

## **MEETING MINUTES**

**Board:** Scintilla Charter Academy  
**Board Meeting:** January 9, 2018

**School:** Scintilla Charter Academy

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
January 9, 2018	6:00 PM	6:25 PM	February 27, 2018	6:00 PM	J. Denham
<b>Meeting Location:</b>					
2171 East Park Ave., Valdosta, GA 31602					

<b>Attended by:</b>	
Zachary Cowart Jerry Jennett Garrett Copeland Jeremy Baker Enid Santana Eric Tillman	<b><u>Staff:</u></b> Mandy Avera, Dean of Students & School Support Amanda Miller, Director of Academic Enhancement Jennifer Denham, Director of Communications Angela Chastain, Director of Finance  <b><u>Others:</u></b>
<b>Highlights:</b>	

### **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 6:00 P.M.

#### **I. Administrative Functions**

- **Approve Agenda for the January 9, 2018 meeting.**  
Zachary Cowart presented two amendments to the agenda to add two action items. The first action item is to approve minor changes to the school's financial policies and procedures and the second action item is to approve the 2018-2019 school calendar. A motion was made by Jeremy Baker to accept the amended agenda as presented by Mr. Cowart and Enid Santana offered a second. The motion passed unanimously.
- **Approve the Minutes from December 12, 2017 & December 21, 2017**  
Zachary Cowart presented the minutes from the December 12<sup>th</sup> and 21<sup>st</sup> meetings. Jeremy Baker made a motion to accept the minutes has presented and Jerry Jennett offered a second. The motion passed unanimously.

#### **II. New Business**

##### **Selection of Contractor for Addition**

*Scintilla Charter Academy*

Zachary Cowart presented the bids that were received by the board for the additional building. He assured the board that he had investigated each bid thoroughly and that he is confident that the apparent low bidder, Kellerman Construction, was a qualified company for the project. After the presentation of all bids provided for the new construction project at SCA, Jeremy Baker made a motion to choose Kellerman Construction, the apparent low bidder for the project. Jerry Jennett offered a second and the motion passed unanimously.

#### **Financial Policy & Procedure Update**

Angela Chastain presented two proposed changes to the Financial Policies and Procedures. She explained that SCA should include a section on Journal entries to list specific procedures and show an approval process. The second change includes an addition under Procurement (Section J) to state where to find the Board Member Conflict of Interest regarding purchasing. These were constructive suggestions given by the auditors during our FY17 audit. Jerry Jennett made a motion to approve the policy with changes as presented and Enid Santana offered a second. The motion passed unanimously.

#### **2018-2019 School Calendar**

Mandy Avera presented the board with the draft of the 2018-2019 school calendar. She explained that the calendar will include a total of 171 day which keeps the school well within instructional time requirements for the state. She also pointed out that the calendar has 15 professional development days built in to continue to offer high quality training to the staff. She pointed out that we will no longer have mandatory Friday early release days as we have in the past. The first day of school will be August 8<sup>th</sup>. Eric Tillman made a motion to accept the calendar as presented and Jeremy Baker seconded the motion. The calendar passed unanimously.

### **III. School-Related Reports**

Enrollment Update – Mandy Avera explained that the current enrollment is 487. The waiting list has reset and we are no longer accepting applications for the current school year. We have had great response to our application window for the 2018-2019 school year which opened on January 1<sup>st</sup>.

Federal Programs— The IDEA (Special Education) budget for FY18 has been approved. Sharon Dodds, who served as our special education director last year, will provide support through contract services on an as needed basis to support special education staff. The Title I budget has been officially approved and SCA has begun to access Title I funds. SCA continues to use funds provided through the Implementation Grant to support the implementation of SCA's educational program. Plans for an

Outdoor Learning Lab, included in SCA's grant application, are being designed by landscape architect, Thomas Humphrey. Mr. Humphrey was chosen after a Request for Quote for these services was completed.

Application Window & Lottery Update – The application window for the next school year opened on January 1<sup>st</sup> and we have had a great deal of interest in SCA. We will hold our lottery on Monday, February 5<sup>th</sup> at 6:00 pm in the Dining Room.

**VI. OPEN FORUM**

No participation.

**VI. NEXT MEETING DATE**

February 27, 2018 at 6:00 pm in the SCA Media Center.

**VII. ADJOURNMENT**

Motion to adjourn was made by Jeremy Baker and seconded by Enid Santana. The voted passed unanimously and the meeting adjourned at 6:25.

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Zachary Cowart, Board Chair

Date: \_\_\_\_\_