

**Minutes of Board Meeting
September 22, 2020
6 p.m.**

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

Approval of Minutes

Luke Markham chaired the meeting and called it to order at 6:03 p.m. Mike Brossart moved to approve the minutes of the August 18, 2020 Board meeting. Trish Buchanan seconded the motion and it passed unanimously.

PUBLIC COMMENT

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

Parents Report

Mary Holjes held this month's parent meetings via Zoom and they went well. She has placed an order for Achievement Academy shirts. Parents will receive an order form in their student's backpack and they will then receive their shirt orders via the student's backpack as well. School pictures have been postponed to February this year. We will once again benefit from Fish City Grill's "First Tuesday Spirit Night" on October 6, 2020. We receive 15% of the entire day's sales.

Financial Report

Elizabeth Kerns presented the financial report for the two months ending August 31, 2020. Year-to-date we had a small net deficit of about \$18k which is about \$17k better than the prior year. Elizabeth explained that much of the Development dollars don't come in until later in the fiscal year. Elizabeth also explained the larger variances in revenue and expenses are mostly all due to timing differences.

Development Report

Janice Jones gave a Development update. She and Stacy Williams have been meeting with some of our larger donors to make an ask. The Development department has also been sending out thank you letters on a donor's anniversary to thank them for their support and request an increase in their gift.

Our Top Chef event is scheduled for Monday, April 12, 2021, at the RP Funding Center. We do not know if there will be a limited capacity or not. Development sent out a survey to last year's chefs. We heard from several chefs and all are interested in participating again. They also all felt the \$650 stipend was sufficient.

Principal's Report

Students are in week five of school. Things are going well so far. Everyone is following protocols and we have not had any positive COVID cases. Laurie Turner, our school nurse, has done an excellent job with keeping up with students who have had symptoms and informing parents when their child has to stay home or when they can return to school.

We currently have 134 students enrolled and in attendance. We should have 148 enrolled by the October FTE count. Our wait list has the capacity to fill the vacancies, however our ESE coordinators are finding that Early Steps is behind with their evaluations which slows down our enrollment process. Filling Bartow vacancies has been more of a struggle due to no busing.

Teachers are evaluating students and preparing goals. We have received about 125 Kindles and teachers are using them in their classrooms so that students become familiar with them in case we have to return to distance learning again.

Executive Director's Report

John and Ryan Sampson of Eshenbaugh Land Company met with Sean Cooney from SunCrest Properties with whom we have a contract on our 540A property. Due to restrictions in the Planned Development application, SunCrest could possibly have no entitlements on the property until fall of 2021. However, they continue to move forward with their due diligence. We may have to renegotiate the contract.

John is working with Cindi Parker-Pearson, Deborah Sulsona and Stacy Williams in evaluating the Birth to Three and where it is headed. As you know, we received a \$73k cut from our United Way allocation this year on top of steady budget cuts in prior years. Stacy and John met with Danielle Drummond, President Elect of Lakeland Regional Health, to discuss their collaboration with our Birth to Three program. They see the value in our Birth to Three program and although they would like to be able to help financially they do not have the funds at this time.

Committee Reports

The Audit Committee met prior to the Board meeting with Moss, Krusick & Associates to go over the 6/30/2020 audited financial statements. Ed Moss presented the reports and noted that they found no deficiencies or material weaknesses as well as no management recommendations. John Weber noted that the Payroll Protection Program loan proceeds are reflected in the statements. Approximately \$463k was spent by June 30th and was therefore reflected as revenue. The remaining \$184k of the loan proceeds is included in deferred revenue and as a liability. Without that revenue we would have shown a loss of about \$30k for the year.

The Audit Committee recommends approval of the 6/30/20 audited financial statements as presented. Steve Earley moved to approve the Audit Committee's recommendation. Michael Brossart seconded the motion and it passed unanimously. Deborah Sulsona received congratulations for her efforts in continuing to ensure "clean" audits with no management recommendations.

Luke Markham has structured the board committees and presented his recommendations to the Executive Committee which were approved. John sent out the board assignments to all board members.

Unfinished Business

None

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New Business

None

Steve Earley moved to adjourn the meeting and Janice Jones seconded the motion. The motion was passed unanimously and the meeting was adjourned at 6:45 pm.

Respectfully submitted,

Deborah Sulsona
Administrative Services Manager