



Cornerstone Classical Academy
Aug 23, 2021, 5:30pm
Audit and Financial Oversight Committee
Meeting Minutes
Hybrid Meeting held at 2360 St. Johns Bluff Road, Jacksonville, FL 32246
AND
Online at meet.google.com/prafnry-fjy
402-859-0262, PIN: 667 251 432#

Call to Order: Hybrid meeting (physical + virtual) called to order at 5:38pm

	Present	Absent	Late
Mr. Christopher Engl, Treasurer	X		
Mrs. Sally Lutz, Director	X		
Mrs. Lauren Wilder	X		
Mrs. Pam Pepper	X		

Roll Call: A quorum was established.

Guests: Edi Wohlgemuth, Executive Director, Dawn Oehmann, Principal, Kelly Goddin, SFS

Mission Statement, read by Mrs. Wilder: The mission of Cornerstone Classical Academy is to sharpen the minds and cultivate the hearts of students through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character, civic virtue, and knowledge of truth.

Agenda: Motion to approve agenda by Mrs Lutz, seconded by Mrs. Pepper. Motion unanimously approved.

Public Comments: None

Presentations: Mrs. Wohlgemuth presented the Executive Director's report. The committee had opportunities to ask questions in between each section. Edi mentioned she wants to have a summer receptionist to field calls and inquiries. Edi expressed interest in changing the enrollment software. Dawn mentioned it was likely that we'd still have to pay Smart Choice for a

little while longer since Smart Choice contract rolls over on Sept 1st. There are at least two other vendors that Edi & Dawn are interested in using. Edi wants the board to review the masterplan and to consider purchase of additional property, relocating certain features of high school, and to build a gym. Edi will work on a proper business plan. When asked by Dir. Engl about what caused greatest negative impact to our student enrollment, Dawn expressed that many families did not get back to us, that the school was not getting information from parents on time, and the district severely impacted schools by limiting access to certain administrative individuals and made enrolling very difficult. Edi and Dawn were highly confident that CCA would fill the school by end of September. Dir Engl noted he is still having issues accessing his files from the changeover from Google to Microsoft products. Dir Engl was asked by Edi to cancel CCAs donorbox subscription.

Meeting Minutes: Motion to approve minutes from June 2021 regular Audit + Financial Oversight meeting by Mrs. Lutz, seconded by Mrs. Peffer, motion approved unanimously

Committee Reports:

Motion by Dir. Engl, seconded by Mrs. Peffer to approve Amendments to format of Dashboard, Analysis & Calendar to include pages 1, 3, & 5 of the draft report submitted for this meeting by Kelly Goddin. Motion unanimously approved.

Motion by Dir. Engl, seconded by Dir. Lutz. to table Discussion of Internal Controls. Motion unanimously approved.

Lauren Wilder dropped off the meeting at approximately 7:25pm.

Unfinished Business: NONE

New Business:

1. **Motion by Mrs. Lutz to recommend the Board approve the July 2021 Monthly Financial Report**, seconded by Mrs. Peffer, motion approved unanimously
2. Motion by Dir. Engl, seconded by Dir. Lutz to recommend the Board approve HVAC Contract in Buildings A, B, C to be awarded to Tar Heel Heating and Air Conditioning in the amount of \$149,880, with the following edits:
 - Paragraph 14: typo -- change from section 15 to section 14.
 - Warranty: Change Warranty start date from 1yr from start date of contract to "1yr from

Certificate of Completion”.

- Change Name in Schedule C from “Fencing” to “HVAC”
- Under Section 4, Add clause for “contractor shall provide detailed written biweekly progress updates to owner.”
- Assure copy of contract bid is listed under Exhibit B, rather than at the end of the contract.
- In second paragraph, change contract to delete the word “that” in front of “certain real properties” in 2nd paragraph
- Update contract dates to date of actual agreement execution.

Committee Development:

- a. Mr. Engl reminded everyone to keep an eye out for possible committee members in future and the intent to recruit more members, particularly now that the committee has recommended the board approved the function descriptions.
- b. Mr. Engl reminded the group of committee training opportunities.

Next Committee Meetings & Locations:

- Monday, September 20, 4:00pm, hybrid (in person at school + virtual meeting)
- Monday, October 25, 5:30pm, virtual meeting
- Monday, November 22, 5:30pm, virtual meeting
- Monday, December 20, 5:30pm, virtual meeting

Adjournment: Motion to adjourn by Mr. Engl, seconded by Mrs. Peffer. Approved unanimously. Meeting adjourned at 7:54pm.