

**Madison Creative Arts Academy Meeting Minutes**  
**Tuesday, June 11, 2019**  
**attendance:**

Darren Webb, President	Demetrius Rice(A)	Janna Barrs, Executive Director
Kim Brandies, Vice President	Chad Arnold	Andrea Krell, Assistant Principal
Sarah Pike, Secretary (A)	Suzi Hardee	Rhonda Gore, Office Manager
Lindsey Lawson, Treasurer(A)	Kyle Whitaker	Jennifer Harper
TJ Jones		

- I. Call to Order and Prayer - The meeting was called to order at 5:30 PM by Darren Webb and opened with prayer by Andrea Krell.
  - A. Private Strategic Planning - The Board entered into discussions with the James Madison Preparatory High School Board of Directors. The private strategic planning meeting was adjourned at 7:14 PM.
  - B. The public meeting was called to order at 7:14 PM by Darren Webb.
- II. Consideration of Relationship with Haskell Construction - A motion was made by Suzi Hardee with a second from TJ Jones to enter into a relationship with Haskell Construction. The motion passed unanimously.
- III. Adjournment - Motion to adjourn was made at 7:18 PM by TJ Jones. A second was made by Suzi Hardee. The motion passed unanimously.



## Madison Creative Arts Academy BOD

### Agenda

Tuesday, June 25, 2019

- I. Call to Order
  - A. Public Comment
  - B. Approval of May Minutes
  - \*C. Amendments to Agenda
    - 1. Approval of the May 28 and June 11 Board Meeting Minutes
    - 2. Move the Chairman's report to the end of the evening's agenda
- II. Chairman Report
  - A. Executive Director Evaluation
  - B. Executive Director Contract
  - C. Board Meeting Schedule for 2019-2020
- III. Finance
  - A. Current Enrollment Status
  - B. Current Financials – Jennifer Harper
  - C. Status of Reserve and Club Accounts
  - D. Staffing Updates for 2019-2020
    - 1. ESE Teacher (filled)
    - 2. Lunch/ASC Coordinator (filled)
    - 3. 5/6 ELA (filled)
    - 4. 7/8 Science (filled)
    - 5. 7<sup>th</sup> Grade ELA (open)
    - 6. Parapro/ASC Assistant (open)
    - 7. Electives (open)
- IV. Facilities
  - A. Tile Floors
  - B. Security Fence
- V. Nominating Committee
  - A. Nomination Affirmations
- VI. Executive Director Report
  - A. Student Handbook Recommendations
    - 1. Parent Pickup/Drop-off
- VII. Building Committee
  - A. Progress Report
- VIII. Teacher Representative
- IX. Adjournment
- X. Next Meeting Date    Tuesday, June 25, 2019

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Lindsey Lawson, Treasurer(A)	Kyle Whitaker	Jennifer Harper
TJ Jones		

- I. Call to Order and Prayer - The meeting was called to order and opened in prayer at 5:35 PM by Darren Webb.
  - A. Public Comment - None
  - B. Approval of May and June Board Minutes
    - i. A motion was made by Chad Arnold to approve the May 28 with the amendment of item I.B. to "Reading of April Minutes." A second was received from Suzi Hardee. The motion passed unanimously.
    - ii. A motion was made by TJ Jones to approve the June 11 Board Meeting minutes as presented. A second was made by Chad Arnold. The motion passed unanimously.
  - C. Amendments to Agenda
    - i. A motion was made by TJ Jones to add the approval of the May 28 and June 11 Board meeting minutes and to move the Chairman's report to the end of the evening's agenda. Additionally the next meeting will be held July 23, 2019, 5:30 PM. A second was received from Kim Brandies. The motion passed unanimously.
- II. Finance
  - A. Current Enrollment Status - After completing the 5th grade lottery, a total of 328 students are enrolled for the fall.
  - B. Current Financials - Jennifer Harper presented the May financials. A motion was made by Suzi Hardee to approve the financials as presented. A second was received from TJ Jones. The motion passed unanimously.
  - C. Status of Reserve and Club Accounts
  - D. Staffing for 2019-2020 - Janna Barrs presented the most recent staffing changes.
    - i. ESE Teacher (filled)
    - ii. Lunch/ASC Coordinator (filled)
    - iii. 5th/6th ELA (filled)
    - iv. 7th/8th Science (filled)
    - v. 7th Grade ELA (open)
    - vi. Parapro/ASC Assistant (open)
    - vii. Electives (open)
- III. Facilities
  - A. Tile Floors - Waxing has been completed on all but 3 of the floors.
  - B. Security Fence - The company is preparing to begin construction on the security fence.

- IV. Nominating Committee
  - A. Nomination Affirmations - All 3 nominees accepted the nomination and will begin serving in July.
- V. Executive Director Report
  - A. Student Handbook Recommendations
    - i. Parent Pickup/Drop-off - A motion was made by TJ Jones to approve the proposed changes to the parent pickup/drop-off procedures in the student handbook. A second was received by Suzi Hardee. The motion passed unanimously.
- VI. Building Committee
  - A. Progress Report - TJ Jones reported that a contract has been drawn for the proposed building site. It is currently being reviewed by Steve Small. Janna Barrs reported that a meeting was held today with Haskell Construction and a civil engineer from Kimley Horn to discuss specific classroom, administrative space, and building site needs. Representatives of both JMPHS and MCAA were in attendance. A building site survey has been ordered with Briggs, Washington, and Thompson Land Surveyors. Haskell Construction is ordering a geo-technical report on the land.
- VII. Teacher Representative - no report
- VIII. Chairman Report
  - A. Executive Director Evaluation - The Board discussed Janna Barrs' annual evaluation.
  - B. Executive Director Contract - A motion was made by TJ Jones to extend a contract to Janna Barrs for 5 years with an initial annual salary of \$80,000, with annual increases of up to 5% to be determined by the Board based on her yearly evaluation. An incentive schedule will be created that provides an additional \$5,000 in any year the school receives a grade of "A" or additional \$3,000 in any year the school receives a grade of "B." A second was received by Kim Brandies. The motion passed unanimously.
  - C. Board Meeting Schedule for 2019-20 - The Board of Directors set the meeting dates for the coming year as the fourth Tuesday of every month with the following exceptions: November 19 and December 17.
- IX. Adjournment - Motion to adjourn was made at 7:18 PM by TJ Jones. A second was made by Sarah Pike. The motion passed unanimously.
  - A. Next meeting will be held on Tuesday July 23, 2019, at 5:30 PM