



## **Covenant Keepers Charter School**

### **Board Meeting Agenda**

**August 22, 2013**

- **Call To Order**
- **Roll Call**
- **Minutes**
- **Old Business**
- **Action Items**
  - **Employer Contribution Increase**
  - **Final Calendar Approval**
- **New Business**
  - **Directors Report- Dr. Tatum**
  - **Assistant Director- Clancy**
  - **Financial Report- Hamilton**
- **Adjournment**



# Covenant Keepers Charter School | 2013-2014 CALENDAR



**4** Independence Day  
**22-23** Open House 4pm-7pm  
**29-31** Professional Development

JULY 2013						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2014						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**1-3** Winter Vacation  
 School closed  
**6** Professional Dev.  
 Students out  
**7-10** NWEA Winter testing  
**13-17** NWEA Winter testing  
**20** M.L. King Day  
 School closed

**1-2** Professional Development  
**5** First Day for students  
**6-8** NWEA Placement tests  
**12-16** NWEA make-ups

AUGUST 2013						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2014						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**14** Professional Dev.  
 Students out  
**24-25** P/T Conference (2-5)

**2** Labor Day  
 School closed  
**12** Family Night  
 5:30-7:30 pm  
**16-20** NWEA Fall testing  
**23-27** NWEA Fall testing

SEPTEMBER 2013						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2014						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**20** End of 3<sup>rd</sup> quarter  
**21** Teacher Record Day  
 Students out  
**24-28** Spring Break  
 School closed

**11** End of 1<sup>st</sup> quarter  
 Teacher Record Day  
 Students out  
**21-22** P/T Conference (2-5)  
**31** Professional Dev.  
 Students out

OCTOBER 2013						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2014						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**7-11** Benchmark Week  
**11** Lock-in  
**14** No School  
**16** ELDA exam begins

**1** Professional Dev.  
 Students out  
**25-29** Fall Break  
 School closed

NOVEMBER 2013						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2014						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**13-14** Algebra I EOC Exam  
**19-23** NWEA Spring testing  
**26** Memorial Day  
 School closed  
**27-30** NWEA make-ups

**20** End of 2<sup>nd</sup> quarter  
**23-31** Winter Vacation  
 School closed

DECEMBER 2013						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2014						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**4** Last Day of School  
 for students  
 End of 4<sup>th</sup> quarter  
**6** Last Day of School  
 for teachers

### **Covenant Keepers Board Meeting Minutes July 25, 2013**

Board meeting was called to order at 5:37 p.m. Members present were Cynthia Townsend, Barbara Dalu, Noland Buckley. Absent was Mr. James Jones. Others present were Dr. Valerie Tatum, Mrs. Lori Clancy, Mr. Deron Hamilton, and Mrs. Marquita Hill, and Tyron Tatum.

Mr. James Jones arrived at 5:44.

Minutes were accepted as read.

#### **Action Items**

Members were provided a copy of all documents for approval. (See attachments)

Student Handbook Revisions-Mrs. Dalu moved to make a motion that the amendments to the student handbook be approved for the 2013-2014 school year. Mr. James second the motion. All board members were in favor to accept amendments to the student handbook.

Teacher Commitment Letter/Expectations/At Will Contract/Teacher Handbook- Mr. Noland Buckley made a motion to accept amendments to the Teacher Handbook, Commitment Letter, and At Will Contract. Mrs. Dalu second the motion. Motion passed with all board members in favor.

2013-2014 Salary- Mrs. Dalu moves to make a motion to approve the salaries for the upcoming school year. Mr. Buckley second the motion. The motion passed with all in favor to accept the salary scale for the 2013-2014 school year.

#### **Directors Report-V. Tatum**

- Fully staffed for upcoming school year.
- Audit for upcoming school year will be done by Denman, Hamilton, and Associates.
- September 12<sup>th</sup> 1:30 p.m. Legislative audit has called for Dr. Tatum, Mrs. Townsend, and Mr. Hamilton to discuss repeat audit findings.
- Dr. Tatum, Mrs. Hill and Mrs. Clancy has received required Tier 1 training
- Training for board members coming up.
- APSCN/E-School training is August 7<sup>th</sup> 8:00 - 4:30 p.m. Mrs. Hill will be attending.
- Bookkeeping and Student side will be taken on by Mrs. Hill.
- Student enrollment is going very well
- All high school students have been placed in other high schools.
- Website is being updated.
- Billboard on University for advertising and enrolling students.

