

FINANCE COMMITTEE MEETING MINUTES

The April meeting of the Baconton Community Charter School (BCCS) Governing Board Finance Committee convened at the school at 6:30 PM on Tuesday, April 13, 2021. Members in attendance included Larry Burkett, Lynn Pinson, Jenny Van Meter, and John Hilliard.

Mr. Burkett presented the March financial reports for Profit and Loss and Balance Sheet. The committee members reviewed the reports and discussed notable entries. The QBE fund amount was less than previous months by approximately \$60 thousand. The reason for the reduction was unknown, but Mr. Burkett and Mrs. Pinson are following up to determine why the amount was less than it has been. In the Instruction section of the P&L, the large figure for expendable equipment included \$11,550 for purchase of lockers for the baseball locker room. After discussion, the members decided to move this figure to item 2600615 Maintenance / Expendable Equipment in the Facilities section. The large amount shown for purchase of computers, technology in the Instruction section reflected the purchase of Chromebooks for all high school students and new computers for some teachers. Maintenance / Repairs under Facilities Costs included HVAC work, Metro Power work at the baseball field, prep and painting of the lunchroom and its boardwalk, and ionizers for the auditorium. Building Improvements included work at the baseball field. On the Balance Sheet, Mr. Burkett was going to check with the accountant for an explanation of the negative deposits amount shown under assets.

More space is needed for high school classrooms next school year, and Mr. Burkett is exploring modular leasing options for 8 classrooms with bathrooms. In accordance with the financial policy, procurement will follow a formal bidding process with posting on the Georgia Procurement Registry for at least a week. Members trained on this aspect of the financial policy.

Procurement for Architectural Services is also following the financial policy. After posting on the Georgia Procurement Registry for several weeks, BCCS received 10 proposals in accordance with the RFP on Monday, April 12th. The members reviewed the proposals and narrowed the list down to 5. Jenny Van Meter will check references of the 5 selected firms. Mr. Burkett will post the proposals on Google Drive in the Board folder, and we will ask other Board members to review the 5 proposals and provide feedback before a called Finance Committee meeting on April 22nd at 6:30 PM. At the called meeting, the Finance Committee members will select an Architectural firm for recommendation to the Board. The quantity and quality of the proposals greatly impressed the members.

The 5 finalists are as follows:

- 2WR + Partners, Columbus
- Raymond C. Finger, Arch., Thomasville
- IPG, Valdosta
- Jinright, Ryan, and Lynn, Thomasville
- Deloach, Macon

The other 5 proposals came from:

- Goode, Van Slyke, Arch., Atlanta
- Jericho Design Group, Cumming
- Tchouaffé, Atlanta
- Foreman, Seeley, Fountain, Peachtree Corners
- Southern A&E, Austell

The Finance Committee meeting adjourned at 8:30 PM.