

Madison Creative Arts Academy Meeting Minutes

Tuesday, July 28, 2020

attendance:

Kim Brandies, President	Amanda Norris	Janna Barrs, Executive Director
Chad Arnold, Treasurer	Amanda Ortega	Andrea Krell, Assistant Principal
Troy Bradfield	Melanie Terrill	Rhonda Gore, Office Manager
Willy Hamrick	Kyle Whitaker	Jennifer Harper
Ella Howard		

- I. Call to Order and Prayer - The meeting was called to order by Kim Brandies at PM and opened in prayer by Andrea Krell.
 - A. Public Comment - None
 - B. Approval of June Board Minutes - A motion was made by Troy Bradfield to approve the minutes as amended with a future meeting date of July 28, 2020. A second was received from Melanie Terrill. The motion passed unanimously.
 - C. Amendments to Agenda - None
- II. Chairman Report
 - A. Welcome to New Board Members
 1. Ella Howard
 2. Amanda Norris
 3. Amanda Ortega
 - B. Nomination of Officers for Vacated Positions
 1. Vice President - Kyle Whitaker made a motion to nominate Troy Bradfield as Vice President. A second was received by Willy Hamrick. The motion passed unanimously.
 2. Secretary - Chad Arnold made a motion to nominate Melanie Terrill as Board Secretary. The motion received a second from Troy Bradfield. The motion passed unanimously.
 - C. 2020-2021 Board Meeting Calendar - A motion was made by Willy Hamrick to hold monthly board meetings on the 3rd Tuesday of each month with the exception of March 2021 to be held on the 4th Tuesday and May 2021 to be held on the 2nd Tuesday of the month. A second was received by Chad Arnold. The motion was passed unanimously.
- III. Finance
 - A. Current Enrollment Status - There are 330 currently enrolled students with 5 invitations extended today to siblings of current students. Based on the results of surveys at least 7 students have requested distance learning.
 - B. Current Financials - Jennifer Harper presented the June financials. Current account balances are as follows: General Account at \$330,000, Grant Account at \$16,000, and PPP Account at \$23,000. The overall year end balance was \$316,000. A motion was made by Melanie Terrill to approve the June financials as presented. A second was received from Kyle Whitaker.. The motion passed unanimously.
 - C. Status of Reserve and Club Accounts - Jennifer Harper presented the balance of the Reserve account at \$1 million and Club Account at \$87,000.

- D. Past Due Accounts - A total of \$1,201 is past due. The current balance of past due accounts is \$535 for library books, \$382.50 for yearbooks (which have not yet been received), and outstanding lunch/school store balances.
- E. 2019-2020 Financial Audit Status - The audit has been scheduled for August 24. The auditors plan to complete the audit at a distance. The audit is due to the district by September 15.
- F. 2020-2021 Preliminary Budget Status - The draft budget will be presented at the August Board of Directors meeting.
- G. Online Lunch Ordering Program - The office staff has researched potential lunch ordering programs to implement in the 2020-21 school year. Ms. Barrs presented a report on the two programs. A motion was made by Melanie Terrill to adopt the My Food Days program for the 2020-21 school year. A second was received from Troy Bradfield. The motion passed unanimously.

IV. Facilities

- A. Deep Cleaning Floors - Complete
- B. AC Units - Complete
- C. Isolation Room - Complete
- D. Guard Shack - A motion was made by Chad Arnold to purchase a 10 by 12 foot guard shack from C.M. Brandies, Inc. for \$3,200 to include delivery and setup. The motion received a second from Willy Hamrick. The motion passed unanimously.
- E. Gymnasium - The gymnasium is being cleaned over the next two weeks.
- F. Playground Areas - A crew weeded and cleaned the playground areas last week. Mulch will be delivered for the two play areas.

V. Nominating Committee

- A. Board of Directors Code of Ethics and Confidentiality Policy - Members of the Board were provided with copies of the Code of Ethics and Confidentiality Policy to sign and return.
- B. Board Member Training - New Board members will participate in online Board Member training.

VI. Executive Director Report

- A. MCAA Reopening Plan - Ms. Barrs presented the proposed MCAA Reopening Plan. Discussion ensued. A motion was made by Melanie Terrill to approve the Reopening Plan as presented. A second was received by Willy Hamrick. The motion passed unanimously.
- B. 2020-2021 MCAA Student Handbook - A draft copy will be presented at the August meeting for approval.
- C. Reaffirmations
 - 1. District Student Code of Conduct
 - 2. District Student Progression Plans
 - 3. District Mental Health Assistance Allocation Plan

A motion was made by Troy Bradfield to reaffirm adoption of the Madison County School District Student Code of Conduct, Student Progression Plan, and Mental Health Assistance Allocation Plan. A second was received from Chad Arnold. The motion passed unanimously.

- D. 2020-2021 Staff Changes - Megan Greene will serve as the school nurse. An application to utilize CARES grant funding to bring in an assistant (CNA level) for additional assistance.
- E. 2020-2021 School Calendar Revisions - A new proposed school calendar will be emailed to Board members once revised.

VII. Building Committee

- A. Progress Report - Ms. Barrs presented an update on the current status of the building progress. The following members were proposed as potential members of the Building Committee: TJ Jones to represent the Madison Academy Foundation, Chad Arnold to represent the Madison Creative Arts Academy Board of Directors, Darren Webb, and Chad Thurner. A Financial Committee was proposed to consist of Chad Arnold, MCAA Board Treasurer; Jennifer Harper, Financial Officer; Rhonda Gore, Office Manager; Janna Barrs, Executive Director; and Andrea Krell, Assistant Director. A motion was made by Kyle Whitaker to affirm the members as presented. A second was received from Willy Hamrick. The motion passed unanimously.

VIII. Teacher/Staff/Club Representative

- A. 8th Grade Trip Prospects - Ms. Barrs presented information regarding potential 8th grade trips.
- B. Andrea Krell extended thanks to the Board for the faculty and staff bonuses that were provided in the previous month's meeting.

- IX. Adjournment - Motion to adjourn was made at 7:36 PM by Troy Bradfield. A second was made by Kyle Whitaker. The motion passed unanimously.

- X. Next meeting will be held on Tuesday, August 18, 2020, at 5:30 PM.