

RISING STARS ACADEMY
BOARD OF EDUCATION MEETING MINUTES
DECEMBER 16, 2021

1. Call to Order: 6:40 p.m.
 - a. Attendance: Bob Nowak, Susan Uhl, Charisse Cossu-Kowalski, Annette Duda, Robert Spada, Debbie Prentiss, Mark Prentiss, Marsha Salome, Lori Mochty via Zoom and Joe Haynes (Superintendent Center Line Schools).
2. Motion to Appoint Mr. Robert Spada to the Vacant Board Seat
 - a. Motion made by Bob Nowak
 - b. Seconded by Sue Uhl
 - c. Roll Call: 4 Yes 0 No – approved by Bob Nowak, Susan Uhl, Charisse Cossu-Kowalski, and Annette DudaMoment of Remembrance for the Oxford Community
3. Citizen Non-Agenda Items: None.
4. Communication: Donald Clark Trust

RSA has been deemed a “qualified trust beneficiary” by the parent of a current student at RSA. This parent has willed \$10,000 to RSA upon his death via the Donald W. Clark Irrevocable Trust No. 4, established 8/26/21 by Harold Oseff, Trustee of the Donald W. Clark Irrevocable Trust No. 3.
5. Approval of Minutes of Regular Meeting of November 18, 2021
 - a. Motion made by Charisse Cossu-Kowalski
 - b. Seconded by Annette Duda
 - c. Roll Call: 5 Yes 0 No – approved by Bob Nowak, Susan Uhl, Charisse Cossu-Kowalski, Annette Duda, and Robert Spada

FINANCIAL

6. Acknowledgement of receipt of check register for November, 2021
 - a. Motion to approve made by Annette Duda
 - b. Seconded by Sue Uhl
 - c. Roll Call: 5 Yes 0 No – approved by Bob Nowak, Susan Uhl, Charisse Cossu-Kowalski, Annette Duda, and Robert SpadaLori Mochty attended via Zoom for financial purposes only. She was available to answer any questions presented by the board. She signed off once done.
7. Acknowledgement of receipt of Fall 2021 Board of Education Policies
 - a. Motion to approve made by Sue Uhl
 - b. Seconded by Annette Duda
 - c. Roll Call: 5 Yes 0 No – approved by Bob Nowak, Susan Uhl, Charisse Cossu-Kowalski, Annette Duda, and Robert Spada

Debbie Prentiss explained the Board of Education Policies to Board. Once approved, will be updated online. National Charter is linked to NEOLA. Debbie asked Mr. Haynes, Superintendent of Center Line Schools, who they use. He stated Miller, Johnson. He stated there is an annual flat rate charge of \$10,000 which includes all training and policy. Debbie Prentiss stated that updates for RSA are \$900.00 twice a year.

8. Business Manager Report

Debbie Prentiss stated the 2020 audit is done. There were six or seven pages of journal entries that need to be adjusted in QuickBooks. Items were being paid through the bank but not journaled in QuickBooks so it looked as if they were not paid. Debbie also stated that on 7/1/21 a change entry reflects \$307K "in kind" donation to the Academy with no assets attached. This will change the fund equity in the audit. Lori and Frank should come to the board with the entry change, per Debbie. The money the Foundation put in is classified as building maintenance. Bob Nowak asked if a grant process from the Foundation to the Academy should be created. Debbie said a paper trail is in place and is needed in terms of checks written. Bob asked if a request on paper is required. Debbie replied yes. Foundation has its own bookkeeper. Academy has its own bookkeeper.

Debbie discussed the recent loss of internet and phone service through Comcast due to nonpayment of bill on part of MM1. Bob Nowak mentioned Comcast checks totally approximately \$1,565 from two years ago on ledger that are/were disputed.

Debbie shared the 990 for 2019 was done three weeks ago with a \$7,800 penalty that MM1 will take care of. The 990 for 2020 was due 11/15/21. Any penalty goes to MM1.

The Foundation severs from MM1 12/30/21. Payroll starts 1/1/22 with new company. February 1, 2022 benefits will start with new company. Meeting with new company on 12/20/21 at 1 p.m. with Bakery and 3 p.m. with Home Hub.

Debbie discussed wanting to create a formula to pay paraprofessionals salaried instead of hourly. They could choose to have their yearly pay divided into 26 paychecks (resulting in smaller paycheck but consistent throughout year and no timesheet would be necessary) or 21 paychecks (larger paycheck but no pay received over the summer and timesheets necessary).

9. Building and Grounds Report

EMC Insurance person was out recently. A report should be provided shortly.

10. Superintendent Report

Debbie asked Joe Haynes about unscheduled days off. He stated that the state is not forgiving unscheduled days off due to stress, mental health, etc. Any days off would be taken from snow days bank. Debbie is hoping for a lockdown refresher training in January. There was discussion to have Wednesday, December 22, 2021 be the training day. The Board stated they would give Debbie Prentiss discretion to do same.

Debbie stated the 1093 monies will require a report be submitted about how it is spent.

The \$100K line item for the Academy will perhaps arrive in March, 2022 (guesstimate).

11. Motion to Adjourn Meeting

a. Motion to adjourn made by Bob Nowak

b. Seconded by Charisse Cossu-Kowalski

Meeting ended: 8:13 p.m.