**Lakeside Charter Academy, in partnership with parents, will cultivate engaged learners through scholarship, leadership, and citizenship**

**Minutes:** Lakeside Charter Academy

January 26, 2023 12pm

Regular Meeting

**Board of Directors Meeting**

**Location: Zoom Mtg 12pm**

Zoom https://us05web.zoom.us/s/89905508740?pwd=Sk5weEtseVNIVG83RnVJMFdJY2F2Zz09#success

January 26, 2023, | 12PM EST

1. Call to Order – 12:10pm
   1. Roll – Taft Morley – Board Member
   2. Jim Montague – Principal
   3. Susanne George – Business Manager
   4. Jason Guffey – Board Member
   5. Valerie Croce – Board Member
   6. Kelly Headd – Board Member
   7. Peter Mojica - Parent
2. Reading of Conflict-of-Interest Statement
   1. No conflicts stated
3. Approval of November 17, 2022, Minutes\*
   1. Jason makes motion to approve, Kelly seconded
   2. **Motion carries unanimously**
4. Principal Report – Jim Montague
   1. Enrollment update
      1. Currently have 225 students in power school
      2. 187 students returning – intents to return
      3. Lottery is set to run on February 21
      4. 194 new student applications
         1. Kinder 118
         2. A few students in each grade – 6th with 14
         3. A lot of applications in each grade
      5. 20+ tours have been given, a couple each day
   2. Events and News – working with marketing group on new contract. See Item 5e of these Minutes
   3. New Hires\*
      1. Jim and Susanne discussed 3 new hires
         1. MS Science Teacher
         2. PE Teacher
         3. Teacher Assistant
      2. Jason motions to ratify the new hires, Kelly Seconds
      3. **Motion Carries Unanimously**
   4. 9th Grade/High School\*
      1. Jim discussed the need to add a 9th grade, but the real need is to make sure we have at least 20-25 kids so that we do not have a subpar product and can compete with school offerings in our area. Right now, we do not have the numbers to start that. Jim to work with staff to solidify potential numbers for 9th grade for next year. We expect to have 10 current 8th graders returning, so we would need to market and bring in additional students.
      2. Jason motions to approve a 9th grade for the 2023-24 school year contingent on having at least 20 students enrolled, Valerie Seconds
      3. **Motion Carries Unanimously**
   5. 2023-2024 School Calendar\*
      1. Calendar was shared to the board. We have 176 days, 1208 hours, so everything follows state law. As usual, our calendar mirrors CMS closely.
      2. Valerie motions to approve the 2023-2024 school calendar, Jason Seconds
      3. **Motion Carries Unanimously**

1. Business Manager
   1. 2023 December Budget Reports
      1. We didn’t get as many students as we had hoped. Combine that with rising costs, we are working with Acadia to look at the budget. We are confident we will be in the black. We will be looking to tighten expenses up over the next few months.
   2. 2022-2023 Conflict of Interest Statements
      1. We need to collect all remaining Conflict of Interest statements.
   3. Jay Sharpe 2023 Audit\*
      1. Jason motions to engage Jay Sharpe for our 2023 audit, Valerie Seconds
      2. **Motion Carries Unanimously**
   4. Pay Advance Policy\*
      1. Policy allowing employees to ask for an advance on their paycheck which needs to be paid back through two installments. No additional advances can be given until it is fully paid back. Just a policy to help employees.
      2. Jason motions to approve the Pay Advance Policy, Kelly Seconds
      3. **Motion Carries Unanimously**
   5. Marketing – CSC Contract\*
      1. Discussed the contract and establishing clearer terms in the contract. Some board members had specific questions regarding the fee schedule, enrollment benchmarks, and marketing. Susanne George and Valerie Croce committed to getting on the phone and discuss specific terms of the contract.
      2. Jason motions to approve the contract contingent on more details for the base fee and enrollment benchmarks, Valerie seconds
      3. **Motion Carries Unanimously – board to execute contract when in final form**
2. Board goals and expectations
   1. General discussion surrounding board members, their roles and expectations to the board members and the support they can provide. Work on having more influence in the community. Work on having the board visit the school and community.
3. Adjourn
   1. Jason motions to adjourn 1:22 EST, Valerie Seconds
   2. **Motion Carries Unanimously**

\* Requires Board Action