

Damar Charter Academy
Board Meeting
April 24, 2013
11:30 am
Damar Community Living and Support Services Conference Room

Attendance: Greg Johnson, Dr. Jim Dalton, Rich Harcourt, Elaine Showalter, Lori Veshia, Chris Wilkes, Chuck Ellis, Leta Echelbarger, Dr. Van Tassel, Karen Snyder, Doug Stewart, Tamra Wright, Ben Tapper and Nicole Lloyd

The meeting was called to order at 11:37 am

Agenda and packets passed out. Packets included:
Financial Report
Board Minutes from last board meeting
A-F Accountability Update

Greg Johnson opened the meeting and described the building in which the meeting was taking place. Greg explained that it was part of the CLASS space that Damar Services leased along with the DCA space next door. He then went on to make introductions. Tamra Wright from the Mayor's office introduced her guest Ben Tapper.

Minutes from the last board meeting were approved by Doug Stewart and seconded by Karen Snyder. All members were in agreement.

Financial Results

Rich Harcourt gave the financial report. He noted that the first tax return we have filed is now complete and we are relatively close to budget. There were some additional expenses which did occur as a result of the move to the new building. These were primarily because of some additional requirements instated by the State Board of Health. Mr. Harcourt again stated that we were extremely close to budget and that on June 26th a full reconciliation of the construction budget would be rolled out to everyone.

990 Tax Return

Elaine Showalter passed out the 990 tax return to all board members. Mr. Harcourt explained that the IRS does require that the board members have a copy of this as well as general knowledge of what this document contains. Mr. Harcourt then reviewed the highlights of the 990 which included:

1. School is open to the public
2. Board members are listed and they receive no compensation. IRS does require the Superintendent to be listed as the highest ranking officer
3. Non-discrimination requirements that the school follows
4. Explanation of how the board was formed
5. If there are conflicts of interest among board members and how they are dealt with
6. Disclosure of no other business income

990 is due on May 15th – Shared with all board members.

Dr. Van Tassel made a motion to approve the 990. Chris Wilkes asked if he had a conflict of interest because he is the landlord of the building that DCA leases. Rich Harcourt said that no conflict was noted

when he questioned this but that it would be disclosed in the 990. Karen Snyder seconded the motion. All approved

Credit Card

Rich Harcourt explained that at this time, DCA does not have its own credit card and uses a Damar Services Credit Card when necessary, and then these expenses are separated. Request was put forth to get a separate credit card for DCA for the following people:

1. Leta Echelbarger
2. Lori Veshia
3. Elaine Showalter

And possibly:

Rich Harcourt and Dr. Jim Dalton

Doug Stewart explained that this was a typical practice then made a motion to get the DCA its own credit card. The motion was seconded by Nicole Lloyd. All members agreed.

Audit

Rich Harcourt met with BKD concerning the audit they performed. BKD has asked that we give them the opportunity to continue as our auditor for one more year. Mr. Harcourt explained that Damar Services is considering continuing to use them for another year and that it would make the most sense for DCA and Damar Services to use the same auditor. Mr. Harcourt explained that the quality of work that BKD completed was good without question; he just had concerns with the timeliness of receiving the information and the cost. Karen Snyder asked if after another year with BKD, would the team entertain other RFP's. Mr. Harcourt stated that he was hoping to be able to continue a relationship with BKD because finding another auditor is timely and does incur costs. A consensus was given by all to stay with BKD for another year.

Building Update

Greg Johnson discussed the results of the Open House that occurred at DCA on Monday night, April 22nd. He stated he was able to talk to parents and community members who expressed their pleasure with the new environment. He also noted that the children seemed pleased with the new space.

Dr. Dalton expressed his pleasure with the move overall and how well it went. Leta Echelbarger gave an update on the move. She was pleased with the moving company and their speed. She also expressed how happy she was to see that the teaching staff came in over their break to get the classrooms ready along with the TA's. Ms. Echelbarger went on to explain the transportation process and how smoothly the transition has gone regarding busing. Very efficient! She stated that the students are providing positive feedback and telling her it feels like "a real school" now. She also noted that she is seeing more positive behaviors even from the more challenging students. Dr. Dalton reminded the board that while the move did give us some additional space, expansion is still limited right now in this space. Dr. Van Tassel asked about our security officer and if we would continue to see her presence in the new school building. Leta Echelbarger explained that the police officer spends most of her day at the school and the school also has a strong presence from the resource team to help manage more difficult behavioral eruptions. She also explained that we have a locking, magnetic door at the front of the school as well as security cameras all over the school building.

Dr. Van Tassel asked if the school would like a garden. Ms. Echelbarger expressed that this would be a nice addition and Dr. Van Tassel is going to follow up on this through a connection he has with the American Heart Association.

A-F Accountability Model Update

Our alternate accountability model appeared as a bill in legislation. The wording of the bill is clearly on behalf of DCA. Dr. Dalton expressed that he is hopeful that this will continue forward and expressed the importance of this getting passed as it (or something like it) is essential for our survival. He noted that there are 2 ways for this to go through, one being through the House of Representatives and the other through the State Board of Education. Ben Tapper informed the committee that there are only 2 days left in this legislative session so we may want to continue to be vigilant in our efforts to get this through.

Upcoming School Audit

Dr. Ratterman will be conducting the DCA audit again this year. She will be doing an in depth audit on our Special Education files and processes. Dr. Dalton expressed that he feels we have made progress in all of the areas noted in the report we received from Dr. Ratterman last year. The audit will take place on May 13th and 14th.

General Updates

The lottery to reset the waiting list will occur on Thursday, April 25, 2013. This will take place at Damar Services Center in conference rooms 1-4 from 6-8 pm.

DCA will be running an optional 2 week summer program at the end of June which will focus on English, Social Skills and Math through a theater based model. The first week will be for older middle and high school students and the second week will be for elementary students. Leta Echelbarger passed out a brochure to all of the board members for their review.

There were no further agenda items, concerns or questions. The meeting was adjourned at 11:21pm.