

**Minutes of Board Meeting
April 21, 2020
6 p.m.**

The meeting was held via ZOOM video chat. Board members in attendance were Steve Earley, John Weber, Adil Khan, Melissa Devlin, Trish Buchanan, Elizabeth Kerns, Jill Haladay, Janice Jones, Stephanie Colon, Luke Markham, Chandra Frederick and Mike Brossart. Staff members present included Deborah Sulsona, Cindi Parker-Pearson, Stacy Williams-Myers, Mary Holjes and John Burton.

Approval of Minutes

Chandra Frederick chaired the meeting and called it to order at 6:00 p.m. Mike Brossart moved to approve the minutes of the February 18, 2020 Board meeting. John Weber seconded the motion and it passed unanimously.

PUBLIC COMMENT

None (The public notice stated to contact John Burton for Zoom information)

Parents Report

Mary is able to log in from home to finish working on the annual yearbook. However, the plant that prints them is closed so we do not know when we will have those in hand. We will contact parents once we have them and will set up a pick up process similar to how parents pick up the student packets. The workshops for parents that we had scheduled have been canceled. Mary has been in contact with the Center for Autism and Related Diseases (CARD) and they have a new ZOOM platform. They will have five workshops in May that Mary will send out to our parents.

Financial Report

Deborah Sulsona emailed the board a year-end projection considering the current COVID-19 shutdown. We're currently looking at a net surplus of \$27,743 as of June 30, 2020. Mike Brossart asked Deborah to also send to the board a comparison of revenue over several years that she prepared. Even though we did not meet our fundraising goal it is helpful to see that we raised more money than the previous year.

Development Report

We have been increasing our Facebook presence as well as informing donors of how we are continuing to serve our kids during the COVID-19 shutdown through an email blast and impact letter. The Development department is also preparing the bi-annual newsletter to be mailed in May which will also include information on our Top Chef event. We are also looking at other avenues to help our families and raise funds.

Principal's Report

We are experiencing an unprecedented time with the shutdown of the charter school and implementing distance learning. Virtual learning is not something we can do with our population of PreK ESE students. Cindi and the teachers have prepared an Instructional Continuity Plan. Teachers, with the help of therapists, are pulling IEPs and compiling activities based on the HELP (Hawaii Early Learning Profile) into a bi-weekly packet that

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parents can pick up from their school campus or have mailed. Teachers have daily "office hours" of 9a-2p and are contacting parents weekly by phone. We are conducting IEP meetings and staffings virtually. The ESE Coordinators may have to do more over the summer to bring kids in.

Executive Director's Report

The termite mitigation on the Bartow campus was completed over our spring break.

Bespoke Realty has submitted their Planned Development application on our 540A property and the hearing is scheduled for July 1, 2020. The Executive Committee had approved a 60-day due diligence extension.

The Coronavirus Aid, Relief and Economic Security (CARES) Act recently passed includes a Payroll Protection Program (PPP) that offers loans that have a very low interest rate and have a high probability of being forgiven by the federal government. With the help of Sam Houghton and Citizens Bank & Trust, we submitted our application and were approved in the amount of \$646,549. Before closing, we need board approval. Adil Khan made a motion to approve the acceptance of the Payroll Protection Program federal loan and authorization for either Board President Chandra Frederick or Executive Director John Burton to sign the related documents. Luke seconded the motion and it passed unanimously.

Committee Reports

The Nominating Committee met in January. They will provide a slate of officers and possible new board members at the May board meeting. Chandra Frederick noted that she will put together a committee to discuss John's retirement and succession.

Unfinished Business

Typically, our school calendar follows the Polk County School District calendar. With not having bus transportation for the 2020/21 school year, we will not have the early release days that the district has. We need board approval of our differing calendar before we submit it to the district. Steve Earley moved to approve the calendar as presented. Luke seconded the motion and it passed unanimously.

All board members need to complete the Conflict of Interest form that Deborah Sulsona e-mailed a couple of weeks ago and return to Deborah.

New Business

None

The meeting was adjourned at 6:44 pm.

Respectfully submitted,

Deborah Sulsona
Administrative Services Manager