

The Emerge School for Autism Board Meeting

March 15, 2023

Date and Time Wednesday, March 15 at 12:00 PM CDT

Location The Emerge Center Board Room

Agenda	Purpose	Presenter	Time
1. <i>Opening Items</i>		Charles Blaize	12:00
A. Record Attendance and Guests			
B. Call the Meeting to Order		Charles Blaize	
C. Public comment on Minutes	Discuss	Charles Blaize	
D. Approve Minutes			
2. <i>Finance</i>			
A. Budget Update	FYI	Stacie Landry	
Budget Presentation for Approval (voted on at June meeting)			
B. Financial Disclosures – Due date May 15, 2023			
C. Proposed change of end of year payout for teachers for PTO days not used during the year			
3. <i>Governance</i>			
A. School Update	FYI	Linda Brown	
B. Charter Update	FYI	Deanna Whittle	
4. <i>Planning Ahead</i>			
A. Foundation Update	FYI	Deanna Whittle	
5. <i>New Business</i>	FYI	Charles Blaize	
A. Upcoming Board Meetings:			
June 14, 2023 (Budget approval)			
6. <i>Closing Items</i>			
A. Public Comment on Adjournment	Discuss	Charles Blaize	
B. Adjourn Meeting	Vote		



March 16, 2022

Board Meeting



Income Statement – Annual Forecast vs. Budget

- Forecasted revenue projections through the end of the fiscal year are \$1.07MM versus \$997K budgeted.
 - The base funding line item includes MFP, which is based on an average enrollment of 48 pupils.
 - Federal Entitlement consists of Title I, Title II, Title IV and Achieve! reimbursements.
 - General Operating Fundraising Need is \$225K.
 - Restricted grants increased to \$24K.
- Personnel expenses are projected to be \$742K versus \$753K budgeted.
 - The favorable variance of \$11K is due to positions not being filled for the entire year and lower than expected benefit costs.
- Other than personnel expenses are forecasted to be \$240K versus \$202K budgeted.
 - The unfavorable variance of \$38K includes various items including increasing utility cost for FY22, custodial and maintenance costs, and the cost of business fees.
- Non-operating expenses are forecasted to be \$32K versus \$44K budgeted.
 - The favorable variance of \$12K is due to reduced contingency.
- Net P&L surplus at the end of the fiscal year is forecasted to be \$55K.

Income Statement – YTD Actual vs. Forecast

- Revenue through the period was \$744K with \$325K remaining to be funded:
 - General Operating Fundraising Need remaining is \$59K.
- Personnel expenses through the period were \$491K with \$252K remaining to be expended.
- Other than personnel expenses through the period were \$147K with \$93K remaining to be expended.
- Non-Operating Expenses through the period were \$11K with \$20K remaining to be expended.
- Net surplus through February 28, 2022 was \$95K.

Balance Sheet

- Assets –
 - Cash balance as of February 28, 2022 was \$134K.
 - Federal Accounts Receivable consists of \$54K of Title I, Title II, Title IV and Achieve!.
 - State & Local Gov't Accounts Receivable consists of \$72K of MFP.
 - Prepaid Expenses consists of \$7K of Insurance.
- Liabilities & Equity –
 - Accounts Payable as of February 28, 2022 was \$9K.
 - Accrued Expense consists of \$18K of Audit Fees, Back Office Support, Authorizer Fees.
 - Accrued Payroll consists of \$35K.
 - Deferred Revenue consists of \$23K of restricted grants associated with FY23.
 - Equity as of February 28, 2022 was \$239K.

