

# Truxton Academy Charter School

## Regular Board Meeting

April 20, 2020

Notice was provided on our website, [truxtonacademy.org](http://truxtonacademy.org) on Monday, April 13, 2020 .

The meeting was convened via Recorded Zoom Meeting at:

<https://us04web.zoom.us/j/384407711?pwd=L2RpR0lHbkw3T3pFeEpRNXNhejZWQT09>

Meeting ID: 384 407 711

Password: 3VPcJU

A quorum of 6 trustees out of 8 total number of trustees was present as follows:

**Members Present via Zoom Meeting:** Cindy Denkenberger, Stuart Young, Tom Brown, Korinne L’Hommedieu, Sarah Stevens, Krysta Austen. Sarah Stevens exited at 8:14pm.

**Members Absent:** John Tillotson and Beth Klein.

**Others present via Zoom Meeting:** Sara Petit-McClure, Lydia Aris-Brown, Patty Dawson, Leaf Carmer, Ellen Eagen and others.

President Cindy Denkenberger called the meeting to order at 7:08PM.

### Community Comments

No comments.

### Approval of Minutes

Motion by Tom Brown, seconded by Krysta Austen, to adopt the minutes as presented from the regular BOT Meeting held March 9, 2020. All in favor, none opposed. Motion carried.

Motion by Tom Brown, seconded by Korinne L’Hommedieu, to adopt the minutes as presented from the Special Meeting held March 15, 2020. All in favor, none opposed. Motion carried.

### Opening comments

Motion to move to executive session at 7:14pm, Tom Brown, seconded by Krysta Austen, to discuss employment. None opposed. Motion carried.

Motion to exit executive session at 7:18pm by Stuart Young, seconded by Krysta Austen. None opposed. Motion carried.

Motion to continue school closure in response to the official decision by the Governor of New York State which is currently set thru May 15 but may be extended by Tom Brown, seconded by Sarah Stevens. None opposed. Motion carried.

Motion to rehire all furloughed employees due to COVID-19 crisis effective immediately by Tom Brown, seconded by Korinne L’Hommedieu. None opposed. Motion carried.

Sara Petit-McClure reported on continued learning at Truxton Academy. The plan is attached. Highlights of current projects are The Life Cycle and Spring Celebrations where students were allowed to choose to make a diorama or drawings based on what they were excited to report on. Zoom meetings are being held – one on one, classrooms, and all school. They are recorded and available at different times for families to utilize when convenient. All technology device issues have been addressed. Some families still have access issues; packets are distributed accordingly to ensure all students can access continued learning.

### President's Comments

School Safety Plan status-Public Hearing info Cindy reported that the hearing was held via Zoom. No

comments from the public. The committee discussed and finalized document to present to the board.

Motion by Stuart Young, seconded by Tom Brown to approve the SAVE Plan as presented by the committee. None opposed. Motion carried.

Motion made by Tom Brown seconded by Sarah Stevens, to amend previously approved minutes from the February 10, 2020 meeting. Minutes should have reflected Krysta Austen's abstention and clarified that the change was to be effective immediately. At least two-thirds of the board approved was present. None opposed. Motion carried.

Sara Petit-McClure reported that SUNY CSI is unsure how the First Year Evaluation will take place due to the COVID-19 crisis. She had an information call with Maureen Foley but the visit and Board interview have been cancelled. She asked what info they would want from us. It was explained that as this year is supposed to create our base level, that may not be possible. The recommendation right now is to document everything the best that we can and they will continue to answer questions and guide us the best that they can.

Tom Brown updated on the new Phone System. It has been installed and they are looking to finish set up and train when we are back in the building and available. We need to follow up with Syracuse Time and Alarm to be sure lines are working properly. Elevator line is confirmed to be operating.

### **New Business**

Cindy Denkenberger reported a big thank you to Victor Siegle and our Financial Committee for getting the information to the bank efficiently to get the Paycheck Payroll Relief Grant Application submitted and approved.

Motion by Krysta Austen, seconded by Tom Brown, to accept attached Board Resolution 2020-1 approving the Paycheck Protection Program (PPP) Loan. None opposed. Motion carried.

Victor Siegle reported that we are indeed fortunate the loan should be forgiven if we closely follow the guidelines and our financial plan.

Motion by Stuart Young, seconded by Tom Brown, to extend the payroll guarantee for teachers through the end of the fiscal year. None opposed. Motion carried.

Motion by Korinne L'Hommedieu, seconded by Krysta Austen, to approve the Employee Handbook as presented. None opposed. Motion carried.

Sara Petit-McClure will disseminate the Handbook to employees via shared Google drive. Employee's will need to complete acknowledgement and return signed copy.

Motion by Tom Brown, seconded by Korinne L'Hommedieu to approve meeting minutes as presented from Executive Committee meetings held on March 17, 2020 and March 27, 2020 to approve payroll guarantees and employee furloughs. None opposed. Motion carried.

Cindy Denkenberger reported on grant for performing arts including outdoor amphitheater with WIFI capabilities for classroom aspect, new stage curtains, renovation of art and music room with new windows, added bathroom, heating, internet access. Tom Brown reported that it is currently set to include a security portion which includes key cards or fobs and a virtual mobile barrier on second floor. He suggested we may want to separate these to get more for the performing arts program as there may be other opportunities for security.

### **Board Committee Reports:**

#### *Finance Committee*

Treasurer's report attached. Korinne L'Hommedieu reviewed the attached report in detail. She also reported that district invoicing was done and is being collected. CSP funding needs to be reviewed and all quotes and reports should be available for review and approval at our May meeting so we do not miss the deadline. The current report does not reflect the PPP Loan we just received. Draft revised budget for next year will be sent out shortly for review. She also noted that an additional grade level next year should help our financial standing. We need to focus on cash flow balance to ensure our

stability as we build next year's budget. We also have to consider adding a cushion for a Covid-19 type incident in our school community.

Motion by Stuart Young, seconded by Krysta Austen, to approve Treasurer's report. None opposed. Motion carried.

Finance Committee report attached.

Motion by Stuart Young, seconded by Krysta Austen, to accept report. None opposed. Motion carried.

*Personnel Committee*

No Report submitted.

*Facilities Committee*

No Report submitted.

*Curriculum Committee*

No Report submitted.

*Marketing Committee*

No report submitted. Patty Dawson reported that we are looking to hold a virtual Open House, create online tour and figure how to promote on Facebook. With no volunteer with appropriate skillsets, we will need to hire. Tom Brown reminded all to promote Yard Signs getting put up.

### **Special Committee Reports**

*Nutrition Committee*

No report submitted. Sara Petit-McClure reported that food distribution is still happening and she shares a report from Seven Valleys Coalition with all families as she receives them. Food Service Director Bridget Ullrich is working on a grant and moving our nutrition program forward.

*Professional Advisory Committee.*

No report submitted.

*Transportation Committee*

No report submitted.

*Fundraising Committee*

No report submitted. Cindy Denkenberger reported that we are still working toward Louis Calder Foundation Grant. Victor reported that website updates have been completed to an acceptable level and a seamless connection to the donation page is up and running.

### **Upcoming Events**

May 4 Teacher Appreciation Week with PTO

TBD Open House (virtual)

May 15 PTO Parent and Me Paint Night (TBD mandate may force cancellation)

### **Adjournment**

Motion by Tom Brown, seconded by Korinne L'Hommedieu, that the meeting be adjourned at 8:52pm. None opposed. Motion carried.

Respectfully Submitted

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Patty Dawson, Recording Secretary