

Perea
Elementary School

Board Meeting Minutes

Date: September 20, 2018

Time: 4:30 – 5:30 p.m.

Location: Westberg Meeting Room
Church Health at Crosstown Concourse Memphis, TN 38014;
West Atrium- Third Floor

Board Members in Attendance: Michaelia Sturdivant, Martha Boyd, Dr. Susan Elswick (via phone), Darnell Moses, Alicia Norman, Kathryn Perry

Guest Present: Cody Stephenson (Ed Tech)

Absent: James Maclin

Call to Order: 4:35 p.m. by Michaelia Sturdivant

Approval of Prior Minutes: The August 16, 2018 meeting minutes were unanimously approved with minor changes.

Committee Reports:

- **HR/Payroll** - Alicia Norman
 - Staff retirement system has been set up with SCS

- **Facilities** – Michaelia Sturdivant
 - Painting of classrooms is nearing completion, however there is problem with the paint adhering to walls, is being corrected
 - Are working to correct problems with HVAC monitoring system
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- **Board on Track** – Michaelia Sturdivant
 - All board members encouraged to complete online survey
 - Results will be used to assess what needs to be done in way of engaging board members
 - Reminder email will be sent to all board members

- **Finance** – Cody Stephenson
 - July/August financials were distributed including forecast changes
 - There is a decrease to operating income based on decrease in projected enrollment
 - Average cash on hand equals about 90 days, fairly average for schools

- Board needs to contract with audit firm for consolidated year end audit
- 1st reimbursement received from CSP
- Increased revenue streams needed to compensate for any decrease in enrollment (now based on 78 students – 76 enrolled, 1 in process, 1 spot left)
- Mike asked Ed Tech to send financial information at least a few days ahead so board can review and prepare questions

- **Treasurer Report** – Kathryn Perry
 - Deposit reflects BEP from district-minus service fee
 - Deposit reflects checks from PPS and Believe Memphis for shared/reimbursed expenses

New and Further Business:

- Alysea Puckett hired as PPS Principal
- Board members needed with the following expertise – fundraising, early childhood education, and charter school experience
- Term length of board members to be discussed at a future meeting

Meeting Adjourned: 5:23 p.m.