

**May 15, 2018 7:00 PM**

**Avondale Education Association Board of Directors**

**The Museum School of Avondale Estates**

**923 Forrest Blvd., Decatur, GA 30030**

**Location: TMS Board Room**

This meeting was called via email by Josh Horne to the Governing Board and the Champion on \_\_\_\_\_\_5/15/18\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **7:00** | **Call to Order** – Andy Huff (5 minutes)   * Mission, Core Values   **Mission:** The mission of The Museum School of Avondale Estates is to inspire students, teachers and the community to collaborate to develop strong critical thinking, interpersonal and academic skills in our students, which will prepare them for real-world success.  **Core Values:** Responsibility, Respect, Cooperation, Sustainability, Creativity, Kindness   * Citizen Comments * Approval of tonight’s meeting agenda * Approval of 4/17/18 minutes |
| **7:05** | **Facilities –** Alan Locke (10 minutes)   * Media Center Update * Facilities Grant Update |
| **7:15** | **Finance –** Katie Cota (20 minutes)   * Tax Return * Monthly Financials |
| **7:35** | **Governance –** Jesse Lincoln / Clay Jones (10 minutes) |
| **7:45** | **Personnel–** Nicky Rosenbluth (10 minutes)   * Principal Review |
| **7:55** | **Development –** Leah Dobbs and Emily Gallagher (20 minutes)   * LOC Update – Leah Dobbs * Foundation Update – Emily Gallagher * Auction Update – Andrea Avery |
| **8:15** | **Principal’s Update–** Katherine Kelbaugh (15 minutes) |
| **8:30** | **Board Chair Update –** Andy Huff (15 minutes)   * Strategic Plan |
| **8:45** | **Announcements/Updates, Review Action Items and Adjourn** |

**Present**

Katie Cota

Danielle Royden

Leah Dobbs

Andy Huff

Jesse Lincoln

Clay Jones

Carla Smith

Katherine Moore

Matt Spaulding

Alan Locke

Andrea Jones

Nicky Rosenbluth

Rick Clark

Tamara Richards

**Absent**

Katherine Kelbaugh--sick

Andy calls the meeting to order at 7:03 PM. Reading of Mission and Core Values.

Call for citizen comments. None.

Update to agenda: remove Principal’s Report due to K. Kelbaugh illness; move Development report to first item – including a report from the student recruitment committee; and add a closed session at the end to discuss the Principal’s annual review.

*Katie moves to update agenda per above. Rick seconds. Motion carries.*

*Danielle moves to approve April meeting minutes, Andrea J. seconds. Motion carries.*

**Development – Leah and Emily**

Two guarantors still need to close to complete the LOC process and documentation. The LOC is active until April 30, 2020.

Development Committee has met with Georgia Pacific and other local grant-making entities. Several opportunities being pursued. Related to these pursuits Emily provided a parent campaign update. Currently at 42% of parent participation and much more needed to competitively pursue grants. Backpack stuffing, emails and table at Exhibit Night underway to increase participation. Reminder to Board of Directors that just a few have not yet contributed and need to do so. Foundation Board is at 100% and staff participation at 100%.

Donor appreciation event is being planned. Event will be pop-up party at My Parent’s Basement on May 23. All giving at or above $500 get an invitation for two.

Auction night is progressing. Agnes Scott venue secured; band secured; some sponsors secured. Fresh focus on recruiting new attendees through a variety of methods, including a first-timer’s discount code. Volunteers needed for areas of classroom art, volunteer coordination, and financial documentation of event.

**Student Recruitment Report – Mindy and Team**

Handouts of report circulated. Highlights included a review of the asset mapping exercise and the division of volunteers to focus on those areas. Salvation Army, Peachcrest Corps, was a significant resource and partner. Lessons learned included making the committee a year-round group; starting early with outreach efforts; and implementing new ideas such as placing a community banner at major intersection (near The Stratford, for example) and inserting school registration info slips into Halloween bags.

Clay asks what support is needed from the board. Committee requests funds to print and post focused mailers as part of other enrollment advertising. Katie states the new FY budget is being put together now and this could be considered. Andy indicated support for this financial need. Andrea J. stated about $1500 was spent this recruiting cycle for yard signs, FB advertising, and some mailers, among other expenses.

**Facilities – Alan**

Facilities grant: video surveillance project 95% complete. Tish got all receipts submitted, so cost reimbursement should occur soon.

