

## Minutes of Board Meeting October 19, 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, Mike Brossart, Karli Hughes, Amanda Barnett, Trish Buchanan and Chandra Frederick. Steve Earley, John Weber, Heath Frederick, Jill Haladay, Jason Welling and Adil Khan 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 6:00p.m. Adil Khan moved to approve the minutes of the September 21, 2021 Board meeting. Mike Brossart seconded the motion and it passed unanimously.

### PUBLIC COMMENT

None

### Installation of New Board Members

Luke Markham inducted the new parent representative, Amanda Barnett, to the Board of Directors. We welcome Amanda to the Board!

### Strategic Initiatives

Kristin thanked the board members that attended the board retreat earlier this month. The summary from facilitator Chuck McDanal was emailed to all board members. The next step is to identify which goals are the top priority which were 1. A support position, 2. staffing strategies and succession planning, and 3. review of organizational structure and bylaws.

The mission statement was reviewed at the retreat and a revision suggested. Discussion was had regarding the revision. It was decided to go to committee for further discussion.

### Financial Report

Elizabeth Kerns presented the financial report for three months ending September 30, 2021. We have just under \$1.1 million in cash which is down from last month. September was a month with three payrolls though. Total assets are \$2.8 million and total liabilities are \$714K. Revenues totaled \$814K and are above budget mainly due to timing of capital outlay funds. Expenses totaled \$951K which is also above budget. A large factor is a change in timing of health insurance premiums and property & liability premiums. The net deficit was \$144K compared to a budgeted net deficit of \$138K.

Deborah Sulsona brought forth a proposed salary increase for paraprofessionals to match the district's recent paraprofessional salary increase. We did give a 3% salary increase for all staff including paras at the beginning of the fiscal year, however, filling open para positions has been tough as we are still below the district pay scale.

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Since competitive pay is one of the strategic priorities, we feel it is necessary to increase salaries now and compare to the district's scale when creating the 22/23 annual budget. Mike Brossart moved to approve the salary increase for paras as proposed with a minimum of \$11/hour OR a 2% increase to be effective November 1, 2021. Elizabeth Kerns seconded the motion and it passed unanimously.

Our financial audit firm, Moss, Krusick & Associates (MKA), has completed their initial 3-year term of audit services. The audit committee asked for a proposal from MKA for another three-year term. The proposed fee structure shows a \$250 annual increase which the audit committee recommends approving. John Weber moved to approve MKA for another three-year term for financial audit services. Steve Earley seconded the motion and it passed unanimously.

### **Parents Report**

Our annual Fish City Grill spirit day went well. Mary picked up a check for almost \$1,200! We usually have this fundraiser twice a year but the new scheduling person did not know so we will not have the April spirit day. Since we still can't have family gathering events, parent group funds will be used to host a staff holiday luncheon as we did last year.

### **Principal's Report**

Cindi thanked the board members who attended the virtual visit with the school district. The next step in the renewal process is our application will go before the review committee. Then, their recommendation will go before the school board at the November 9th work session and then the board meeting on December 14th.

Last week was FTE week. We had full enrollment (157 students) and all have been counted as in attendance.

The Instructional Continuity Plan has been submitted and approved by the Department of Education.

Based on the latest Emergency Order from the State of Florida, it is now the parent's decision to quarantine their child if the child is exposed to Covid as long as the child is asymptomatic. There is a form for the parent to complete if they choose not to quarantine. Per the Polk County Health Department, the guidelines regarding staff will remain the same.

### **President's Report**

We are continuing to move forward with Top Chef and currently have \$35K committed in Top Chef sponsorships. This includes the \$20K from Publix Charities. We still need three community leaders.

Kristin has been giving United Way presentations. This year is the first year that we will actually be scored for our participation on giving presentations for United Way.

Our billing clerk has resigned. This affects the charter school and Birth to Three. She has agreed to come in on weekends to help out until we get someone hired.

### **Committee Reports**

None

### **Unfinished Business**

Legacy Development is planning to request an extension of the due diligence period but we haven't received a formal request yet.

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**New Business**

None

Mike Brossart moved to adjourn the meeting at 6:59 pm.

Respectfully submitted,

Deborah Sulsona  
Administrative Services Manager