

# ***Access Charter School-Meeting Minutes***

## ***March 19, 2014***

### **I. Call to Order**

The meeting of the **Access Charter School Governing Board of Directors** commenced at 6:00 p.m. on Wednesday, March 19, 2014.

### **II. Roll Call**

**The following board members were present:**

**Theresa Campbell  
Kyle Havill  
Neil Middendorf  
Herb Smetheram  
Liani Steenekamp  
Roger Watkins**

**Board President, Joseph Thairu was not in attendance.**

### **III. Old Business / Open Items**

- A.** The meeting minutes from the February 5, 2014 Board Meeting were reviewed. Kyle Havill motioned to approve the minutes. Neil Middendorf seconded the motion. All board members were in favor.
- B.** Roger Watkins presented the Director's Report. Some items mentioned include: the school currently has 100 students and 19 on the waiting list. Registration for next year will begin in April. 9 students are graduating in May. Upcoming activities include: Talent Show April 24, Annual Fundraiser May 9, Prom May 23, and Graduation May 29.
- C.** The process to use the Technology Grant is in progress. Brighthouse is working on an assessment of the school's needs and we hope to have Brighthouse pay the cancellation fees to Windstream.
- D.** The 2 current speech therapists have been given the contract proposal to become permanent employees of Access Charter School.
- E.** Kyle Havill presented the Treasurer's Report. The budget for the end date of February 28, 2014 was reviewed. Herb Smetheram motioned to approve the budget. Theresa Campbell seconded the motion. All board members were in favor.

#### **IV. Action Items**

- A.** Roger Watkins and Herb Smetheram met with Rick Mellin to continue discussion for the Magnolia Street property. This property continues to be a viable option and the process to secure the site is in progress.
- B.** Horn Creek Partners (formerly Bishop) is the management company for the annex. Their new lease agreement will increase our rent by \$166 per month. They have also added a 2 year option to renew. Princeton House will not increase our rent and will shampoo our carpets / strip floors twice a year as part of next year's lease agreement. They have not added a 2 year option to renew, but Roger Watkins will ask for the option to be added before the contract is signed. Kyle Havill motioned to sign both contracts. Herb Smetheram seconded the motion. All board members were in favor.
- C.** An engagement letter was received from our current Accountants, McCrady, Hess, & Ruth. Liani Steenkamp motioned to continue with them. Theresa Campbell seconded the motion. All board members were in favor.
- D.** Insurance Renewals are due. Neil Middendorf motioned to obtain a proposal from our current firm, Brown & Brown. Herb Smetheram seconded the motion. All board members were in favor.
- E.** Summer Camp will be offered for 4 weeks this summer. On average 10-15 students will attend per week at a cost of \$100 per student. The staff will be paid \$12 per hour. Liani Steenkamp motioned to move forward with the summer camp. Herb Smetheram seconded the motion. All board members were in favor.
- F.** Herb Smetheram nominated Bob Kirby, a retired Army Colonel with the Core of Engineers, to be a new board member. Kyle Havill motioned to approve the placement of Bob Kirby on the board. Neil Middendorf seconded the motion. All board members were in favor.
- G.** Teacher Merit pay was discussed. The teachers will be given one of 4 ratings. The highest rating will receive \$750, 2<sup>nd</sup> highest \$500, 3<sup>rd</sup> highest \$250, and \$0 for the lowest rating. Teachers have to be a lead teacher for at least 3 years to qualify. Neil Middendorf motioned to approve the teacher merit pay. Herb Smetheram seconded the motion. All board members were in favor.
- H.** Governance Training must be completed by all board members by the end of June 2014.

The next Board Meeting is scheduled for June 19, 2014. Board Meetings will be moving to Thursday nights going forward. Kyle Havill motioned to adjourn the meeting. Neil Middendorf seconded the motion. All board members were in favor. The meeting was adjourned at 7:25 pm.