Media Center: Land Disturbance Permit (LDP) received from DeKalb County with no sewage detention requirement. Reviewed some aspects of project schedule: planning on issuing request for proposal on July 5; anticipate opening bids on August 8; during August 15 board meeting voting on a firm can occur; Notice to Proceed (NTP) will be issued on September 12 and, with an anticipated 9 month construction period, May 1 should result in substantial completion. June – July should be move-in months.

Alan sought board approval to modify the LAS contract to allow repackaging of documents and construction administration services, among other construction support, for $134,280 (same price as previously discussed). The working budget for all services, including landscaping and furniture, as well as 10% contingency, is $2,038,621.

*Jesse made a motion to authorize the Facilities Committee to negotiate with LAS to complete Phase 6 Design and Construction Documents. Rick seconds. Motion carries.*

Andy requested that the school neighbor be notified of the upcoming construction as a courtesy and requested that Facilities check with Josh Andrews regarding any need for any further notification to DeKalb Schools regarding the construction.

**Finance – Katie**

Tax return is due today and was filed. Katie circulated a full copy of the submitted tax package via email to the board. She reviewed major aspects of the tax return.

**April Financial Review**

**Income Statement –April**

For the month of April, we had a net operating profit of $102K before depreciation. The budgeted net operating profit for April was $124.8K.

We had a net profit of $47K after $54K of depreciation expense; the budgeted profit was $69.8K

The normal operating revenues were on budget coming in at $529K for the month.

Operating Expenses came in $23K lower than our budget at $427.9K.

Revenue:

QBE funding came at $518.8K. For April, QBE was calculated for 577 students per the DCSD student information system (number of students registered on 03/15/18).

Other revenue of $11K relates to school lunch and Fundraising. Fundraising revenue resulted from Lands’ end and Responsive Classroom.

There are $123.9K of remaining costs and reimbursement to be accrued prior to end of May related to the facilities grant. As of May FC (5/8/18) meeting these costs had been paid and was submitted to DeKalb.

Expenses:

Personnel costs came in $13.5K lower than expected and benefits expense came in $4.6K lower than expected due substitute costs being lower than expected, registrar cost lower than expected and unfilled positions.

Instruction costs are $6K higher than expected due to timing catch up of expedition’s costs from previous months that were lower. We expect these amounts to be in line with budget by year end.

Services and Supplies were $7K lower than expected due to staff and Board Development being under budget.

**Balance sheet as of 4.30.2018 –**

We have $1.47M in the bank of which $126,589K is money being held in an account for Fund the need and $559.9K is being held for the media center. This is an increase of $53.7K in QBE contributions to the fund account. We have depreciation of $2.1M on the books.

**Cash Flow for April -**

For the month of April, we had an increase of cash of $72K resulting from normal operations for the month.

Katie is working with Tish on the new FY budget. Andy reminds the board that two public hearings must be held before the board can vote on the budget. Andy will review statute on notice hearing alerts—advance notice required and notice content. Andy will coordinate with Josh to execute. Previous notifications were posted on the school front door and website. It was determined that a save the date email and FB posting before close of school would be important additions to notification. Hearing dates were agreed to be June 12 (prior to Finance Committee meeting) and 19 (board meeting).

**Governance – Jesse**

Governance has reviewed applications (from last fall and recently submitted). Candidate interviews being scheduled for the next few weeks and anticipate having several new members to vote on during June meeting, with a reminder that the June meeting will also include voting on officers for both the Governing and Foundation Boards.

Online training by all still needs to be completed. Jesse will send out email soon. Must be done by June 30.

**Personnel – Nicky**

Nothing to discuss as the personnel committee will review the principal survey during executive session.

**Board chair update – Andy**

No discussion topics. Andy requests to move to closed session to discuss the principal’s evaluation. He excused the public, with the exception of requesting Kelly from the Personnel Committee remain, as she assisted in reviewing survey data.

*Clay moves to enter into executive session to discuss results of the principal survey. Alan seconds. Motion carries. Executive session begins at 8:25 PM.*

*Clay moves to end executive session, Rick seconds. Motion carries. Executive session ends at 8:41 PM..*

Regular Session resumes at 8:41 PM.

*Jesse moves to adjourn meeting. Clay seconds. Motion carries. Meeting ends at 8:41.*