

SOUTHWEST GEORGIA STEM CHARTER SCHOOL SCHEDULED  
Finance MEETING MINUTES  
School Media Center  
September 14th, 2021 - 5:30 PM

**CALL TO ORDER** - By Tony Lee @ 5:32 p.m. In attendance by phone were: Chairman - Tony Lee, Chris Weathersby, Lisa Jones, Patricia Goodman, Lori Wilson - CFO, Ginger Almon - School Leader

**RECOGNITION OF VISITORS** – None

**PUBLIC COMMENT** - none

**ITEM 1. APPROVAL OF August 2021 Minutes** : • Motion: \_Patricia Goodman\_ Second: \_Chris Weatherby\_ Vote: - All in Favor -

**APPROVAL OF AGENDA FOR August 16th, 2021** • Motion: \_Chris Weatherby\_ Second: \_Lisa Jones\_ Vote: All in Favor

□ **ITEM 2. CFO Reports**

- General Finance Report - The General fund was reviewed. The school is 16.66% through the fiscal year. We compared the areas of the general fund to the fiscal year percentage to monitor spending. QBE contra account, support services, and repairs and maintenance were over budget. The QBE contra account had an error that needed to be corrected by the CFO. The support services includes the Nurse's salary that will begin being paid by Cares III. This percentage will level out. Lastly, the repairs and maintenance portion includes lawn care that was not previously budgeted. There was an awning added to a sidewalk area and there were several minor repairs around the school while starting off the new school year. We will continue to monitor all areas of the general fund.
- School Nutrition Report- The school nutrition fund is officially out of deficit this month. At the end of July, the school nutrition deficit was -\$4,339.61. At the end of August, the school nutrition balance is \$3,819.05. Revenues were a little higher than budgeted due to the amount of students eating breakfast and lunch. Expenditures were a little higher than expected because of a cooler purchase that was necessary to keep the milk on hand at the correct temperature. Monthly Cash Flow- The monthly cash flow compares the revenue and expenditures for July and August. It shows that we estimated the total cash flow to be \$130,865.78. However, our actual cash flow is \$299,535.56
- The Comprehensive Performance Frameworks Score Prediction was reviewed. The school has maintained their score of 95 points for this month. We anticipate receiving the final 5 points in October when the enrollment variance is reassessed. There were no major changes to any of the performance framework calculations.

□ **ITEM 3. DataCom Professionals Inc. Proposal-** The board members reviewed the proposal from DataCom Professionals Inc. In conclusion, the monthly fee, including hardware, is significantly lower than our current IT provider. Mrs. Almon completed a reference check and was only given positive feedback on the company's service. The Board Members decided to discuss further at the upcoming board meeting.

□ **ITEM 4. PPP Forgiveness Update-** The School's PPP 2 Forgiveness package was submitted to OneSouth Bank on June 24th, 2021. Correspondence from the bank shows that the application has been in the review process. Feedback from the analyst that reviews the applications shows that the application is almost ready to be submitted to SBA after a second review.

□ **ITEM 5. Mauldin & Jenkins Audit Update-** Mauldin & Jenkins has reviewed over 85% of the documents that have been submitted. They have received all of the documents that they have requested regarding the audit. At this point, we are waiting for them to finish their review.

□ **ITEM 6. Contract for Job Pro Services-** The Board Members reviewed the contract with Job Pro Services. It is dated from 10/1/2021 to 9/30/2021. The agreement is to pay Job Pro Services, LLC for 36 weeks of service at the same rate last agreed upon. This amount includes 4 daily custodians at this rate. Any other services will be agreed upon in a separate contract. The Board Members will discuss this further at the upcoming Board Meeting.

□ **ITEM 7. School Debit Card-** Mrs. Ginger Almon further researched and discussed the topic of the school obtaining a debit card with a finance representative from the State Charter Commission. She shared the information that the School would be sited for an adverse practice during review if it is decided to obtain and use a debit card. The members discussed the negative impact and decided to finalize the decision at the upcoming board meeting.

□ **ITEM 8. Campus Grounds Maintenance Bid-** Mr. Tony Lee, Chairman of the Board, exited the meeting before bids were given to the members as per Section 13: Prohibition of Conflicts of Interest in Procurement Process of Southwest Georgia STEM Charter School's Finance Policy. The remaining members were given an unidentifiable copy of each bid to review and discuss. They eliminated 2 bids out of the 6 that were submitted. The Board Members asked the School's CFO, Lori Wilson, to contact a minimum of 2 references on each of the remaining 4 bids. They also asked Mrs. Wilson to find out the Bidder's crew size and timeframe of completion for each cut. They will further discuss the results of this information at the upcoming board meeting.

**APPROVAL OF ADJOURNMENT OF MEETING – 6:40 pm** Motion: \_ Patricia Goodman  
\_Second: \_Lisa Jones \_ Vote: \_ All in Favor\_\_

TIME ADJOURNED: \_6:40\_PM