

Truxton Academy Charter School

Regular Board Meeting

October 16, 2023

Notice was provided on our website, www.truxtonacademy.org on Monday, October 9, 2023.

Call to order: Meeting was called to order at 7:02pm by President Young.

Quorum as 6 trustees out of 6 total number of trustees was present as follows:

Members Present: Stuart Young, Korinne L’Hommedieu, Krysta Austen, Cindy Denkenberger, Carol Woodhouse, and Tom Brown.

Members Absent:

Others present: Patty Dawson, Kerryanne Schenck, Kay Reakes, and Kathie Arnold.

Pledge of Allegiance

Community Comments

Approval of Minutes

Minutes for the Regular Board Meeting September 11, 2023, were sent out to all members for review. Hearing no corrections or objections, President Young accepted the minutes as presented.

Jeanne Beutner, from Heveron CPA, joined remotely to discuss our recent Annual Audit summary. SUNY/NYSED requires the audit and it also benefits our school with risk management and efficiency. The opinion Heveron gave is clean – fairly stated. Adjusted a few items to actual. Recommendations: minor adjustments to some financial control issues and our current conflict of interest policy. We need to note where they were adopted in minutes. Reconcile was completed more timely. BOT sees financial reports regularly in excel, but it is suggested to include QB version to show actual to demonstrate that no changes have happened from what BOT is seeing and what is in QB. We did tweak procedures for checks being mailed by a third person, Admin Assist, Raina Barber. Deposits are recommend to be done weekly or bi-weekly. Only one person can currently access bank account online. Suggested to have a backup with second signer to have online access as well. Person making regular journal entries, should have an outside individual double-checking entries quarterly. Required – accounting policies are appropriate – internal controls are good. No disagreements, fraudulent acts, nothing unusual. Financial results for 2023 – receivables did increase – owed \$287,000 ERC approx. \$275,000. Added another grade, so cost increased. Positive surplus \$326,000 negative cash from operations. Benchmarks – 82% program 18% general we are at 85.8% 14% general 78.1% is on salary & benefits - new note about leases – have to book. We are already accounting for.

School Report

Dada dashboard attached. Kerryanne reported that the MAP testing results included show benchmark and are administered 3x per year. 1st benchmark – 1.5 will show growth. Korinne asked about over testing – how do we track and know how kids are doing at all times. It was shared that the curriculum is adaptive – and will adjust. How do we include parents and make sure they are kept updated on their student’s progress. What are the negatives to including them in viewing School Tool? We will research more and further discuss adding parents of the older grades in School Tool. We can add to the parent survey to determine parent want. Parent involvement – do we want to create an agreement? If so, how do we “enforce” if they do not fulfill the agreement? Kay reported a positive parent response with 25% return on volunteer requests. It has been noted that the newly formed is struggling for leaders, but has a strong interest group. We will continue building relationships with our community to increase involvement. Reviewed enrollment and attendance.

The attendance policy is being enforced, but we do have some students with chronic absenteeism. Carol remarked that this is not unique to us. We will continue following our current path.

Board Committee Reports

Treasurer's Report. Enrollment is down so revenue is down. ERC \$275,000. Will help with revenues. Will have to monitor cash flow closely. Patty updated on district invoicing. Will follow up with past dues next week. Negative unfavorable \$42k vs budget. Will not impact our cash flow.

Finance Committee

Report attached.

Motion by Tom Brown, seconded Carol Woodhouse, based on executive summary presented by Jeanne Beutner from Heveron CPA, to accept, receive and file. All in favor, none opposed.
Motion carried.

Personnel Committee

No report submitted to date. Carol reported on staff resignation & plan going forward. Second grade teacher has given notice, effective 10/20/2023. Long term substitute, Alex Aloï, will co-teach with Gabrielle until her last day and stay on as long as possible through the transition. A full search for a new teacher is underway.

Facilities Committee

No report submitted to date. Action item – approve \$7,838.50 + \$4,662.00 = \$12,500.50 for barn. Looking for approval to start site work and plan for groundbreaking ceremony in conjunction with High Tunnel plastic (tentatively 10/27). Chris Crossway – did agree to honor existing contract for outside work. Patty will contact Chris Crossway to discuss scheduling work. Kathie will contact Sierra to move forward with 11/27 ETA barn delivery.

Motion by Tom Brown, seconded by Cindy Denkenberger, to accept additional cost and move forward with plans for the small animal barn. All in favor, none opposed. Motion carried.

Curriculum Committee

No report submitted to date. Tom reported that he is concerned about curriculum. Kerryanne reported that the pacing guide with iReady is on point for most students. CKLA is not as on point, but we are working with teachers to fill gaps for students not on grade level and planning for RTI. We met with Karen Matteson from Cortland ECSD and we are working on essential standards that need our focus. Rolling out to teachers in a very digestible manner. PBL is happening in the classroom and we are registered for an online a webinar to help see how CKLA can be more flexible to incorporate PBL/Ag into the curriculum.

Marketing Committee

No report submitted to date. Direct Mailer is in the works. Krysta will call a meeting and include new volunteers to reignite the committee.

Special Committee Reports

Nutrition Committee

No report submitted to date. Cost analysis is due to NSLP. Korinne and Ashley are working on it.

Professional Advisory Committee

No report submitted to date.

Rural Life Lab Committee (formerly Agriculture Committee)
No report submitted to date.

Stuart moved to approve reports as given. With no objections, reports are approved.

Old Business

Update on SUNY Visit Schedule & Preparation. We are resubmitting renewal application documents, Executive Summary and Educational Program – due 10/20/2023.

The BOT has a training session scheduled for October 27, 2023 at 7pm.

New Business

ENL (English as a New Language) Teacher proposed to fulfil requirement.

Motion by Krysta Austen, seconded by Carol Woodhouse, to hire Emma Stack as PT ENL teacher effective October 23, 2023. Discussion item, Tom Brown will look explore if we can use Title III money. All in favor, none opposed. Motion carried.

School/Community Items

OCT 17Kerryanne & Sheri offsite at iReady Admin Training
OCT 18CKLA Workshop with teachers 4pm
OCT 19Patty offsite at NY Charter Conference in Albany
OCT 274-5-6 Field Lesson at Beaver Lake
OCT 28Trunk or Treat & Haunted Hallway
OCT 30Student of the Month
OCT 31 Halloween Parade to Truxton PO

Motion by Korinne L'Hommedieu, seconded by Tom Brown, to enter Executive Session to discuss a particular employee's status at 8:50 pm. All in favor, none opposed. Motion carried.

Motion by Tom Brown, seconded Korinne L'Hommedieu, to exit Executive Session at 9:04 pm. All in favor, none opposed. Motion carried.

Adjournment

President Stuart Young adjourned the meeting at 9:04pm.

Respectfully Submitted,

Patty Dawson
Executive Director