The Emerge School for Autism
 Budget vs. Forecast
 February 2022 Financial Report

March 16, 2022 Board Meeting

	Annual Forecast	Board Approved Budget	Difference (Bud v Forecast)
Revenue			
Base Funding	738,277	687,376	50,901
Federal Entitlement Funding	81,440	9,760	71,680
<i>Philanthropy & Other Income</i>			
General Operating Fundraising Need	225,000	300,000	(75,000)
Restricted Grants	24,180	-	24,180
Total Revenue	1,068,897	997,136	71,761
Expenses			
<i>Salaries & Benefits</i>			
SPED Salaries	553,938	562,517	8,579
General & Administrative Salaries	86,200	80,800	(5,400)
Other Instructional Costs (substitutes)	2,000	2,000	-
Benefits	100,349	107,857	7,508
Total Salaries & Benefits	742,487	753,174	10,687
<i>Other than Personnel</i>			
<i>Special Education OTP</i>			
Curriculum	6,000	6,000	-
Software & Assessment	10,890	10,890	-
SPED Curriculum & Supplies	6,750	6,750	-
SPED Transportation	-	20,000	20,000
Equipment & Furniture (Non-Capital)	9,000	1,000	(8,000)
Utilities	28,000	8,755	(19,245)
Custodial & Maintenance	36,300	20,500	(15,800)
Insurance	16,000	15,000	(1,000)
Student & Family Activities	500	500	-
Teacher & Staff Recruiting	1,000	1,000	-
Professional Development	6,000	6,000	-
Legal	500	1,000	500
Business Dues, Fees & Licenses	6,356	4,700	(1,656)
Office Supplies	1,500	1,500	-
Finance, HR & Ops Support	50,000	50,000	-
Health Consultants	6,795	6,795	-
Technology Consultants & Supplies	18,204	18,204	-
Other Administration	24,112	23,748	(364)
Total Other than Personnel	240,157	202,342	(37,815)
<i>Non-Operating Expenses</i>			
Depreciation	16,608	14,033	(2,575)
Contingency	14,904	29,914	15,010
Total Non-Operating Expenses	31,512	43,947	12,435
Total Expenses	1,014,156	999,463	(14,693)
NET SURPLUS (DEFICIT)	54,741	(2,327)	57,068

The Emerge School for Autism
Forecast vs. Actual
February 2022 Financial Report

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	Annual Forecast	Actual YTD	Remaining \$	Remaining %
Revenue				
Base Funding	738,277	500,219	238,058	32%
Federal Entitlement Funding	81,440	53,715	27,725	34%
<i>Philanthropy & Other Income</i>		-		
General Operating Fundraising Need	225,000	165,930	59,070	26%
Restricted Grants	24,180	24,180	-	0%
Total Revenue	1,068,897	744,044	324,853	30%
Expenses				
<i>Salaries & Benefits</i>				
SPED Salaries	553,938	365,107	188,831	34%
General & Administrative Salaries	86,200	56,820	29,380	34%
Other Instructional Costs (substitutes)	2,000	-	2,000	100%
Benefits	100,349	69,045	31,304	31%
Total Salaries & Benefits	742,487	490,972	251,515	34%
<i>Other than Personnel</i>				
<i>Special Education OTP</i>				
Curriculum	6,000	1,582	4,418	74%
Software & Assessment	10,890	9,588	1,302	12%
SPED Curriculum & Supplies	6,750	1,938	4,812	71%
Equipment & Furniture (Non-Capital)	9,000	7,909	1,091	12%
Utilities	28,000	13,508	14,492	52%
Security	500	335	165	33%
Custodial & Maintenance	36,300	23,969	12,331	34%
Insurance	16,000	11,053	4,947	31%
Student & Family Activities	500	-	500	100%
Teacher & Staff Recruiting	1,000	-	1,000	100%
Professional Development	6,000	1,700	4,300	72%
Legal	500	240	260	52%
Business Dues, Fees & Licenses	6,356	4,327	2,029	32%
Office Supplies	1,500	804	696	46%
Finance, HR & Ops Support	50,000	33,336	16,664	33%
Health Consultants	6,795	4,632	2,163	32%
Technology Consultants & Supplies	18,204	12,105	6,099	34%
Other Administration	24,112	18,529	5,583	23%
Total Other than Personnel	240,157	146,832	93,325	39%
<i>Non-Operating Expenses</i>				
Depreciation	16,608	11,072	5,536	33%
Contingency	14,904	-	14,904	100%
Total Non-Operating Expenses	31,512	11,072	20,440	65%
Total Expenses	1,014,156	648,876	365,280	36%
NET SURPLUS (DEFICIT)	54,741	95,167	40,427	

