

DeKalb Preparatory Academy

Board of Trustees Meeting Minutes

Tuesday, April 25, 2017

6:49 pm-8:47 pm

All current Board Members were present with the exception of Mrs. Tanya Harris.

- 1) Roll call completed/Quorum satisfied.
- 2) The meeting agenda was approved.
- 3) Minutes from the Tuesday, April 11, 2017 meeting were read by Dr. Beverly Cox and one error was noted on #10 of the minutes “FPE” was changed to “FTE.”
- 4) Correspondences Received—Responses for the open position of CFO are being received.
- 5) Head of Schools (HOS) Report is attached.
- 6) Committee Reports

Financial Report—Finance Committee did not meet in April due to testing. Mr. Hester shared an updated budget. The new board members were asked to abstain from approving the contingency and enhanced services budget until the next meeting. Mr. Hester pointed out there are enough funds to have HVAC /boiler repaired. The report indicates a deficit in the food service area but there is a surplus in the textbook area. Mr. Hester (CFO) recommended that the school set up a bank contingency

fund with no less than \$100,000 in the account. **It was moved and properly seconded by the board.** The Finance Committee will meet and recommend how to use the contingency fund. Mrs. Wilhite presented an updated budget for the Fiscal Year 2018 in the amount of \$5,229,550, **which was approved by the board.**

- 7) Ms. Arnold suggested that we organize a curriculum task force by July 1, 2017 to address AVC. Mr. Estes stated that after testing they will work on developing an academic team to determine the needs of the school.
- 8) Governance Committee—Elections will be held in May 2017. The Governance Committee will oversee the election of the following board members: Chair, Vice Chair, Secretary, and Parliamentary.
New board members were introduced: Mr. Jahmal Mitchell and Mr. Howard Stern.
- 9) Academic Committee-The committee will meet after testing. The report will be shared at a later date.
Positions should be posted on the website: CFO, Instructional Coach, and AVC Instructor.
- 10) Annual Meeting and regular board meeting will be on May 23, 2017. Board member elections will be held on that date. Board members will be given a copy of each position.
- 11) Old Business-A committee will be set up to review IT contracts which will also involve Mr. Estes and Mr. Mitchell. New vendor contracts must be approved by 7/1/17. **It was moved and properly seconded**

that we pay current IT vendor to close out Apr., May, & June expenses in the amount not to exceed \$6,100. Board Walk Through results are due Friday, April 28, 2017.

- 12) The **Board approved** HVH Mechanical Partners to replace HVAC units at a cost of \$26,464.87.

Old Business--The design of new curriculum with AVC has begun. The administrators and faculty will review and update the AVC Plan. Training to implement and create the AVC Plan will be paid with Title I funds.

13. New Business--The Board Retreat will be held on June 3, 2017 9:00-2:00 p.m. The following topics will be discussed at the Board Retreat: strategic plan, board goals, committee goals. The Governance Committee will facilitate the Board Retreat.

14. Community Concerns

Mrs. Mattie Reid suggested that the school consider rebidding "SLA" contracts. The school lunch is not healthy. Consider better and healthier lunches.

Executive Session of Board Meeting 8:34 pm pertaining to personnel matter.

Reconvene meeting at 8:40

15. The school will be authorized to utilize a Temp Agency to assist with finances until a CFO is hired. **The Board approved the recommendation.**

Adjourned at 8:47 pm

