

***High Point Academy’s mission is to provide a strong foundation of academic excellence in partnership with family and community in which each individual is challenged to achieve his/her highest potential academically, socially, and personally.***

**Governing Board Meeting Minutes for:**

**May 29, 2019**

**9:00-11:00 AM**

**Board Attendance:** Michael Fields, Christi Julian, Lauren Broussard, Paul Schweger (via phone), Elise Topliss, Belle Faust

**Other Attendance:** Keri Melmed, Kelle Bongard, Teresa Frasier, Carol Meininger, Juanise Cornell, Jen Rendon

1. Call to order – Michael Fields (9:00)
   1. MF called to order at 9:07AM
2. Approve Agenda – Michael Fields (9:00)
   1. April Agenda
      1. Motion to change Approval Item A from “Proposed Budget 2019-2020” to “Salaries.”
      2. CJ motioned.
      3. BF seconded.
      4. Passed unanimously.

1. Approve Board meeting minutes: (5:05)
   1. March 20, 2019
      1. Motion to edit minutes to reflect adjourning time to 8:02pm instead of 8:00pm.
      2. LB motioned.
      3. CJ seconded.
      4. Passed unanimously.
2. Community Voices – (5:10)
   1. None at this time.

1. Reports: (5:15)
   1. Executive Director-Keri Melmed
      1. See attached.
2. Finances: (5:30)
   1. March 2019 Financials-Carol Meininger
      1. Financial Highlights
         1. Capital Construction Reduction: League is projecting this to correct in May with State appropriation.
         2. CDE Admin Fees discontinued for the remainder of the year.
      2. Projection Changes
         1. Feb 28, 2019 Fund Balance = $28,202
         2. Total Increase to Fund Balance Projection March 31, 2019 = $980.
3. Discussion (5:45)
   1. Finance Committee – Christi Julian and Lauren Broussard

Proposed budget 19-20

* + 1. Recommended to wait to vote on proposed budget until next month.
    2. Highlights
       1. Budgeting for 25 less students than current year with slowing adding back over a four-year span.
       2. Full day kinder funded
       3. PPR increase of 4.0%
       4. Salary Increases (2.8%) and Market Salary Adjustments ($44,485)
       5. Budget Cuts (-$108, 296)
       6. Staffing Changes = .4.5 FTE
    3. Questions
       1. Need more clarity surrounding READ funding
       2. Technology line item –
          1. In past two years, technology line item has increased significantly to ensure that we have the needed technology. With a short enrollment year, we are returning to the funding allocation from 2017-2018.
       3. Performance Pay – we are leaving the line item the same until we see how this year’s final numbers shake out.
       4. E-Care – projected to stay the same and cover full Pre-K students.
    4. Facility Needs
       1. Interior painting and asphalt on playground
          1. Schedule a call with governing board after May 3 once we know more about the school finance act to determine next steps.
  1. Development Committee – Teresa Frasier, Carol Meininger, Keri Melmed

PACK, transportation, enrollment, NFL field, and homeschool options

* + 1. PACK
       1. Researching options for before/after care for next year given proposed budget.
       2. One option is outsourcing the program to an organization that rents our space
       3. Another is keeping it in house, but staffed with all part time HPA employees.
       4. Decision needs to be made ASAP – hoping to know more by mid-June, once school finance act is passed and then schedule a board phone call.
    2. Transportation
       1. Researched options over the last few months.
       2. High Point Foundation has possible funding to put towards this
       3. Cost would be around $700,000 to have a fleet large enough for us which equates to more than 30 additional students in the enrollment to make it happen.
       4. With the current budget projections, development committee is recommending that we put a hold on transportation options for next year – with the anticipation of asking what else we can use the High Point Foundation potential money for instead.
       5. Potential Idea – Having one or two 14 passenger vans that pick up along Dunkirk St.
    3. Enrollment
       1. Enrollment is looking good now, only six students short. We know changes will occur throughout the summer months.
    4. NFL Field
       1. Ground breaking is planned for August.
    5. Homeschool Options
       1. Looking into options for offering home schooling parents an enrichment option for their students.
  1. CMAS Administration Update – Keri Melmed and Kelle Bongard
     1. Completed all testing as of Monday, April 22nd.
     2. Booklets have been delivered to CSI as of today.
     3. Misadministration in 3rd grade math, this will impact our scores.

1. Executive Items
2. Executive Session

Motion to move into executive session at 11:00AM

CJ motioned

LB seconded

Passed unanimously

a. CMAS administration

b. Personnel matter

Motion to move out of executive session at 11:57AM

CJ motioned

LB seconded

Passed unanimously

1. Approval items:
   1. Salaries for 2019-2020
      1. Proposing a COLA increase of 2.8 for all staff and Market Adjustment of $44,485.
      2. CJ motioned.
      3. BF seconded.
      4. Passed unanimously.
   2. Assessment policy 2019
      1. Added item “e”
      2. BF motioned to approve.
      3. LB seconded.
      4. Passed unanimously.
2. Adjourn Meeting – Michael Fields (12:04PM)