- Enrollment goal for 2013-14 is 240

**Assistant Director- L. Clancy**

- Relationship is going well with building owners.
- Recruiting is going very well to bring in new students.
- Working on partnerships with businesses in the community to support the school.
- Open House was held on July 22-23 good parent/student participation.
- All students and parents have to attend the commitment/informational meeting with Mrs. Whipps before enrolling.
- All students and parents have to sign agreement.

**Financial Report-D. Hamilton**

- Bank Reconciliation report shows a strong end of year cash balance.
- Cleaned up most of the old checks.
- ARTRS reports will be transitioned to Mrs. Hill
- Bank Reconciliation will be done by Mr. Hamilton
- Cash Balance in unrestricted accounts is strong.

Next meeting is scheduled for August 22, 2013 @ 5:30 p.m.

Adjourned at 6:51

COVENANT KEEPERS CHARTER SCHOOL  
 DETAILED STATEMENT OF CHANGES IN FUND BALANCES  
 FOR PERIOD 1 OF 14

SELECTION CRITERIA: ALL

FUND/SF	FUND TITLE	BEG BALANCE	REVENUE	NON-REVENUE	NON-EXPEND	EXPENDITURES	END BALANCE
0001	DISBURSEMENT FUND	.00	.00	.00	.00	.00	.00
TOTAL NO	FUND GROUP TITLE	.00	.00	.00	.00	.00	.00
1200	TEACHER SALARY	.00	.00	.00	.00	15,539.18	-15,539.18
1223	PROFESSIONAL DEVELOP	.00	.00	.00	.00	.00	.00
1240	SPEC ED SUPERVISOR	.00	.00	.00	.00	.00	.00
1275	ALT LEARNING	.00	.00	.00	.00	.00	.00
1276	ENGLISH LANGUAGE LEA	.00	.00	.00	.00	.00	.00
1281	NSLA	.00	.00	.00	.00	1,112.50	-1,112.50
TOTAL	TEACHER SALARY	.00	.00	.00	.00	16,651.68	-16,651.68
2001	UNRESTRICTED	12,365.70	115,414.00	.00	.00	.00	127,779.70
2002	UNIFORM SALES	.00	.00	.00	.00	.00	.00
2003	MCA BRK GRANT	2,258.60	.00	.00	.00	.00	2,258.60
2200	CHARTER SCHOOL	41,370.98	.00	.00	.00	71,634.94	-30,263.96
2218	DECLINING ENROLLMENT	7,987.00	.00	.00	.00	.00	7,987.00
2223	PROFESSIONAL DEVELOP	9,497.41	.00	.00	.00	1,815.51	7,681.90
2234	DISTANCE LEARNING	624.69	.00	.00	.00	.00	624.69
2240	LEA SUPERVISOR	3,714.41	.00	.00	.00	.00	3,714.41
2246	PROF QUALITY ENHANCE	1,400.00	.00	.00	.00	.00	1,400.00
2275	ALT LEARNING	.00	.00	.00	.00	.00	.00
2276	ENGLISH LANGUAGE LEA	19,682.01	.00	.00	.00	.00	19,682.01
2281	NSLA	-6,922.73	.00	.00	.00	285.32	-7,208.05
TOTAL	OPERATING	91,978.07	115,414.00	.00	.00	73,735.77	133,656.30
3000	BUILDING FUND	.00	.00	.00	.00	.00	.00
TOTAL	BUILDING FUND	.00	.00	.00	.00	.00	.00
6501	TITLE I	-33.00	.00	.00	.00	6,170.20	-6,203.20
6505	1003A	.00	.00	.00	.00	.00	.00
6511	ARRA STABILIZATION	.00	.00	.00	.00	.00	.00
6516	ARRA - TITLE I	.00	.00	.00	.00	.00	.00
6519	JOB EDUCATION	.00	.00	.00	.00	.00	.00
6702	IDEA TITLE VI-B	.00	.00	.00	.00	800.00	-800.00
6721	ARRA VI-B	.00	.00	.00	.00	.00	.00
6742	SPECIAL ED	425.78	.00	.00	.00	.00	425.78
6750	MEDICAID	1,522.60	.00	.00	.00	.00	1,522.60
6752	ARRAC	27,255.33	.00	.00	.00	.00	27,255.33
6756	TITLE II-A	.00	.00	.00	.00	.00	.00
6781	TITLE IV-A	.00	.00	.00	.00	.00	.00
6803	RENOVATION	.00	.00	.00	.00	.00	.00
TOTAL	FEDERAL FUNDS	29,170.71	.00	.00	.00	6,970.20	22,200.51
7001	UNIFORMS	-1,622.02	459.50	.00	.00	200.00	-1,362.52
7002	BOOKSTORE	273.60	.00	.00	.00	.00	273.60
7003	MISC REV	-583.68	.00	.00	.00	.00	-583.68
7004	MCA GRANT	.00	.00	.00	.00	.00	.00
TOTAL	ACTIVITY FUND	-1,932.10	459.50	.00	.00	200.00	-1,672.60
8001	FOOD SERVICE FUND	.00	.00	.00	.00	.00	.00

ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK  
DATE: 08/21/2013  
TIME: 08:28:10

COVENANT KEEPERS CHARTER SCHOOL  
DETAILED STATEMENT OF CHANGES IN FUND BALANCES  
FOR PERIOD 1 OF 14

PAGE NUMBER: 2  
MODULE NUM: STR199AR

SELECTION CRITERIA: ALL

FUND/SF	FUND TITLE	BEG BALANCE	REVENUE	NON-REVENUE	NON-EXPEND	EXPENDITURES	END BALANCE
8200	FOOD SERVICE	.00	.00	.00	.00	1,954.61	-1,954.61
8350	FOOD SERVICE MATCHIN	.00	.00	.00	.00	.00	.00
8640	CHILD NUTRITION NSLP	.00	.00	.00	.00	.00	.00
8645	CHILD NUTRITION SBP	.00	.00	.00	.00	.00	.00
8672	LUNCH EQUIP-ARRA	.00	.00	.00	.00	.00	.00
	TOTAL FOOD SERVICE	.00	.00	.00	.00	1,954.61	-1,954.61
TOTAL		119,216.68	115,873.50	.00	.00	99,512.26	135,577.92

08/21/13  
 ACCOUNTING PERIOD: 1/14

COVENANT KEEPERS CHARTER SCHOOL  
 SUMMARY EXPENDITURE STATUS REPORT (BOARD FORMAT)

PAGE 1

SELECTION CRITERIA: 1-1 AND orgn.key\_orgn = expledgr.key\_orgn AND orgn.yr = expledgr.yr

