



Samsula Academy Charter School, Inc.

Regular Board Meeting

Date: August 26, 2025

Time: 6:00 PM- Cafeteria

Board Members Present:

- John Shelton, Board Chair
- David Baldwin, Vice-Chair/Parent Liaison
- Amanda Williams, Secretary-Treasurer
- Dr. Amy Michaelis, Member

Public Participants:

- Kristie Christ
- Tracey Siefert
- Brian Siefert
- Teresa Shelton

1. Call to Order

The meeting was officially called to order by Chair John Shelton.

2. Pledge of Allegiance

The board and attendees joined in the Pledge of Allegiance, followed by a brief moment of silence.

3. Roll Call



All board members were present, establishing quorum.

4. Public Participation

Ms. Kristie Christ addressed the board with two concerns:

- 401(k) Options for Staff: She inquired whether teachers could open a 401(k) through Samsula that could later be transferred. Ms. Walton confirmed that while Samsula is not currently offering a match due to budget constraints, Amanda will reach out to John Simmons at Lincoln Financial for guidance and options.
- Enrollment Growth: Ms. Christ emphasized the importance of increasing enrollment and suggested a communication push. John acknowledged the need and shared that strategies are underway.

5. Approval of Past Meeting Minutes

- Amanda made a motion to approve the previous meeting minutes (July 29, August 5, and August 18).
- Dave seconded the motion.
- All voted in favor.

6. Principal's Report – Daovy Walton

Ms. Walton provided the following updates:

- All state-mandated safety drills were completed, and compliance reports have been submitted.
- A series of critical documents—including policies on health, safety, and welfare—have been uploaded to the SafeSchools platform for compliance.
- The School Improvement Plan remains pending due to missing data from prior leadership. Efforts are being made to resolve this.
- A successful Panther Nation Parents (PNP) meeting was held.
- Progress monitoring has begun for upper grades, with additional testing scheduled for September.



- Enrollment remains the biggest challenge. John recommended implementing an “exit ticket” or parent interview process to help assess reasons for student withdrawals.

7. Financials & Budget – Amanda Williams

Amanda provided a detailed overview of the school’s financial status:

- Building Hope Financials: Still pending, as they are waiting on documentation from Reading Edge.
- The CFO from Building Hope is also assisting with the audit process.
- July financials are delayed due to the transition from Reading Edge.
- Amanda submitted a cash flow projection for the next few months, noting that capital outlay funds have not yet been received.
- She presented a budget exposure worksheet, identifying high-risk areas such as insurance, nonpayment from Reading Edge, and declining enrollment.
- The board discussed the need to remove the 401(k) matching benefit due to budget constraints.
- Amanda emphasized that increased enrollment is the only viable path to long-term financial stability.

8. Lawn Service Quote

- Amanda recommended paying the previous lawn service provider for their final service.
- Moving forward, volunteers will maintain landscaping temporarily due to budget limitations.
- The board hopes to re-engage with a professional service in the spring, when finances are more stable.

9. Teacher/Staff & Parent Surveys

- John submitted a draft survey for parents and staff.
- Amanda provided feedback.
- Amy will finalize a revised version and distribute it to the board for review.



10. STEM & Agricultural Program

- Amanda shared early plans to introduce grade-level garden beds and a STEM special area course, set to launch in late September.
- Ms. Mallory is connecting with a community partner to help with agricultural education.
- Amanda also proposed establishing a mission-driven marketing committee to help shape the school's messaging and improve enrollment efforts.

11. Charter Contract & Articulation Agreements

- The county is expected to provide feedback on the charter renewal process by September 16.
- John inquired about the possibility of adding 6th grade; this item was tabled until February 2026.
- Articulation agreements with Ivy Hawn and Burns are in final signature stages and will be submitted to the district for approval.

12. Enrollment Incentives & Website Update

- John proposed a referral program: families who refer a new student will receive full credit for their volunteer hours.
- **Website Update:**
 - Mallory is preparing to upload handbooks, minutes, and documentation.
 - Adam is ready to complete the new website.
- Amy will create a trifold marketing flyer to assist with recruitment.

13. New Policies & Communication

- John proposed a weekly Principal Report; the item was tabled until next month.
- Brightwheel will be used to advertise standing meetings, which will now be held on the 4th Tuesday of each month.
- Special meetings will continue to be posted on the front door.



- A policy workshop will be scheduled in the coming weeks.
- Amy volunteered to create an FAQ page for webpage

14. Old Business

a. Governing Board Secretary

- John identified a potential candidate and will circulate their board application for review.

b. Fire Pump Update

- The fire pump has been installed.
- Maintenance reported that the tanks are structurally intact, but mineral build-up is causing discoloration.
- James Hamilton is scheduled to backflush the tanks and restore clean flow.
- The pump is temporarily offline but expected to be fully operational next week.
- Recent fire inspection noted minor issues (exit lights, smoke detectors); the inspector will return in 30 days.
- Dave is attempting to sell the school's old fire pump.

c. Demand Letter Update

- Amanda drafted a new demand letter addressing issues with Reading Edge.
- Amy motioned to approve the letter as written.
- Dave seconded the motion.
- All voted in favor.
- John will finalize the letter on official letterhead and send it out.

d. Lunch Program

- Samsula has officially signed with Cheney Brothers as a food provider.
- Gordon Foods remains an optional vendor.
- Amanda built a lunch menu running through Thanksgiving.



- A school lunch app will be used for preorders and payment (including credit card processing).
 - Teachers can help edit orders.
 - The cafeteria worker will mark lunches as approved/not approved.
 - Families can carry up to a \$20 negative balance before orders are paused.
- Lunch orders need to be communicated to families immediately.
- A minimum of 80 lunches/day at \$4 each is required to sustain the program.

15. Board Member Comments / Concerns

- Dave inquired about WastePro. Amanda provided an update, and Dave will follow up.
- John asked about playground funding.
 - Amy will reach out to the Elks Lodge to see if a previously discussed grant is still an option.
 - Currently, no other funding sources are available.

16. Adjournment

The meeting was adjourned at **8:04 PM**.

Next Scheduled Meeting:

Date: Tuesday, September 23, 2025

Time: 6:00 PM

Location: Samsula Cafeteria