



# **Southern Avenue** **CHARTER SCHOOL**

**Board of Directors Meeting**

**Sunday, November 20, 2022**

**Lunch/Dinner 1:00-2:00 p.m. Meeting 2:00-3:00 p.m.**

**TPC Southwind, Memphis, Tennessee 38125**

**Director Greg Bethel, Chairman**

**Director Stan Burton, Vice-Chairman**

## **MEETING AGENDA**

**I Opening**

**II Reading of Last Minutes**

**Acceptance of Last Minutes**

**III State of the School**

**IV Old Business**

**Embezzlement Update by Former Payroll Specialist**

**Board Committee Reports: Finance, Operations, Education,**

**Human Resources, etc.**

**Golf Tournament Update: Director Bethel**

**V New Business**

**New School Facility Committee**

**VI Next Meeting Date: Week of February 19, 2023**

**VII Adjournment**



# Southern Avenue CHARTER SCHOOL

**Southern Avenue Charter Elementary School**

**November 20, 2022**

## **Board of Directors Meeting**

**Judge Walter Evans**

**Mr. Stan Burton**

**Ms. Stephanie Walker**

**Miss Katheryn Smith**

**Gwendolyn Boykin**

**Ms. Carolyn Willett**

**Mr. Gregory Bethel**

**Ms. Tanya Incio**

**Mr. Tyrus Perry**

**Ms. Dell Stiner**

**Ms.**

**Principal, Shelia Moss**

**Mrs. Elise Evans Founder/ Executive Director**

### **Proceedings:**

The 2nd Board of Directors meeting for the school year 2022/2023 was called to order by Chairman Gregory Bethel at 1:30pm November 20, 2022. Director Bethel greeted each Board member and stated he is pleased to see everyone and asked that everyone introduce themselves as we have new directors among us. He presented the agenda for the meeting and stated we would follow the agenda as written. He then asks for the reading of the minutes of the last meeting (August 22, 2022). The minutes for the August 22, 2022, meeting minutes were read and approved after Director Burton made a motion to approve, the minutes and Director Evans second the motion.

Director Bethel welcomed all members and stated the agenda would be followed as written, with 1<sup>st</sup> order of business being the state of school.

### **State of the School:**



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Mrs. Moss stated that the school is on schedule with the 2022/2023 focus for the school year. She stated each board member should be receiving an email regarding activities at the school. Mrs. Moss stated some of the school goals: which included Quality Practices through collaboration consistency, & capacity. Student achievement (academically, socially, & creatively. Positive School Climate and culture(look for the good!) Mrs. Moss presented the board of directors to attend the NutRemix, the honor students will be attending. She also invited them to attend the Christmas program which would entail the Kaleidoscope presentation. Principal Moss welcomed the directors visit our school more often and that we are still recuring. Principal Moss' report was approved after the proper motions were complete.

Director Tyrus Perry stated he would like to join the team that goes out for truancy with Officer Bledsoe.

Old Business:

Embezzlement Update:

Executive Director Mrs. Elise Evans presented an update on the former payroll specialist, Ms. W. Nelson. She reported that Ms. W. Nelson the former payroll clerk had been arrested and formerly charged with theft between \$10,000.00-60,000.00. She stated Sargent Muhammad with the Memphis Police Fraud and embezzlement unit, informed her of the arrest and it was also on the news.

Mrs. Evans stated that atty Chiozza with the Shelby County Prosecutors called to ask her "how she wanted the case handled". She referred him to Atty. Walter Evans. Mrs. Evans stated she has revamped Human Resources for checks and balances. She stated one person input the information, another person processes it and Mrs. Hubbard our account checks it for accuracy. What we know today is she got out on bond, and is still trying to deny her actions, according to Mrs.



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Evans. Director Bethel asked that Mrs. Evans for approval of the report unless there was further discussion. Judge Evans, motion that the report be approved as given, and it was 2<sup>nd</sup> by Ms. Incico.

Board Committee reports:

Fundraiser:

Director Bethel gave an update on the fundraising event that was held at Galloway Golf Club on July 11, 2022. Director Bethel, presented to the board two choices for the Golf Tournament 2023. He stated he is working with several people that have promised support for the fundraiser. He is also working on getting our letters to the community and asked board members to do the same. He asked that we start soliciting donation to be auction off now. He expressed that the school needs all board members to be active and involved in the event to make it continue to be a success in the next year. Director Bethel and Director Burton expressed they are please that the fundraiser is doing well so far. Director Willett made a motion for acceptance of the fundraiser report, director Burton second the motion. The motion was passed no objections or discussions,

New Business:

Directors Report

Finance:

Ms. Evans stated Mrs. C. Hubbard, the school account continues to audit and manage our accounts. Mrs. Evans stated each person has a copy of our profit and loss report as of July 31, 2022. Executive Director stated that Mrs. Hubbard and Mrs. A. Bailey (the new payroll specialist) has completed an audit of all employee accounts to determine any other losses and or discrepancies in payroll. Mrs. Evans, Ms. Dill, Ms. Madison, Mrs. Jones, and Ms. Bailey met with the staff to



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explain and answer question regarding the theft and the steps taken to protect their information. She stated any director may come by the school or contact our account if there are any questions or concerns. Judge Evans motioned the report be accepted, Director Burton, second the motion, no discussion, not nays.

Mrs. Evans again asked that each person select a committee of their choice to work on for the school year. She asked that each committee would select a leader, the committee would meet and define their responsibilities and present them to the board. The committee would make a report to the board regarding their responsibilities and what they have learned to benefit the school. She stated some committees would be fundraising, financial, Grant seeking and/or writing, working with the children. She again asked the board to consider a financial gift to the school, if possible that all these decisions are made the January 1, 2023. Director Bethel asked for a motion to have the report by Mrs. Evans approved, a motion was made by Judge Evans, and second by Ms. Walker.

There was a discussion about changing the meeting time as most directors did not wish to be out after dark. Three options were put on the table and each director was asked to email their choice to the director Bethel and Mrs. Evans.

Director Bethel stated with that, if there is no other business the next meeting a February 19, 2023. The meeting was adjourned at 4:05