



The Schools of McKeel Academy, Inc.

*McKeel Academy Central
McKeel Academy of Technology
South McKeel Academy*

Board of Trustees Meeting MINUTES

November 17, 2015

The Board of Trustees meeting was held on Tuesday, November 17, 2015, in the Media Center at McKeel Academy of Technology. The meeting was called to order by Stephanie L. Campbell at 12:00 p.m. and declared a quorum with 7 of 9 members present. Trustees present included Taylor Caffey, Stephanie L. Campbell, Michael Clanton, Michael Peeples, Andrew Snyder, Phillip Walker and Jackie Yon. Trustees John Stargel and Seth McKeel participated via conference call. Staff present included Alan Black, Julie Ehnle, Judi Morris, Kim Benson, Joyce Powell, Michele Spurgeon, and Olivia Hazell. Teachers of the Year present were: Kristy Brown and Jency Meche. Auditors, Sonya Holland and Tori Lehman, from CliftonLarsonAllen, LLP were also present. Mr. Greg Hannie a member of the public was present.

➤ **Public Comment**

Mr. Hannie presented concerns he has with MAT and requested the Board appoint a neutral party to investigate his concerns. He returned the check issued to him by TSMA and will only accept payment if the Board determines that he was owed the money. Ms. Campbell explained that the Board would review his concerns and will notify him as to how they will proceed.

➤ **Consent Agenda**

- **Minutes: 8/25/15 Board of Trustees Meeting; 9/11/15 Audit Committee Meeting**
- **Approval of New Hires MAC**
- **Out of Field Teachers MAT**
- **MAT donation**

Motion: Moved by Phillip Walker, seconded by Michael Peeples, to approve the consent agenda as presented.

Motion Carried

➤ **Auditor's Presentation**

Ms. Lehman explained the 2014-15 audit of TSMA is complete. She briefly reviewed the findings of the audit for the Board. The Board needs to approve the final audit, which will be submitted to PCSB by Friday, 11/19/15.

Motion: Moved by Michael Peeples, seconded by Phillip Walker, to approve the Auditor's report and Management letter as presented.

Motion Carried

➤ **Old Business**

Quarterly Financials

Ms. Ehnle presented the quarterly financials for review by the Board.

Food Service Update

Ms. Ehnle updated the Board on TSMA's Food Service program. As of October 31, 2015, food service has seen an increase in reimbursable meals, adult meals, and a la cart sales.

Phase I Construction Summary

Ms. Ehnle presented a summary of the Phase I construction project. Upon completion of Phase I, there is a surplus of \$22k.

➤ **New Business**

Facilities Vehicle Purchase

Ms. Ehnle suggested using the surplus from the Phase I construction project (\$22K) to purchase a truck to be used by the facilities department. Ms. Ehnle researched the purchase and she anticipates the cost will not exceed \$47k. TSMA could use \$20k as a deposit and finance the balance of the truck through BoCF at a cost of approximately \$400 per month. A concern was raised about how this would affect insurance. Ms. Ehnle will verify with TSMA's insurance provider that this will have no effect on the current policy.

Motion: Moved by Taylor Caffey, seconded by Phillip Walker, to approve the purchase of a truck for the facilities department at a cost not to exceed \$47k, contingent upon verifying how this will affect TSMA's insurance. The surplus from the construction project of \$20k will be used as a down payment and the balance of cost of the truck financed through BoCF.

Motion Carried

EdTechTeacher Onsite Professional Development

Mr. Black explained EdTechTeacher has agreed to provide onsite professional development for TSMA Teachers August 8-10, 2016. The cost of the onsite professional development will be \$56,400 plus expenses. The attached agreement with EdTechTeacher needs to be approved along with the cost of the professional development.

Motion: Moved by Taylor Caffey, seconded by Michael Peeples, to approve TSMA entering into an agreement with EdTechTeacher

Professional Development at a cost of \$56,400 plus expenses as presented.

Motion Carried

➤ **Director's Report**

Admissions Policy

The updated TSMA Admissions Policy will be presented to PCSB at the 12/8/15 work session. Upon PCSB approval, the policy will be shared with prospective parents.

Church Property Purchase

The Phase 1 environmental assessment has been completed and the engineer is suggesting a Phase 2 environmental assessment. TSMA needs to complete this in order to make sure a school can be built on the property. The cost of Phase 2 will be approximately \$4k. Mr. Black will update the Board at the December meeting as to the findings of the assessment, scope of the work and approximate cost to correct any issues found in the Phase 2 assessment.

Phase 2 Building Project

The second Phase of TSMA's building project involves remodeling Building 4 at MAT into 5 classrooms in order to bring 7th graders from SMA to MAT. TSMA is currently accepting sealed bids for the project from contractors. Mr. Black will update the Board at the 12/15/15 meeting as to the status of the project.

➤ **Director's Evaluation**

The 2015 Director's Evaluation will be sent out to Mr. Black's direct reports, school principals, and Board members via SurveyMonkey.com. Upon completion of the survey, Mrs. Hazell will compile the results and present to the Board at the December 15, 2015, Board meeting.

➤ **Adjournment**

There being no further business, the meeting was adjourned at 1:10 p.m.

ATTEST:

Stephanie L. Campbell

Stephanie L. Campbell, Chair

Olivia Hazell

Olivia Hazell, Secretary