

Starr Detroit Academy

19360 Harper Avenue

Harper Woods, MI 48225

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Website: www.starracademy.org

**REGULAR MEETING
STARR DETROIT ACADEMY BOARD OF DIRECTORS**

Date: Wednesday, March 13, 2013

Time: 6:00 p.m. – 8:00 p.m.

Location: Starr Detroit Academy

19360 Harper Avenue

Harper Woods, MI 48225

MINUTES

MEETING TYPE: Regular Special Proposed Approved

Call To Order

The meeting was called to order at 6:03 p.m.

I. Roll Call

Board Member Attendance:

Jim Hall, President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Dr. Mable Jones, Vice-President	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Brewster Moore, Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Richard Beal, Treasurer	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Verlie Ruffin, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Other Attendees: Jeremy Vidito, Tanganikia Hopkins-O'Bey, David Beaumont, Dr. Linda Paramore, Terry Pollock, Stephanie Trotter, Joe Zatkoff, Ira Griffith, Jessica Skinner, Erica Spears, Melanie Danley, Kelley Lawrence, Kayleigh Long, Haley Murdock, LaTacha Banks, Ralph Burrell, Carly Rose, Cate Abramczak, Peter Webster, Jordana Smith and Chuck Jackson, were also in attendance.

II. Public Comment

None

III. Approval of Agenda

Motion: Verlie Ruffin

Support: Dr. Mable Jones

Ayes: 5 Nays: 0

IV. President's Report

- Mr. Hall wanted to point out how appreciative his is for what Jeremy does for the Board. He also thanked the staff that was in attendance for their support.
- Housekeeping items: We were approved on all the amendments except for one. We have permission to go ahead with the sixth (6th) grade. We also have the permission to increase enrollment to 678. The job descriptions as well as the curriculum division were approved by CMU.
- Expansion of the Board was approved at the January meeting. The action was deferred even thou action was taken. There's a new resolution, requesting that the Board be extended from 5 to 7.

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Important Notes

- Fund to balance is in a deficit position. (Furniture purchases, curriculum, professional development and education material put into place) Starr Commonwealth will provide support for these costs. As stipulated in the Management Agreement the management company may waive its fee in order for Academy to balance the budget.
- Suggested Budget amendment under development for current year budget will be presented to the Board at the April meeting. Will incorporate into budget amendment, modifications that were expecting to the Management company fee.

2013-2014 Budget Timeline

- Initial draft budget will be presented in April.
- Board will request a committee to work on revisions for May presentation.
- Preliminary final budget presentation in May.
- Final adoption of budget in June.

V. Policy Review

- Enrollment Policy
 - SDA set target enrollment of 678 students. The majority of new enrollee's will be targeted at kindergarten (150). SDA will not add any additional cohorts at the upper grades.

VI. Old Business

- Financial Audit findings
 - Petty Cash
 - No documentation when cash was being taking
 - Cash receipts/Cash collection
 - Teachers collecting cash, not giving receipts to students
 - Bank Reconciliation
 - We weren't keeping documentation of the review
 - Credit Cards
 - Not currently using. Previously, no back up for purchases
 - Purchasing
 - PO's not being used properly. Ordering items and PO's were being signed at the time of when the invoice was coming in
 - Contracting
 - Must be a bid and approved by the Board
 - We didn't agree with the finding. Going forward, we'll adhere
 - Receiving Goods and Cash disbursement
 - No documentation that everything was checked against the PO and the packing slip was matched against the invoice
 - Expense Classification
 - Need GO code with completing the PO's
 - Time Sheets
 - Salary- Sick/Vacation balance wasn't being reconciled to the timesheets
 - Hourly – Timesheets weren't signed supervisor or employee
 - Personnel Change forms
 - Any increase in pay, changes to pay, we have to keep it in the employees file and that we also include the individual's position stated in the contract.
 - Monitoring
 - Making sure we keep documenting of everything that is being approved (payroll, bank reconciliation report) placed in a file (hard copy or electronically)
 - Inventory
 - Physical inventory will be updated on a quarterly basis.

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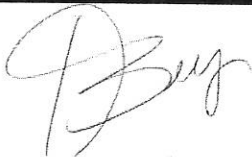
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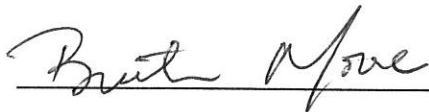
MINUTES CERTIFICATION



03/13/2013

Board Secretary / Recording Secretary

Date



Board Secretary

4/10/13

Date