

# **Board of Directors Meeting Minutes**

Higher Institute of Arts and Technology 5861 Harrison Street, Merrillville, IN 46410 December 6, 2024 12:00 PM (CT)

# I. Meeting Called To Order

The meeting was called to order by the Board Chair at 12:03 PM.

## II. Pledge of Allegiance

The Board of Directors recited the pledge of allegiance.

#### III. Roll Call

#### **Board Member Attendance**

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Present	

#### a. Approval of Board Agenda

Motion: Charles Reese Support: Stephanie Davis The board unanimously voted to approve the board agenda.

b. Approval of Board Minutes from October 9, 2024

Motion: Stephanie Davis Support: Charles Reese The board unanimously voted to approve the board minutes.

# IV. CMO Report

a. Principal and Academic Board Report

Erin Simpson and Principal Johnson provided an update on enrollment, new staff, perfect attendance, NWEA, Dibels mCLASS data, teacher data, campus celebrations, building updates, and upcoming events.

### b. Financial Report

i. Approval of FY24 Audit

Yays: 4 Nays: 0

The board unanimously voted to approve the FY24 Audit.

Eva Spilker presented a financial review of the income statement, cash balances, accounts payable balances, days cash, and the enrollment budget. Eva also provided a high-level overview of the FY24 Audit and recommended the board approve it.



## V. Committee Reports

### VI. Old Business/Discussion Items

Vice Principal, Ms. James, stated that the handbooks are being finalized and will be presented for approval at the next board meeting.

### VII. New Business

a. Approval of Staff Handbook

Motion: Charles Reese Support: George Tucker

Yays: 4 Nays: 0

The board unanimously voted to approve the Staff Handbook.

#### VIII. PTA

The new PTA President, Essence Westbrook, provided the PTA update. The board welcomed the Ms. Westbrook to her new role.

## IX. Open Communication

Toys for Tots gifts have been received and all scholars will receive a gift.

Parent, Maria Woods, made a comment regarding the drive/pick-up line.

Principal Johnson gave condolences to President Johnson on the passing of her aunt.

### X. Adjournment

A motion was made to adjourn the meeting at 12:41 PM CT.

Motion: Charles Reese Support: George Tucker