



**Minutes of Board Meeting  
November 13, 2018  
6:00 p.m.**

The meeting was held at the Lakeland Achievement Academy. Board members in attendance were Karli Hughes, Luke Markham, Steve Earley, Chandra Frederick, John Weber, Mike Brossart and Stephanie Colon. Staff members present included Cindi Parker-Pearson, Deborah Sulsona, Stacy Williams-Myers and John Burton. Guest in attendance was Jillyan McGraw.

**Approval of Minutes**

Chandra Frederick chaired the meeting and called the meeting to order at 6:00 p.m. Mike Brossart moved to approve the minutes of the September 18, 2018 Board meeting. Luke Markham seconded the motion and it passed unanimously. Mike Brossart moved to approve the minutes of the October 16, 2018 Board meeting. Steve Earley seconded the motion and it passed unanimously.

**PUBLIC COMMENT**

None

Chandra introduced Jillyan McGraw who is the parent representative voted on by the parents. She will be inducted as a board member in January.

**Parents Report**

The parents donated many food and thanksgiving items that were divided into three baskets. Parents sold tickets and a drawing will be held tomorrow, November 14. These funds are raised to help support the parent group.

We had our annual Fall Festival last month which had a good turnout. The threat of rain kept some families at home. Mary is printing photos for the families who attended.

Mary is holding parent breakfasts this week at each location. The student holiday party will be held the evening of December 13 at the Lakeland campus.

**Financial Report**

Mike Brossart presented the financial report for the month ending October 31, 2018. We had a net deficit of \$89,176. Last year at this time we had a positive net income of \$8,850. Revenue was approximately \$46k higher for charter school last year. Part of that variance is that we had received \$20,000 from Publix by this time last year and haven't received it this year yet. Also, one month of Medicaid income hasn't been recorded yet versus last year which makes up \$10k of the variance. Finally, we had income in for the golf tournament last year at this time. Expenses are higher this year due largely to salary increases for all staff, the addition of the school guardian position and the paid law enforcement officers at the Bartow and Winter Haven campuses.

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### **Development Report**

Melissa Sanchez has left her position of Development Associate. Ashlee Cofer has moved up to take over that position and is doing great so far. She has 9 years of experience in Development with us. We have hired Kerrie Baiz to take over Ashlee's former position.

Thank you to Sam Houghton for his wonderful porch party. The party was held at his new office and he had 30-40 in attendance. Stacy is following up with participants to bring them in for tours. Mike Brossart and John Weber will co-host a porch party in early February; Karli Hughes and Chandra Frederick will co-host one in March.

We had a "thankful" brunch for donor appreciation on Thursday, November 8. Karli gave her testimony and we provided tours. We had sent out approximately 200 invitations but only had about 20 attend. If we do a similar event, Stacy feels we should call and extend a personal invitation.

We partnered with Florida Baptist Children's Home and Parker Street Ministries to nominate Libertore Fund for Children for the "Spirit of Philanthropy" award which was presented at the AFP event for National Philanthropy Day on November 9.

We have received \$15k in sponsorships for Top Chef so far. We have invoiced another \$16k and Stacy has 10 additional outstanding asks that she will follow up on. Thank you to the five board members who have secured sponsorships for Top Chef. Stacy will email the board a list of last year's sponsors and who has been secured so far this year.

We would like to be able to report on grants that 100% of our board members are donors. Chandra handed out a "pledge form" for all Board Members to record what they have done or what they may plan to do.

### **Principal's Report**

Cindi is finally out of the classroom. Wendy Dow, the Para who was out because of surgery, has returned. We have hired a retired educator as a sub until Susan Shipe can return to work. Cindi is working on quite a bit of catch up including the first of two evaluations on our three new teachers.

Cindi and Jill Bartley, ESE Coordinator, also are meeting with each teacher to review documentation for each student to ensure we are doing what we say we are doing and documenting it. Teachers have just finished up student evaluations and have met with parents.

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

The roof repair by Ring Roofing has already been approved however they would like a 50% deposit before beginning work this weekend. Mike Brossart moved to authorize payment of the \$6,000 deposit to Ring Roofing. Stephanie Colon seconded the motion and it passed unanimously.

Stacy and John met with Southeastern University students regarding their help in creating a marketing plan as part of our strategic plan.

The annual budget that was approved included \$19k for staff holiday bonuses. The actual amount would be \$18,200. John had asked the Executive Committee for an endorsement to the board to move ahead with the bonus. Sam Houghton had asked if we felt we were in a good

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place financially to support a holiday bonus. Management has discussed internally and the motion is being removed. If we end the year with a net surplus we may revisit the issue of staff bonuses.

Back in 1999, the board at the time, designated \$72,817 of unrestricted donations to be held as reserves. John Weber's review of our most recent financial audit brought up discussion of this board designated money. John Burton recommended removing the designation as the funds were never separated from the general account. Since the agency's reserves have been used through the recession and for obtaining and maintaining the 540A land, it was felt that this "designation" should be reversed by the board. Steve Earley moved to remove the board designation from the \$72,817. Luke Markham seconded the motion and it passed unanimously.

### **Committee Reports**

The Nominating Committee brings forth two recommendations:

1. A 1-year term for the Board of Directors for Jason Welling
2. Move Luke Markham to 1<sup>st</sup> Vice President to fill the vacancy created by Jamie Sturgill's move to another state.

The motion comes from the Nominating Committee. John Weber seconded the motion and it passed unanimously.

The Audit Committee reviewed and recommends approval of the reissued 2017 audited financial statements, the 2018 audited financial statements for Achievement Academy, Inc and the 2018 special-purpose financial statements for the Charter School. Mike Brossart moved to approve the recommendation from the Audit Committee. Steve Earley seconded the motion and it passed unanimously.

Stacy McCrady had resigned as our auditor. The Audit Committee plans to send out a RFP in early 2019 for auditor services.

### **Old Business**

Michael Peebles is still working with an engineer to complete the application for the Planned Use Development permit. Luke made a motion to authorize John Burton to accept a cash offer of no less than \$810,000 with no contingencies and a 20-day due diligence with closing by the end of this year (December 31, 2018). Mike Brossart seconded the motion and it passed unanimously.

### **New Business**

None

The meeting adjourned at 7:25 p.m.

Respectfully submitted,  
*Deborah Sulsona*  
Administrative Services Manager

### **Upcoming Dates**

**November 19 – 23, 2018 – Fall Break – SCHOOL CLOSED**

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**December 13, 2018 – Holiday Party – Lakeland campus – 6:00pm**

**December 10, 2018 – Executive Committee meeting – Lakeland campus – 4:00pm**

**December 22, 2018 – January 6, 2019 – Winter Break – SCHOOL CLOSED**

**February 25, 2019 – Top Chef – RP Funding Center – 6:00pm**