The Emerge School for Autism
 Balance Sheet
 February 2022 Financial Report

March 16, 2022 Board Meeting

	June 30, 2021	February 28, 2022
Assets		
Current Assets		
Cash & Equivalents	122,062	133,549
Federal Accounts Receivable	24,000	53,871
State & Local Gov't Accounts Receivable	61,972	71,972
Other Accounts Receivable	-	-
Prepaid Expenses	7,022	7,109
Total Current Assets	215,055	266,501
Non-Current Assets		
Fixed Assets, net of depreciation	66,863	55,791
Construction in Progress	-	-
Other Long-Term Assets	-	-
Total Non-Current Assets	66,863	55,791
Total Assets	281,918	322,292
Liabilities & Equity		
Liabilities		
Current Liabilities		
Accounts Payable	19,763	8,890
Accrued Expenses	18,335	17,517
Accrued Payroll	45,393	34,791
Deferred Revenue	55,000	22,500
Other Short-Term Liabilities	-	-
Total Current Liabilities	138,491	83,698
Non-Current Liabilities		
Long-Term Debt	-	-
Total Non-Current Liabilities	-	-
Total Liabilities	138,491	83,698
Equity		
Net Assets	163,936	143,428
Net Surplus/(Deficit)	(20,509)	95,167
Total Equity	143,428	238,594
Total Liabilities & Equity	281,918	322,292



March 15, 2023

Board Meeting

Revenue

- Budget projections assume an average enrollment of 48 pupils for FY24
- MFP assumes \$16.0K per pupil based on a 2% inflation assumption in base funding from FY23
- Federal Entitlement Funding and HCS: \$6.0K
 - Title I \$6.0K
 - HCS \$300.0K
- Philanthropy:
 - Philanthropy \$150.0K

Personnel

- Staffing plan for FY24 includes 19 FTE's:
 - 16 FTE Instructional positions:
 - 6 Lead Teachers
 - 10 Assistant Teachers
 - 1 FTE SPED Coordinator
 - 1 FTE APE
 - 1 FTE Executive Director
- Estimated benefits include:
 - Assumes medical, FICA 6.2%, Medicare 1.45%, Unemployment 1.0%, Workers Comp 1.0%, and 401K retirement plan

Other than Personnel

- Curriculum: \$6.0K
- Software & Assessment: \$12.4K
- SPED Curriculum & Supplies: \$7.3K
- Equipment & Furniture (Non-Capital): \$1.0K
- Utilities: \$14.2K
 - Electric \$12.4K Assumes 3% inflation
 - Water / Sewer \$927
 - Cable \$309
 - Garbage \$556
- Security: \$636
- Custodial & Maintenance: \$38.7K
 - SEJ Custodial Contract assumes \$2.0K per month
 - Lawncare assumes \$585 per month
 - Misc. Repairs assumes \$5.0K annually
 - Custodial Supplies assumes \$2.4K annually
- Telecommunications: \$4.1K
- Insurance: \$25.0K
 - Package (GL, Property, D&O, EPL & ELL)
 - Automotive
 - Worker's Compensation
 - Fiduciary Liability
 - Excess Liability
 - Student Accident
- Student & Family Activities: \$500
- Teacher & Staff Recruiting: \$1.0K
- Professional Development: \$14.7K

**The Emerge School for Autism
Primary Budget Assumptions
2023-2024**

- Legal: \$1.0K
- Business Dues, Fees & Licenses: \$7.0K consisting of estimated payroll processing fees, QB online fees, Bill.com fees, LAPCS Membership fees and background checks
- Office Supplies: \$1.5K
- Finance Support: \$45.0K
- Health Consultants: \$6.8K
- Technology Consultants & Supplies: \$16.6K
- Other Administration: \$30.6K
 - Audit and 990 assumes \$15.3K
 - Authorizer Fee assumes 2% of base revenue

