

**Children's Village Academy
Board of Directors Meeting
August 8, 2017
Conference Room – Adkin Street**

Board Members Present: Craig Mills (telephone), Peggy Carr (telephone), James Fields, and Roy Lanier

Staff Present: Jessica Jones, Principal; Melba Lovick, Finance Officer

Roy Lanier called the meeting to order at 6:21 p.m. and established a quorum was present. Peggy Carr made a motion to approve the minutes from the July 11, 2017 meeting with the necessary corrections. Jamie Fields seconded the motion. All others in favor, the minutes were approved.

First order of business was the approval of the 17-18 budget. Based on an ADM of 180 students we are projected to end the year with a general fund balance of \$30,000. After brief discussion, Jamie Fields made a motion to approve the budget as presented tonight. Craig Mills seconded the motion. All others in favor, the motion passed.

Approval of the amended lawn care contract between CVA and Kenneth Smith was discussed next. Peggy Carr explained that we were also using Kenneth's vehicle to transport lawn mowers and other school errands, which is why an increase was requested. After brief discussion, Peggy Carr made a motion to approve the amended contract as presented. Craig Mills seconded the motion. All others in favor, the motion passed.

Next Peggy informed the Board of the need for a landscaper to come in 3-4 times per year. She has identified a company but will not have details on actual fees and services until later. After brief discussion, Roy Lanier asked that this be tabled until further notice. Craig Mills made a motion to accept the recommendation. Jamie Fields seconded the motion. With all others in favor, the motion passed.

Next Jessica Jones gave an enrollment update. We currently have 187 students enrolled but are getting applications in daily. Recruitment is underway and going well. All open teaching positions have been filled. Jessica then went on to discuss upcoming changes to the curriculum and school culture. She has presented an aggressive monitoring procedure that was adopted from Henderson Charter. It will assist in improving how teachers gather student performance during instruction. After discussion, Jamie Fields made a motion to approve the report as presented, seconded by Craig Mills. All others in favor, the motion passed.

Jessica Jones also informed the Board of curriculum materials that need to be purchased as soon as possible. These items total \$7,700. After brief discussion, Jamie fields made a motion to approve all "priority" supplies Craig Mills seconded the motion, with all others in favor, the motion passed. Jamie Fields made a motion to move \$2,000 from Reproduction Costs to Instructional Supplies in the budget to assist in these purchases. Peggy Carr seconded the motion. With all others in favor, the motion passed.

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Gloria Carr-Battle informed the Board that she is looking into a Senior Employment Service Program that will provide us two senior volunteers to come volunteer at both the elementary and middle school campuses. Jamie Fields made a motion to approve, seconded by Craig Mills. All others in favor, the motion passed.

Roy Lanier recommended that a Standard Operational Procedure (SOP) manual be developed for the school. After brief discussion, it was also recommended that Administration develop the manual. Jamie Fields made a motion to approve the recommendation, Craig Mills seconded the motion. With all others in favor, the motion passed.

Melba Lovick informed the Board that we are in need of new copier machines. We have two proposals for new machines; one from Copy Pro, our current vendor and the other from Daughety's Office Supply. After brief discussion, Craig Mills made a motion we table the approval of new copiers until Melba Lovick researches the cost and service protection for individual smaller desktop machines. Seconded by Jamie Fields, with all others in favor, the motion passed.

A proposal was made to add two new part-time staffers to the financial team. One for the "new" 21st CCLC grant and the other to assist with daily financial and human resource duties. After brief discussion, Craig Mills made a motion to approve the hiring of two part-time financial staffers. Peggy Carr seconded the motion. With all others in favor, the motion passed.

Robert Wilson gave the Board an update on where we are with FEMA regarding Hurricane Matthew damages. All RFP's have been submitted and things are going as scheduled and we hope to get repairs started as soon as possible.

The next meeting has been scheduled for September 12, 2017 at 6:00 pm. There being no further business to discuss, the meeting was adjourned at 8:05 pm.

Respectfully Submitted,

Shakeithia Hill

Recorder