

**Minutes of Board Meeting
October 15, 2019
6 p.m.**

The meeting was held at the Lakeland Achievement Academy. Board members in attendance were Luke Markham, Mike Brossart, Steve Earley, John Weber, Adil Khan, Chandra Frederick, Melissa Devlin and Jill Haladay. Sam Houghton participated via telephone. Staff members present included Deborah Sulsona, Stacy Williams-Meyers and John Burton.

Approval of Minutes

Chandra Frederick chaired the meeting and called it to order at 6:01 p.m. Mike Brossart moved to approve the minutes of the September 17, 2019, Board meeting. John Weber seconded the motion and it passed unanimously.

PUBLIC COMMENT

None

Installation of Board Member

Chandra Frederick inducted the new parent representative and board member, Melissa Devlin. Board members introduced themselves and welcomed Melissa to the Board.

Parent's Report

The Parents Group received a check for \$1,205 from Fish City Grill from the October 1 "Spirit Day/Night" fundraiser last week! Thank you to everyone who participated. School pictures were last week for Lakeland and this week for Bartow & Winter Haven.

The annual Fall Festival will be held Friday, October 25, 2019 from 5:30-7:00pm. We are in need of small pumpkins to give to the students who attend. We also need volunteers to help staff the "stations." If you have a high school student who can volunteer and receive service hours, let Mary know. Board members and their families are invited to attend.

Financial Report

Mike Brossart presented the financial report for the three months ending September 30, 2019. The net decrease was a deficit of \$63,658 compared a net deficit of \$66,470 last fiscal year. A deficit is typical at the beginning of the year due to timing of capital outlay funds, IDEA funds and fundraising. We have good news in that our health insurance renewal came in at an increase of 7% which is below our budget of 10%. This will result in about \$25k savings for this fiscal year. The cash balance as of August 31, 2019 was \$335,697.

As part of the financial report, John Burton presented the 2019 staff holiday bonus proposal which totals \$19,300. No action is needed since the bonus was included in the approved 2019-20 budget.

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Development Report

We currently have 11 chefs secured for Top Chef. The Development team has begun to ask for sponsorships and this is where you can help. Stacy will email the sponsorship packets to Board members. The next Top Chef committee meeting will be October 22, 2019.

We now have 45 individuals enrolled in our Partners in Hope monthly giving program generating \$10,886 annually! A letter about the program from Karli Hughes went out to all alumni from the past three years. Mayor Bill Mutz has written a letter that will be used for our end of the year annual campaign.

Our Thankful Brunch for donors is scheduled for November 7, 2019 from 10-11am. Board members are welcome to come! We have nominated Mark Miller and Janice Jones for two different awards for National Philanthropy Day. The presentation will be held Friday, November 15, 2019 at 8am at First Presbyterian Church. You can register online for a ticket at the AFP of Greater Polk County website.

Stacy met with a donor recently who asked questions about the continuation of our programs, more specifically a succession plan for the Birth to Three program. Discussion also included changing the marketing focus of the Birth to Three program to be more about prematurity since the Early Interventionists are seeing more premature babies due to the new Level III NICU at Lakeland Regional Medical Center. Chandra tasked the Personnel committee to look at the succession planning.

Principal's Report

Cindi is not here tonight because she has Active Assailant Training with the sheriff's office from 6-9pm. Last week was our October FTE count and we were full and able to count all 157 students. Cindi has completed the safety assessments for each campus with the appropriate law enforcement agency. The fire department will also visit each site for their assessment. Some of the recommendations were additional security cameras, a security officer manual, a Knox Box for first responders and a visitor management system (Lakeland only). Cindi will attend the state charter school conference at the end of this month. There will be sessions on safe schools.

Executive Director's Report

Cindi and John went to the Department of Transportation grant writing workshop that we hoped would allow us to obtain funding for buses, however we are not eligible. Cindi and John also met with Alan Black with McKeel schools. Although they cannot provide transportation, they could help with maintenance should we purchase our own bus(es). John called the district transportation office and they will have a number of buses that will be retired next month. Stacy and Cindi were able to speak to a few school board members at an event last week and have invited them to come in for a tour. Chandra reiterated the need to have a decision made by the end of the calendar year so that we can begin to communicate with parents.

John presented his annual employment contract, a state requirement for teachers, Principals and Executive Directors of public schools that must be signed every year. Adil Khan moved to approve the employment contract. Mike Brossart seconded the motion and it passed unanimously.

John also presented the Community Development Block Grant contract required to receive the \$16,000 we were awarded. Mike Brossart moved to approve the CDBG contract. John Weber seconded the motion and it passed unanimously.

John also provided details on a new offer we have received on our CR 540A property. The offer is for \$750,000 and it is from a buyer named Hutton. They would like to get County approval to build a 250-unit apartment complex. Their offer includes several contingencies. Ryan Sampson with Eshenbaugh Land

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Company, our real estate agent, recommended their attorney contact the county since we feel that kind of high-density development will not get approved. We have not heard back from LGI regarding our counter offer submitted last month.

Committee Reports

The Audit Committee met and reviewed the June 30, 2019 audited financial statements and special purpose audit for the charter school only from Moss, Krusick & Associates. There were no findings or material weaknesses. Mike Brossart moved to accept the audited financial statements and special purpose audit. Luke seconded the motion and it passed unanimously.

The Audit Committee recommends bidding out our monthly and year-end bookkeeping services currently provided by Baylis & Co which comes as a motion to the Board. Mike Brossart seconded the motion and it passed unanimously. Deborah will provide the Audit Committee with a list of the current responsibilities of Baylis & Co.

Unfinished Business

None

New Business

John Weber and Mike Brossart have requested that each board member provide wine or spirits for a drawing to be held at Top Chef. Thank you to Steve Earley and Melissa Devlin for each bringing a bottle tonight!

Stacy Williams-Myers also thanked Jill Haladay for agreeing to meet with our therapists and billing clerk to look at our therapy billing and Medicaid reimbursement.

The meeting was adjourned at 7:40 pm.

Respectfully submitted,

Deborah Sulsona
Administrative Services Manager