Non-Operating Expenses

- Depreciation: \$16.6K
- Contingency: \$21.5K or 2% of total revenue

**The Emerge School for Autism
Budget**

	Annual FY24
Revenue	
Base Funding	768,032
Federal Entitlement Funding	6,000
State & Local Funding	300,000
General Operating Fundraising Need	150,000
Restricted Grants	-
Total Revenue	1,224,032
Expenses	
<i>Salaries & Benefits</i>	
SPED Salaries	716,015
General & Administrative Salaries	92,597
Benefits	129,422
Total Salaries & Benefits	938,034
<i>Other than Personnel</i>	
<i>Special Education OTP</i>	
Curriculum	6,000
Software & Assessment	12,432
SPED Curriculum & Supplies	7,250
SPED Consultants	-
Equipment & Furniture (Non-Capital)	1,000
Utilities	14,152
Security	636
Custodial & Maintenance	38,707
Insurance	25,000
Student & Family Activities	500
Teacher & Staff Recruiting	1,000
Professional Development	14,675
Legal	1,000
Business Dues, Fees & Licenses	7,000
Office Supplies	1,500
Finance, HR & Ops Support	45,000
Health Consultants	6,795
Technology Consultants & Supplies	16,568
Other Instruction	-
Other Administration	30,611
Total Other than Personnel	233,955
<i>Non-Operating Expenses</i>	
Depreciation	16,608
Interest	-
Contingency	21,481
Total Non-Operating Expenses	38,089
Total Expenses	1,210,078
NET SURPLUS (DEFICIT)	13,954

The Emerge School for Autism

School Board Meeting

Wednesday, January 18, 2023

Date and Time

Wednesday, December 14, 2022 at 12:00 PM CT (Rescheduled for January 18, 2023)

Location

The Emerge Center Board Room

1. Opening Items Charles Blaize
 - a. Record Attendance
Deanna Whittle, Charles Blaize, Stacie Landry, Ashley McDermott, David Thompson, Erica Jones-Morgan, Danielle Ragas, Stephen Waguespack, Alice Hopkins, Carley Luna, Cal Ebey, Linda Brown Robert Pettit (phone)
 - b. Call the Meeting to Order 12:02
Charles introduced Danielle Ragas as a potential new board member
 - c. Public comments on Minutes Charles Blaize
None
 - d. Approve Minutes
David Thompson moved to approve, Stephen Waguespack 2nd
Minutes approved
2. Finance Stacie Landry
 - a. Budget Update
Stacie Landry presented the current budget and Year to date numbers for the school. No surprises and everything looked good. See attached.
3. Governance Linda Brown
 - a. School Update

Linda Brown gave an update on what has been happening at the school. School update is attached. The EBR School Board meeting on Wednesday, January 25 at 5:00 pm. The School Board will be voting on the renewal of Emerge School's charter contract with EBR.

4. Planning Ahead

a. Foundation Update

Shelton Jones

Shelton Jones gave updates on Giving Tuesday - \$37,000 raised
And 180 donors. End of the calendar year giving \$34,000 Reminder that Gala will be April 22 and the theme will be Suburban Cowboy. Encouraged all board members to attend.

5. New Business

Charles Blaize

a. Introduction and vote of new Board Member – Danielle Ragas

Board voted to approved Danielle Ragas as new school board member.
Charles Blaize nominated her and Stephen Waguespack 2nd the nomination.
The vote was unanimous to approve Danielle Ragas as a board member.

b. Upcoming Board Meetings: Please mark your calendars

March 15, 2023 (Approved budget)

June 14, 2023 (vote on approved budget)

Charles reminded the board that we will need a quorum for the next two board meetings to approve the budget for the upcoming year.

6. Closing Items

a. Public Comment on Adjournment

Charles Blaize

No comments.

b. Adjourn Meeting Stephen moved to adjourn the meeting, and David 2nd the motion.