



Board Meeting Minutes

Date: March 21, 2019
Time: 4:30 PM -5:30 PM CST
Location: Westberg Meeting Room
Church Health at Crosstown Concourse, Memphis, TN 38104; West Atrium- Third Floor

BOARD MEMBERS IN ATTENDANCE: Martha Boyd, Dr. Susan Elswick, Kelly Nichols, Darnell Moses

BOARD MEMBER(S) ABSENT: James Maclin, Kathryn Perry, Mike Sturdivant

EX-OFFICIO MEMBER PRESENT: Alicia Norman

GUEST(S) PRESENT VIA PHONE: Cody Stephenson, Bryana Polk

CALL TO ORDER: 4:38 PM, Mike Sturdivant called meeting to order.

APPROVAL OF PRIOR MINUTES:

The February 21, 2019 meeting minutes were approved without changes. Martha Boyd moved to approve the minutes as presented. Kelley Nichols seconded this motion. No further discussion and the minutes were approved unanimously.

DISCUSSION:

1. Committees Updates
 - a. Education – Alicia Norman and Kelley Nichols
 - i. Discussed classroom plans for 2019- 2020
 1. Kindergarten
 - a. Currently 72 kindergartens
 - b. 4 classes, 1 teacher, 1 teacher assistant
 - c. 80 students
 2. First Grade
 - a. 3 classes with 25 students per class, 1 teacher, 1 teacher assistant
 3. 108 applicants; goal is 155 applicants
 - ii. Transportation
 1. Proposal will be obtained from Durham and from the public bus system
 2. Board hopes to vote at April meeting
 3. Darnell will help Alicia explore all options for transportations
 - iii. Testing/Report Cards
 1. Will be finalized week of March 20

2. 3rd quarter report card information will be available at next meeting
 - iv. Tasks/Goals
 1. Kelley shared the goals of the Education Committee
 - b. Facility – Alicia Norman
 - i. HVAC System
 1. Mike is working with HVAC company to complete assessment of building's HVAC system
 2. Board will be updated as to progress and recommendations
 - c. Finance – Martha Boyd (for Kathryn Perry) and Cody Stephenson
 - i. Review of Monthly Financials
 1. Charter Fees
 - a. Discussion about budget and district charges
 2. Financials
 - a. Overview of checking account balance as of March 19, 2019
 - ii. Audit
 1. Will be conducted by Marston Group
 - iii. Budget review
 1. Overview of operating income and expenses
 - d. Governance – Martha Boyd
 - i. Committee members: Martha, Dr. Susan Elswick, Darnell Moses and Mike Sturdivant
 - ii. Goals of retreat:
 1. Signing of Conflict of Interest forms
 2. Develop and present job descriptions for each board member along with a Board Commitment Agreement
 3. Plan and conduct orientation for new Board members
 - iii. Committee will meet at Panera (Laurelwood) April 11 to discuss and vote on these documents
 - e. HR/CEO Support and Evaluation – Alicia Norman
 - i. Hiring Update
 1. Alicia will provide a written report on new hires at next meeting
2. Closing Items
 - a. No further business to be transacted and upon duly made, seconded and approved, the meeting was adjourned.

ADJOURNED: 5:15 PM