**ST. PETER’S ACADEMY**

**GOVERNING BOARD**

**APPROVED MEETING MINUTES**

**SEPTEMBER 26, 2017**

 **PRESENT:**

* **Rev. Andrew Jefferson**
* **Mr. Robert Temple**
* **Mr. John Rorick**
* **Mr. Larry Taylor**
* **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. September 26, 2017 with prayer by Mr. Temple.
2. **READING OF THE MINUTES:** The minutes of April 2017 were read. After discussion, it was motioned by Mr. Temple and seconded by Mr. Rorick 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 September 2017. As of September 30, 2017 the Balance Sheet, Total Liabilities and Fund Balance was $250,432.29. After discussion, Mr. Temple motioned for approval of the Quarterly Financial Report; Mr. Rorick seconded the motion. The motion was carried; the Quarterly Financial Report was approved.

**Audit Report 2016-17 -** Mrs. Jefferson presented the Audit Financial Report completed by McCrady/Hess Certified Public Accountants, for the year ending June 30, 2017. She reviewed the Financial highlights. She stated that the School’s governmental fund balance sheet reported a combined ending unassigned fund balance of $270,370. She stated that as of June 30, 2017, the Total net position was $1,273,339. She added that the increase in the total net position is due to the current year operation surplus. She mentioned that the school had no recommendations for improvement and no issues referenced in the management letter. With no other comments, the Board congratulated the staff on the 2016 - 17 Financial Audit as reported.

1. **DISCUSSION:**
* **Capital Outlay Plan 2017 -18:** Mrs. Jefferson presented the 2017-18 Capital Outlay Plan. She stated that at the beginning of the school year the capital outlay plan must be completed by the school and approved by the Board of Directors for continuance of Capital Outlay funding. She indicated that the school will continue to use the Capital Outlay funds for monthly lease payments. After discussion, on motion by Mr. Temple seconded by Mr. Rorick, the Capital Outlay Plan was approved.
* **The** **School Improvement Plan** was presented for the Board’s review and approval after discussion, on motion by Mr. Temple seconded by Mr. Rorick, the School Improvement Plan was passed for approved.
* **The Family Engagement Plan** was presented for the Board’s review after discussion, on motion by Mr. Rorick seconded by Mr. Temple, The Family Engagement Plan was approved.
* **Settlement Agreement 0.6 millage** - Mrs. Jefferson informed the Board of the Settlement Agreement for the 0.6 millage. She stated that the school will receive $148,281.42 plus interest at a rate of 5.17% per annum. Mr. Rorick suggested that the funds be partially allocated to reduce the school mortgage as planned.
* **Title 1:**  Ms. Andrews gave an update on Title 1 activities. She informed the Board that Pre-enrollment was held on August 10, 2017 and it was very successful. She stated that Parent Surveys and Parent Compact Agreements were distributed and that she would be working on completing the Parent Involvement Plan. She advised the Board that the Open House will be on October 24, 2017.
* **VPK Program**: Ms. Constance Smith gave an update on the Pre-School VPK program. She indicated that there are currently 45 children enrolled this year.
1. **INFORMATION:**
* The November 2017 calendar of events was presented and accepted.

VI. **ADJOURNMENT:** The meeting was adjourned at 11:00 a.m.