

## ACS Meeting Minutes

June 17, 2019

Board Present: Josh Greer, Dino Ward, Adam Cormican, Nick Smith

Interested Parties: Amy Furrey, Kathy Greer, Gay Otten

- General Session Opening 6:30pm:
  - Opening Prayer - DW
  - Secretary's Report – JG
    - Corrected date on header
    - Motion to approve: DB
      - Second: NS
      - Approved
  - Treasurer's Report – DW
    - \$4500 of fraudulent charges returned
      - \$4700 was taken out last month
      - Difference possibly in the June report
    - Discussion on Graduation funds
      - \$905.55 in charges
      - Budget is only \$500
      - AF: What happens when a group goes over budget
        - AC: Parents to pay the difference
        - AC: Does not feel this amount was spent on graduation
      - DW:
    - Drama income
      - \$80 in April
      - \$19.56 in May
    - Will follow up at end of meeting on details of graduation funds.
      - Later discussion
        - Items that should be charged to school, not senior budget
          - \$257: tassels, diploma covers, chords
          - \$106.50 Honors graduation
        - Senior graduation corrected amount
          - \$485
          - Flowers
            - \$159
            - \$52.50 reimbursed by students.
      - Motion to approve financial report as discussed. DW to provide an updated P&L based on discussion.
        - JG
        - Second: DB
        - Approved
    - Discussion on items generally expensed
      - JG: If the students take the items (chords, tassels, etc.) it should be in a graduation budget. If the school reuses items, it could go in a school budget (possibly book fund)
  - Principal's Report – AF
    - No new teach applications
      - Calling Spanish churches
    - Accepted 1 new student

- Waiting on records for 2 new students
  - 2 interviews tomorrow
  - 1 phone call of interest.
  - Potential for 44 students
    - 37 For certain.
  - Potential
    - (3) K
    - (2) 2nd
    - (1) 3rd
    - (2) 6th
- Board Oversight 7:00pm:
  - Academic
    - N/A
  - Athletics
    - Young's are stepping down
    - Next meeting to vote on AD
    - Soccer practice in progress.
  - 8<sup>th</sup> Grade Trip – AC
    - N/A
  - Seniors – AC
    - N/A
  - Student Council – DW/AF
  - Family Club – Gay Otten
    - Meeting this month
- Old Business
  - Website
    - A current system may address much of the current issues
      - Multiple attachments
      - MP3 files
      - YouTube links
    - Possibly use “computer donations fund” to pay for upfront cost.
      - Need to budget approximately \$270 for annual costs
    - Motion to proceed with the proposal as presented by Richard DeFord if funds are available, as shown assigned to “Computer Donations Fund”.
      - Motion: NS
        - Second: DB
      - Discussion:
        - AC: We are assuming the funds are available as stated on the balance sheet
        - DW: Funds earmarked in 2016
        - JG: (Asking DW) do we have sufficient funds to handle the cost
          - DW: yes
      - Approved
      - Details/Discussion
        - \$580.97 due up front
        - \$150 due upon completion
      - **Action Item: AC to reach out to Richard**
- New Business
  - Late Fee Increases

- Discussion on amount of payment for late fee
  - AC: Amount must be paid in full.
  - Gay: Family paid wrong amount for September
    - AC: We should offer grace for payment amount error.
- AC: Discussed a stair step late fee. The longer you are late, the more late payment you make.
  - AC: No urgency to pay once you are late
  - NS: Suggests \$10 by the 10<sup>th</sup>, \$20 by the 20<sup>th</sup>
  - DW: Scholarship fund is available if family is struggling.
  - AF: Questioning should the office be giving applications.
    - Discussion on DW being the contact for parents to reach out to.
    - DW: Historically has been treasurer and president on the scholarship committee.
  - Discussion on putting the kickoff forms on the website and having families download and sign before kick-off.
  - KG: Will there be a cap on late fees
    - JG: Suggests if payment not made by the end of the month, a required meeting with board would be scheduled for a repayment plan.
  - AC: What do we do with the repeat offender
  - NS: Perhaps if a family is late 2 consecutive months, a visit to the board for a payment plan is required.
  - JG: Asked what policy is in discussion
    - KG: Existing late fine not currently in policy.
    - Policy 9010 discusses outstanding debts
    - NS: Feels that since we do not list tuition in a policy, we would not be required to create a policy for late fines
    - KG: Late fee defined in the handbook.
  - DW: \$10 on the 10<sup>th</sup> and \$25 on the 25<sup>th</sup>. If still late by the following 10<sup>th</sup> of the month, student cannot return.
    - AC: Feels it will be complicated to add all of this to the handbook. We should revisit policy 9010 with the full details.
    - DW: They at least need to reach out to someone to say there is a problem.
    - Gay Otten: Suggests that the board gets involved at the 25<sup>th</sup> so it can be addressed quickly.
      - NS: Suggests Gay CC the board representative when emails go to families late on tuition.
  - AC: Feels the stair step process will resolve many of the existing issues.
  - AC: Proposes we rewrite policy 9010 and vote on the details next month.
    - **ACTION ITEM: (ALL) Review recommended changes to this policy.**
  - JG: Feels all of this conversation can be explained in kickoff; tied together with tuition increase.
    - AF: Feels this should come from a board member.

- Gay Otten: has never charged a late fine to teachers who do not have tuition taken out of their pay check.
  - JG: Feels teachers that do not have tuition taken out of their check should be required to pay a late fine just like other families.
  - NS: What is the benefit to payroll deducting tuition
    - Gay: Convenience
    - JG: The grace period of payment of tuition with whatever the payroll period the school uses.
  - Gaye: Suggests we extend the late period for teachers to the 25<sup>th</sup>
    - NS: Sounds like you are asking for a hard line except for the teachers.
    - Gay: Yes
  - NS: Asking what the typical reason for payments past the 10<sup>th</sup>. Is it because of not getting paid by a period of time?
    - Gay: Sometimes
  - DW: Can we research how other schools handle this?
- AC: Feels we need this policy to address those who abuse the light late fee.
- AF: Asking who has the authority to wave a late fee
  - NS: We need to define this in the policy
  - AC: In the current case, it was OK. A serious situation was going on in their life.
- Officers
  - JG: We need to hold elections. Per policy, this should be done annually.
    - DW: Would not like to be treasurer after January
      - Previous tax season was too hard.
    - **ACTION ITEM (ALL)**
      - **Praying about how you want to serve on the board.**
      - **Be thinking about 1 or 2 people who could server on the board.**
    - AC: Will hold officer elections next month.
    - NS: Suggests we communicate many of the issues before the next meeting in effort to save time
    - ACTION ITEM: JG – create Google Document to track the new policy as well as a working agenda.
- Open Discussion
  - N/A
- Prayer for School and Families –
  - Jennifer Bessert
  - Conroy family
  - School Board Members
  - New Teachers
  - Isaac Greer
  - Leon Family
  - Haiti unrest
- Next Meeting:
  - July 15 @ 6:30 PM
- Adjournment
  - Motion to adjourn

- NS
- Second: DB
- Approved