



**Minutes of Special Board Meeting  
January 16, 2018  
6:00 p.m.**

The meeting was held at the Lakeland Achievement Academy. Board members in attendance were Mike Brossart, Mark Miller, Karli Hughes, Jamie Sturgill, Chandra Frederick, Brad Johnson, Stephanie Colon, Randy Saunders and Courtney Wade. Staff members present included Cindi Parker-Pearson, Stacy Williams, Mary Holjes, Deborah Sulsona and John Burton.

**Approval of Minutes**

Chandra Frederick chaired the meeting and called the meeting to order at 6:02 p.m. Mike Brossart moved to approve the minutes of the December 11, 2017 Special Board meeting. Mark Miller seconded the motion and it passed unanimously. Mike Brossart moved to approve the minutes of the November 14, 2017 Board meeting. Mark Miller seconded the motion and it passed unanimously.

**PUBLIC COMMENT**

None

**Parents Report**

Mary is currently working on the yearbook. The Rise & Shine event will be held March 10 at Publix Super Markets Charities park (formerly known as Common Ground) from 9-11am. We are selling shirts for \$10.

**Financial Report**

Mike Brossart presented the financial report for the month ending December 31, 2017. We had an overall net income over expenses (before depreciation) of \$392,390. Last year at this time we had a net surplus of \$8,387. We received a second anonymous gift of \$150,000. This one we received last year as well but in January. The payroll accrual we mentioned last month is still a factor in the difference. We received our first installment of our capital outlay funds. The total annual amount will be divided among the remaining months.

Deborah presented a 2018-19 proposed budget for Birth to Three which has to be submitted to United Way as part of our allocation application later this month. We are requesting an increase in our allocation funding to allow us to change a part-time Early Interventionist to full-time. We have already spoken with Lakeland Regional Health (LRH) to allow our Early Interventionists access to the parents of babies in the new Level III NICU. Mike Brossart made a motion to recommend approval to the Board of Directors. Brad seconded the motion and it passed unanimously. Brad suggested we reach out to LRH about funding for that position as well.

Stacy McCrady had planned to attend this meeting to present the 6/30/17 audited financial statements. She recently fell extremely ill and was hospitalized. She is recovering now and feels it will not impact her firm's ability to complete our audit of the current fiscal year. Amanda

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Larson will attend the February meeting to present the audit. Hard copies are available if anyone would like one. There were no findings in the audit.

### **Development Report**

Year to date we have raised \$410,000. Brad reviewed Development report that shows how we are working towards the goals in the Development Plan.

We are hosting a Little Hearts Brunch as a thank you to current donors. We will be ready to give tours and encourage Board Members to invite someone to come see what we do first hand. It will be held on Valentine's Day, February 14 from 10-11am.

We plan to send out a thank you letter specifically from John and Cindi to donors letting the them know how their donation(s) were used.

Stephanie Colon gave an update on the Top Chef efforts. Seven chefs have confirmed their participation in the new format. The Top Chef committee will meet again soon and have invited the past participating chefs to attend. The event is scheduled for May 7, 2018.

### **Principal's Report**

Staff have voted Trista Brown, Physical Therapist, as our Support Person of the Year and Nicole Jackson, Lakeland Teacher, as Teacher of the Year. The banquet will be held on April 10 at Haus 820.

FTE week is February 5-9. We expect to be full.

Cindi has worked continuously on the AdvancED Accreditation self-study and report. The report, which included about 100 attachments to upload, was submitted on January 2. Our self-study results were that seven standards out of 379 criteria were not met which gives us a score of 98%. The Accreditation team will be here for the site visit on January 31 and February 1. Cindi met with the lead evaluator today. The team will need to interview stakeholders such as Board Members and Parents but we still do not know which day.

### **Executive Director's Report**

We bid out the purchase of a new A/C unit for Bartow. Upon approval of the Executive Committee it was installed this Monday.

John and Deborah continue to meet weekly with our FEMA representative as we seek partial reimbursement of our hurricane-related expenses and possibly a new roof for Winter Haven. A site visit was conducted on January 11 to inspect the roof and tree in Winter Haven along with the tree and fence in Lakeland.

Larry Ross suggested we look at other dates that can accommodate the majority of our board members. John will poll board members again.

### **Committee Reports**

The Nominating Committee met last week to start the process earlier. The committee has looked at our industry matrix to see what areas we need representation from. Email Committee Chair Mark Miller or John with any board member suggestions you may have.

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**Unfinished Business**

None

**New Business**

None

The meeting adjourned at 6:15 p.m.

Respectfully submitted,

*Deborah Sulsona*

Administrative Services Manager

**Upcoming Dates**

**January 31 – February 1 – AdvancED Accreditation Site Visit – All Day**

**February 12, 2018 – Executive Committee meeting – Lakeland campus – 4:00pm**

**February 14, 2018 – Little Hearts Brunch – Lakeland campus – 10:00-11:00am**

**February 20, 2018 – Board Meeting – Lakeland campus – 6:00pm**

**March 10, 2018 – Rise & Shine – Publix Super Markets Charities Park – 9:00-11:00am**

**March 26-30, 2018 – Spring Break – School Closed**

**May 7, 2018 – Top Chef – RP Funding Center - TBD**