

Bridgewater Academy Charter School Board Meeting Minutes

Date: 14, November 2024

Location: Virtual & Bridgewater Academy

Time: Meeting convened at [Insert Start Time]

Board Members Present:

- Roxanne Craft
 - Ashleigh Wade
 - Brandy Johnson
 - Kiki Eaddy
 - Lieselle Mayfield
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1. Call to Order

The meeting was called to order at 5:28 by Roxanne Craft

2. Public Comment

Moved to public comment at 5:30 by Roxanne Craft.

Alexandra Martinez states no public comment.

Heather Kirby states no public comment.

3. Approval of Agenda

Motion by Judith Edwardss, seconded by Kiki Eaddy, to approve the agenda as presented.

- **Vote:** Motion passed unanimously.

4. Approval of Previous Meeting Minutes

Deferred to the next meeting once previous month's minutes are caught up. (Change of secretary has created a gap.)

5. Reports

- **Financial Report:** Heather Kirby new financial manager. Cash on hand \$44, slightly lower than benchmark. Salaries are slightly above benchmark. On track financially according to the advisor. Total cash on hand is \$219,xxx. Negative net income due to

some funds not updated yet. Discussion of making the fundraising line separate. Most areas are on track for benchmarks. Supply spending on the higher end. Suggesting being more frugal with supplies. Employee retirement number: need an amendment? Brandy Johnson requests to place on agenda for the next meeting to keep an eye on maintenance costs.

Roxanne Craft asks new attendees: Carin Grisset, Lauren Shinton, and Daryl Rupnik if they have public comments. They do not.

6. Principal's Report:

- Enrollment: good, more tours scheduled, more enrollment
- November Events:
 - Food Drive
 - Radio show can plug our school
 - Family luncheon (40 people signed up)
- CSI Status Update: We desire to come off the list but it does come with a loss of budget.
 - \$90,000 a year loss of income
- ERC: Tax Credit Money we've waited on
 - IRS sent denial letter
 - IRS looks at financial situation by quarters
 - IRS is looking at 6 quarters
 - Everyone was denied one quarter due to school closings regarding covid
 - Will receive notice about funding quarter-by-quarter
- HVAC Update:
 - Mr. Franklin found a chemical for a machine we already own that can dry out the HVAC system. It costs \$30. This can be done over Thanksgiving or Christmas break.
- December:
 - Spirit Week
 - Traditions Around the World

7. New Business

a) Board Member Training in December

- **Discussion:** We want to make sure we're all following charter rules and everyone has taken the training.
- **No Action Taken**

b) Safety Panic Button

- **Discussion:** Safety and security as a mission for the school. This panic button helped in a recent school shooting. Roxanne and Marissa listened to a demo. \$8,000 a year not including upfront costs. Roxanne is negotiating prices based on our smaller school size and less needs. Discussions regarding front entrance being as secure as it can be.
- **No Action Taken**

c) Fundraiser

- **Discussion:** Trunk or Treat earned over \$600. Fundraising booklets. Ms. Martinez is leading that. No bottom number currently; estimating \$800. Discussing the value of sharing with parents what the fundraising money is going towards. BJ's Membership Fundraiser. (Half goes to school.) Discussion regarding if sending out books with the sign up sheet is the best method. Suggesting sending one booklet per family. A "stocking stuffer" fundraiser coming up before the holidays.
- **No Action Taken**

8. Adjournment

Motion to adjourn made by Judith Edwards, seconded by Ashleigh Wade.

- **Vote:** Passed unanimously.

Meeting adjourned at 6:14pm

Minutes submitted by: Ashleigh Wade, Secretary

Date of submission: November 14, 2024