

## Minutes of Board Meeting November 16, 2021 6 p.m.

The meeting was held at Prime Meridian Bank's community room with a Zoom option. Board members in attendance were Elizabeth Kerns, Luke Markham, Amanda Barnett, Ana Kalman, Adil Khan and Chandra Frederick. John Weber and Jill Haladay participated via zoom. Staff member present included Kristin Aiken with Deborah Sulsona, Cindi Parker-Pearson and Mary Holjes on zoom.

### Approval of Minutes

Luke Markham called the meeting to order at 6:02p.m. Adil Khan moved to approve the minutes of the October 19, 2021 Board meeting. Elizabeth Kerns seconded the motion and it passed unanimously.

### PUBLIC COMMENT

None

### Strategic Plan Status

Kristin gave an overview of the top three initiatives from the strategic planning session as Organizational/Staff, Birth to Three and Fundraising/Marketing. She is breaking out more specific goals for each of those initiatives and will begin setting up timelines, action plans and Board/staff involvement as well as the involvement from the Advisory Board. A more detailed draft plan will be completed by the end of 2021.

### Financial Report

Elizabeth Kerns presented the financial report for four months ending October 31, 2021. We have just under \$1.1 million in cash. Total assets are \$2.8 million and total liabilities are \$711K. Revenues totaled \$1.09 million which is above budget. Expenses totaled \$1.24 million which is also above budget. The net deficit was \$145K compared to a budgeted net deficit of \$147K.

Deborah Sulsona brought forth holiday bonus scale. The bonus was included in the approved annual budget so it does not need approval. Letters have started to go out and staff are very thankful!

### Parents Report

Mary continues to hold monthly zoom parent meetings. The parents group held their annual Fall Basket fundraiser. There are four baskets to give away and the drawing will be held tomorrow. The parents group is once again sponsoring a holiday luncheon for staff at Lake Crago park on Wednesday, December 8, 2021.

### Principal's Report

The district work session was held last week. The Charter Review Team recommended approval of our 15-year charter renewal. There were no questions concerning our renewal and will go for approval at the December school board meeting. Then in January, contract negotiations will begin however the district now uses a general template. Cindi will forward the contract to the board when we receive it.

**MINUTES OF BOARD OF DIRECTORS' MEETING**

**NOVEMBER 16, 2021**

**PAGE #2**

Cindi has interviewed 10-12 applicants for the open para position in Bartow but has still been unable to fill it. We were able to fill the Medical Billing Specialist with someone who has a great deal of experience and will be a wonderful asset to have. Superintendent Heid visited the Bartow campus recently which went well. Thank you to Matt Hinton for setting that up.

Currently our COVID exposure has been at a minimum. Next week we are closed for Fall Break.

**President's Report**

We are continuing to move forward with Top Chef and currently have \$43K committed in Top Chef sponsorships. Kristin met with the Lakeland Magic today to ask for their support with a Community Leader. They were interested and will get back with us.

The end of year appeal letter will go out next week and we will hopefully see more donations come in from that.

The Birth to Three team will meet with United Way and representatives from Bonnet Springs park to discuss a possible collaboration. We were informed that the United Way Community Investment Team will hold their visit in person this year. The visit is typically in April. The application for the 22/23 fiscal year is due in January.

**Committee Reports**

None

**Unfinished Business**

Legacy Development has been granted an extension of the due diligence period to March with a hard deposit of \$5k.

**New Business**

None

John Weber moved to adjourn the meeting at 6:25 pm.

Respectfully submitted,

Deborah Sulsona  
Administrative Services Manager