has begun and tremendous progress has been made.

Smarter balance and MAT testing is behind us now. Scoring is being done now.

Score reporting and teacher evaluations are on schedule and are expected to be completed on time.

The book fair has brought in more than \$5K.

Girls on the run ran their 5K this weekend. Everyone crossed the finish line. The run was dedicated to Jasmine Queen. Jasmine's Parents were in attendance at the run.

The Brandywine park campout took place in the past month. 10 families took part in the experience. We will be working with the DE Parks Department to extend opportunities in the fall.

Several trips will be taking place during the last month of the school. The talent show will be tomorrow night 5/24 at AI Dupont Middle School.

On June 14<sup>th</sup> there will be an open house for all new Kindergarten families. It will be helpful for orienting parents to the culture of Academia.

An Academia Driver placed 3<sup>rd</sup> out of more than 50 drivers in the annual DE bus rodeo. Bus drivers from all over the state attended.

On May 30<sup>th</sup>, there will be a tree planting ceremony in honor of the student who placed first in the Newcastle.

### **Committee Reports**

- **Governance**
  - Motion to table by Maria Matos
  
- **Strategic Growth and Development**
  - Arscht Cannon Grant was accepted. We expect to hear on the other grant applications by the end of June.
  
- **Academics**
  - We will be part of the DE early literacy initiative beginning in September at no cost to us. The partnership will help with PD and coaching on a number of needs: RTI, Reading, and Language acquisition
  
- **Personnel Committee**
  - Employee handbook update
  - We are in the initial phase of weeding through the top people. We are currently looking at a few people for the Academic Principal position and when the top choices for the position are chosen they will be presented to the selection committee.

### **Old Business**

- Committees need to submit their schedules for the remainder of the year (dates and times) and submit their scope of work.

### **Announcements**

No additional announcements

**7:45 came out of executive session**

Motion to approve actions taken in executive session made by Scott Sheridan seconded by Celeste Payne, approved unanimously.

Motion to adjourn the meeting made by Nora Lewis, seconded by Celeste Payne, approved unanimously at 7:46. Meeting adjourned.

**Executive session:**

Transparency Time:

Topics:

- Demonstration of Google Suite setup for board sharing
- Outstanding balance for funeral services.
- Employee vacation payout \$2600.
- Still missing 2 bios