

Bridgewater Academy Charter School Board Meeting Minutes

Date: 15 August 2024

Location: Virtual & Bridgewater Academy

Time: Meeting convened at 5:30 pm.

Attendees:

- Sherry Pinto
- Marissa Levisen
- Alex Martinez
- Judith Edwards
- Ashleigh Wade
- Roxanne Craft
- Anne Toler
- Holly Capone
- Hannah Crowder
- Brandy Johnson
- Cynthia Erikson
- Marissa Levisen
- Tara McNeil
- Kiki Eaddy
- Deanna Mason
- Angie Capone

1. Call to Order

The meeting was called to order at 5:34 by Roxanne Craft.

- Invocation
- Pledge of Allegiance
- Reading of BWA's Vision Statement

2. Public Comments:

Moved to public comment at 5:32 by Roxanne Craft.

Roxanne Craft asked if Ms. Mason had a public comment. Stated no public comment.

Mr. Rupnik made a comment thanking the board for all their support and financial support during the summer.

Ms. McNeil stated no public comment.

Ms. Capone didn't speak.

Ms. Toler seconded Mr. Rupnik's comment.

Ms. Crowder stated no public comment.

3. Approval of Agenda

Motion by Brandy Johnson, seconded by Ashleigh Wade, to approve the agenda as presented.

- **Vote:** Motion passed unanimously.

4. Approval of Previous Meeting Minutes

Holding off on approving minutes from May and June. We will approve them in September's meeting.

5. Reports

- **Financial Report:**
 - Hannah Crowder: Overall for the school net income is at 73,561 dollars and the only read you're seeing on here right now is undocumented transactions which Dr. Pinto and I talked about earlier today. She sent me over the Amazon list, which is what the bulk of those are. It's just swiping the card for Amazon transactions. And then she is been sending me that list as backup so we can kind of make sure we're coding things properly within the financials and so we've been working on that the last couple days getting those updated so we should see that number decrease next month for sure.
 - And so your total assets through July is 353,000 with your total liabilities being 42,000 and the Book of that being just a small amount and accounts payable as well as your retirement. You see that hanging out on the balance sheet because it's not due until the following month and so by now it's going to be cleared out. And then the new one will be in there by the end of August and so it clears out at the beginning of the following. Net income \$73,560 as mentioned before. And moving on to your income statement. So this is of course your year-to-date versus the budget not a ton of
 - Hannah Crowder: diversity in the types of deposits that have come in so far just a few student items as well as your regular monthly funding that's based on student count and your lunch funding with putting Revenue at 154,000 and like I mentioned before we'll continue to see different types of deposits come in as we

start claiming things like Federal CSI State idea title one. We'll see those trickling in throughout the year as history shows. And then like I mentioned before you're going to see your percentages and salary look a little low that's normal. Just based on your payroll or cruel. And so overall really not too much activity other than just buying some supplies to start the year out. nothing concerning at all going on. In your first month of the year.

- Total expenses are coming out to 80,725.
- Balance sheet discussed.
- Profit & Loss statement discussed.
- Want percent remaining to be 92%
 - School admin 88%
 - Operation & maintenance 75%
 - Total expenses are at 89.7% remaining
 - Unexpected upfront costs with mold restoration and other issues.
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6. Principal's Report:

- **Enrollment:**
 - 136. Next stop is day 45. October 23th to focus on enrolling
- **Summer in Review**
 - Enrollment great improvement from day 135
 - Thanks to the board for budget to access the new laptops. We received 50% off shipping.
 - MAP testing starts next week.
 - Testing trending in the right direction.
- **Audits & Insurance Renewals**
 - Complete. Hannah needs a few administrative forms. All other audits finished.
 - Insurance renewal on the property just completed
 - Have gone 75% coverage to 92%
 - Brandy Johnson anticipating there might be a marked increased due to how things are going in that industry. Good news that the invoice wasn't as high as anticipated.
 - No increase in premiums.
- **Payraises**
 - Thanks to the board for pay raise approvals.
- **Summer Facilities**
 - Thanks to the board for supporting improvements to the facility during the summer.
- **One Item For Executive Session**

7. Old Business

- **Board Election Update**
- **Bank Signer Documents**
- **Summer Maintenance Projects**

7. New Business

- **Facility Project Update**
 - Covered in principal report
- **Board Election Plan**
 - Tomorrow, Roxanne Craft states, reviewing candidates for September elections.
- **Budget Committee Meeting**
 - Roxanne Craft states she wishes to reconvene for the Budget Committee.
- **Committee Discussion**
 - Training has emphasized the importance of committees for the board.

8. Approval to Move to Executive Session

Motion by Judy Edwards, seconded by Brandy JohnsonI, to move into executive session at 6:15 pm.

Regular meeting called back to order at 6:39 pm by Roxanne Craft.

8. Adjournment

Motion to adjourn made by Russel McDowell, seconded by Marissa Levisen.

- **Vote:** Passed unanimously.

Meeting adjourned at 6:40pm.

Minutes submitted by: Ashleigh Wade, Secretary

Date of submission: 20 August 2024