**ST. PETER’S ACADEMY**

**GOVERNING BOARD**

**APPROVED MEETING MINUTES**

**APRIL 26, 2017**

**PRESENT:**

* **Rev. Andrew Jefferson**
* **Mr. Robert Temple**
* **Mr. Larry Taylor**
* **Mr. Clayton Broxton**
* **Ms. Jennifer Lopez**
* **Mrs. Ruth Jefferson**
* **Mrs. Gloria Finch**
* **Ms. Barbara Andrews**
* **Ms. Constance Smith**

1. **CALL TO ORDER INVOCATION:** The St. Peter’s Academy Governing Board meeting was called to order at 10:00 a.m. April 25, 2017 with prayer by Mr. Taylor.
2. **READING OF THE MINUTES:** The minutes of December 2016 were read. After discussion, it was motioned by Mr. Taylor and seconded by Mr. Temple that the minutes be accepted. The motion was carried and the minutes were approved.
3. **REVIEW OF FINANCIAL REPORTS**:

**Quarterly Financial 2017** - Mrs. Jefferson reviewed the Quarterly Financial Report ending March 2017. As of March 30, 2017 the Balance Sheet, Total Liabilities and Fund Balance was $321,776.00. After discussion, Mr. Temple motioned for approval of the Quarterly Financial Report; Mr. Broxton seconded the motion. The motion was carried; the Quarterly Financial Report was approved.

1. **DISCUSSION:**

* **Budget Amendments 2016 – 17:** Mrs. Jefferson presented the 2016 – 17 Budget Amendments required for approval. She reviewed each line item that needed to be amended and explained each in detail. After review and discussion, Mr. Larry Taylor motioned for approval of 2016-17 Budget Amendments; Mr. Temple seconded the motion. The Budget Amendments were approved.
* **Proposed Operating Budget 2017 - 18:** Mrs. Jeffersonpresented the 2017 to 2018 Proposed Operating Budget for approval. She stated that the Budget as proposed is very close the Final 2016-17 Budget and is planned to ensure that expected revenues cover expenses. After review and discussion, Mr. Temple motioned for Approval of 2017-18 Operating Budget; Mr. Broxton seconded the motion, the 2017-18 Propose Operating Budget was approved.
* **Board Meeting Dates:** Mrs. Finch informed of the 2017–18 Quarterly Board Meeting dates. After the review the 2017- 18 Board Meeting Dates were approved.
* **Annual Conflict of Interest/Board Training Updates**: Mrs. Finch presented information regarding the Annual Board Member Training. She stated that the training is required every 2 years. Other discussion included updates, Board applications & refresher courses.
* **NSLP Administrative Review Audit 2016-17:** Mrs. Finch informed the Board that the National School Lunch Program Administrative Review Audit held on March 7, 2017 was successful. She stated that the Auditor was observed the breakfast and lunch meal service. Also, she stated that the Administrative Review Audit included the Reimbursement process, Production Records, Invoices, Menus and Facility Review.
* **Title 1:**  Ms. Andrews discussed Title 1 activities and reviewed the results of the Parent surveys. She also presented information on Parent Involvement and asked the Board of any suggestion to implement. She gave an update of FSA testing held on March 28 to May 11, 2017. Also, she informed the Board that 11 new computers were purchased as a requirement for the FSA testing.
* **Pre-**Summer and Fall Classes: Ms. Andrews gave an update the Board of Pre-Summer and Fall registration that will be held on May 6, 2017 from 11: am to 3:00pm. She stated that the Summer Classes will begin on June 5 and will run until July 28, 2017 from 8:00 am to 2:00 p.m.. She said that Flyers were distributed in the community and we also advertised the program in the newspaper. She informed the Board of the structure of the classes, staffing and schedules.
* **VPK Program**: Ms. Constance Smith gave an update on the Pre-School VPK program. She discussed the VPK curriculum, monitoring, schedules, and upcoming review on during the month of May 2017.
* **Fundraising Talent Show**: Mrs. Finch informed the Board that St. Peter’s will be having a “ **Junior Broadway Show**” which will be held on Friday, May 19, 2017. The Broadway show will display our children dancing, singing, solo’s and skits along with the participation of Staff and Teacher’s.
* **Graduation:** The school graduation will be held on May 23, 2017 at 6:00 pm for all K- 5th Grade including the VPK students and the Daycare children.

1. **INFORMATION:**

* Last Day of our school will be on May 24, 2017.
* The May 2017 calendar of events was presented and accepted.

VI. **ADJOURNMENT:** The meeting was moved for Adjournment by Mr. Taylor and seconded by Mr. Temple; Mr. Taylor adjourned the meeting at 11:00 a.m.