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
61100	HEADER - SALARIES REGULAR	.00	.00	.00	.00	.00	.00
61110	CERT SALARY	.00	23,702.04	.00	23,702.04	-23,702.04	.00
61120	CLS SALARY	.00	5,116.67	.00	5,116.67	-5,116.67	.00
61510	ADDITIONAL COMP CERTIFIED	.00	.00	.00	.00	.00	.00
61610	WORKSHOPS CERTIFIED	.00	.00	.00	.00	.00	.00
61620	WORKSHOPS CLASSIFIED	.00	.00	.00	.00	.00	.00
61710	CERT SUBSTITUTES	.00	.00	.00	.00	.00	.00
61720	CLS SUBSTITUTES	.00	.00	.00	.00	.00	.00
62110	CERT GROUP INS	.00	173.00	.00	173.00	-173.00	.00
62120	CLS GROUP INS	.00	51.90	.00	51.90	-51.90	.00
62210	CERT SOC SEC	.00	1,480.57	.00	1,480.57	-1,480.57	.00
62220	CLS SOC SEC	.00	256.68	.00	256.68	-256.68	.00
62260	CERT MEDICARE	.00	346.27	.00	346.27	-346.27	.00
62270	CLS MEDICARE	.00	60.03	.00	60.03	-60.03	.00
62310	CERT TCH RET-COMT	.00	3,318.27	.00	3,318.27	-3,318.27	.00
62320	CLS TCH RET - COMT	.00	716.33	.00	716.33	-716.33	.00
62510	CERT UNEMPLOY COMP	.00	.00	.00	.00	.00	.00
62610	CERT WKR'S COMP	.00	.00	.00	.00	.00	.00
62710	CERT HEALTH BENEFITS	.00	393.00	.00	393.00	-393.00	.00
62720	CLS HEALTH BENEFITS	.00	262.00	.00	262.00	-262.00	.00
63130	BOARD OF ED SERVICES	.00	.00	.00	.00	.00	.00
63210	INSTRUCTIONAL	.00	.00	.00	.00	.00	.00
63220	SUB-PURCHASED SERV	.00	.00	.00	.00	.00	.00
63230	CONSULTING EDUCATIONAL	.00	.00	.00	.00	.00	.00
63240	ASSESSMENTS	.00	1,500.00	.00	1,500.00	-1,500.00	.00
63310	PUPIL SERVICES	.00	1,815.51	.00	1,815.51	-1,815.51	.00
63320	PROF DEVELOPMENT CLASSIFI	.00	140.00	.00	140.00	-140.00	.00
63430	PS PROF ACCOUNTING	.00	.00	.00	.00	.00	.00
63431	AUDITS	.00	.00	.00	.00	.00	.00
63438	ACCOUNTING	.00	.00	.00	.00	.00	.00
63445	LEGAL	.00	.00	.00	.00	.00	.00
63450	PS PROF MEDICAL	.00	234.18	.00	234.18	-234.18	.00
63460	PS PROF IT	.00	.00	.00	.00	.00	.00
63470	PS PROF ARCHITECT	.00	.00	.00	.00	.00	.00
63490	PS PROF OTHER	.00	.00	.00	.00	.00	.00
63510	PS TECH DP/CODING	.00	.00	.00	.00	.00	.00
63590	PS TECH OTHER	.00	.00	.00	.00	.00	.00
63900	PROF SERVICES	.00	2,962.50	.00	2,962.50	-2,962.50	.00
64110	WATER/SEWER	.00	88.32	.00	88.32	-88.32	.00
64210	DISPOSAL/SANITATION	.00	530.18	.00	530.18	-530.18	.00
64230	CUSTODIAL	.00	621.00	.00	621.00	-621.00	.00
64240	LAWN CARE	.00	.00	.00	.00	.00	.00
64310	REPAIRS	.00	6,803.35	.00	6,803.35	-6,803.35	.00
64320	EQUIPMENT & VEHICLES	.00	.00	.00	.00	.00	.00
64410	LAND & BLDGS	.00	19,635.00	.00	19,635.00	-19,635.00	.00
64420	EQUIP & VEHICLES	.00	.00	.00	.00	.00	.00
64430	PS PROP RENTAL COMP	.00	.00	.00	.00	.00	.00
64900	PPS OTHER	.00	222.10	.00	222.10	-222.10	.00
65210	PROPERTY INSURANCE	.00	142.79	.00	142.79	-142.79	.00
65220	LIABILITY INSURANCE	.00	.00	.00	.00	.00	.00
65240	FLEET INSURANCE	.00	.00	.00	.00	.00	.00
65310	TELEPHONE	.00	558.71	.00	558.71	-558.71	.00

08/21/13

ACCOUNTING PERIOD: 1/14

COVENANT KEEPERS CHARTER SCHOOL  
SUMMARY EXPENDITURE STATUS REPORT (BOARD FORMAT)

PAGE 2

SELECTION CRITERIA: 1-1 AND orgn.key\_orgn = expledgr.key\_orgn AND orgn.yr = expledgr.yr

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
65320	POSTAGE	.00	174.69	.00	174.69	-174.69	.00
65330	INTERNET	.00	521.70	.00	521.70	-521.70	.00
65400	ADVERTISING	.00	5,149.94	.00	5,149.94	-5,149.94	.00
65500	PRINTING & BINDING	.00	.00	.00	.00	.00	.00
65610	TO LEA'S WITHIN STATE	.00	.00	.00	.00	.00	.00
65700	FOOD SVS MANAGEMENT	.00	.00	.00	.00	.00	.00
65810	TRVL-CERT-IN DISTRICT	.00	466.47	.00	466.47	-466.47	.00
65870	PS TRAVEL NON EMPLOYEE	.00	.00	.00	.00	.00	.00
66100	GEN SUPPLIES	.00	15,672.94	.00	15,672.94	-15,672.94	.00
66210	NAT.GAS	.00	.00	.00	.00	.00	.00
66220	ELECTRICITY	.00	2,443.01	.00	2,443.01	-2,443.01	.00
66260	GASOLINE/DIESEL	.00	715.29	.00	715.29	-715.29	.00
66410	TEXTBOOKS	.00	.00	.00	.00	.00	.00
66500	TECHN SUPPLIES	.00	3,189.50	.00	3,189.50	-3,189.50	.00
67350	EQUIP TECH SOFTWARE	.00	.00	.00	.00	.00	.00
68100	DUES AND FEES	.00	48.32	.00	48.32	-48.32	.00
68830	PROPERTY TAX	.00	.00	.00	.00	.00	.00
68900	MISC EXPENDITURES	.00	.00	.00	.00	.00	.00
69310	TO SALARY FUND	.00	.00	.00	.00	.00	.00
69321	TRANSFER TO 2200	.00	.00	.00	.00	.00	.00
69380	TO FOOD SERVICE FUND	.00	.00	.00	.00	.00	.00
69400	PROGRAM FUNDING RETURN	.00	.00	.00	.00	.00	.00
TOTAL REPORT		.00	99,512.26	.00	99,512.26	-99,512.26	.00



08/21/13  
 ACCOUNTING PERIOD: 1/14

COVENANT KEEPERS CHARTER SCHOOL  
 SUMMARY REVENUE STATUS REPORT (BOARD FORMAT)

PAGE 1

SELECTION CRITERIA: 1=1 AND orgn.key\_orgn = revldgr.key\_orgn AND account.acct = revldgr.account

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
17210	SCH SPNSRD-SALES	.00	459.50	.00	459.50	-459.50	.00
17900	OTHER STONT ACTIVITY REV	.00	.00	.00	.00	.00	.00
19200	PRIVATE CONTRAIBUTIONS	.00	.00	.00	.00	.00	.00
19800	REFUNDS OF PRIOR YR EXPEN	.00	.00	.00	.00	.00	.00
19900	MISC REV FR LOCAL SOURCES	.00	500.00	.00	500.00	-500.00	.00
31460	DECLINING ENROLLMENT	.00	.00	.00	.00	.00	.00
31700	CHARTER SCHOOL FUNDING	.00	114,914.00	.00	114,914.00	-114,914.00	.00
32250	PARTNISE MENTORING GRANT	.00	.00	.00	.00	.00	.00
32256	PROFESSIONAL DEV. ACT 59	.00	.00	.00	.00	.00	.00
32310	HAND CHILD-SUPV/EXTEND YR	.00	.00	.00	.00	.00	.00
32371	LIMITED ENGLISH PROFICIEN	.00	.00	.00	.00	.00	.00
32381	NSLA ACT 59	.00	.00	.00	.00	.00	.00
32520	MATCHING (STATE)	.00	.00	.00	.00	.00	.00
45110	ESEA CHI COMP(R) 100-297	.00	.00	.00	.00	.00	.00
45114	TITLE 1 1003A	.00	.00	.00	.00	.00	.00
45119	ARRA TITLE I	.00	.00	.00	.00	.00	.00
45124	ARRA STABILIZATION	.00	.00	.00	.00	.00	.00
45129	ED JOBS TITLE I	.00	.00	.00	.00	.00	.00
45510	ACE LUNCH REIMB	.00	.00	.00	.00	.00	.00
45520	ACE BRK REIMB	.00	.00	.00	.00	.00	.00
45613	IDEA VIB PASS THROUGH	.00	.00	.00	.00	.00	.00
45621	ARRA	.00	.00	.00	.00	.00	.00
45672	STATE PERSONNEL DEV GRANT	.00	.00	.00	.00	.00	.00
45803	ARRA	.00	.00	.00	.00	.00	.00
45910	MEDICARE CATASTROPHIC COV	.00	.00	.00	.00	.00	.00
45913	ARAPC MEDICAID NDM CLAIM	.00	.00	.00	.00	.00	.00
45925	IMPROVING TEACH QUALITY	.00	.00	.00	.00	.00	.00
45971	SAFE/DF SCH/COM	.00	.00	.00	.00	.00	.00
52200	TRANS FROM OPERATING FUND	.00	.00	.00	.00	.00	.00
52201	FOUNDATION AID TRANSFER	.00	.00	.00	.00	.00	.00
52600	TRANS FROM FEDERAL GRANTS	.00	.00	.00	.00	.00	.00
52700	TRANS FROM STUDENT ACTVTY	.00	.00	.00	.00	.00	.00
52800	TRANS FROM FOOD SERVICE	.00	.00	.00	.00	.00	.00
TOTAL REPORT		.00	115,873.50	.00	115,873.50	-115,873.50	.00