

Minutes of Board Meeting
April 19, 2022
6 p.m.

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

Approval of Minutes

Luke Markham called the meeting to order at 6:01p.m. Steve Earley moved to approve the minutes of the March 15, 2022 Board meeting. Trish Buchanan seconded the motion and it passed unanimously.

PUBLIC COMMENT

None

Strategic Plan Status

The Development & Marketing Initiative committee led by Matt Hinton reviewed and updated the mission statement to be more clear and concise. The proposed statement is...Provide early intervention, education, therapy, and family support to children who are at-risk for developmental delays or with special needs to achieve their maximum potential. Luke suggested the board vote on the revision next month to give the board members time to think about the revision.

Jill Haladay is leading the initiative of Birth To Three enhancement and will meet with the Birth to Three staff tomorrow to begin an evaluation of the program.

For the Organizational Staffing initiative, Trish Buchanan met with Deborah Sulsona and Kristin Aiken to review which job descriptions to update first and will meet with other staff soon to review current job descriptions.

Financial Report

Elizabeth Kerns presented the financial report for the nine months ending March 31, 2022. We have almost \$1.5 million in cash with total assets of \$3.13 million. Total liabilities are \$703K. Revenues totaled \$2.98 million which was \$55K more than budgeted. Total expenses were \$2.72 million which was about \$33K under budget. We ended the month with a surplus of \$257K compared to a budgeted surplus of \$168K. Deborah included a year-end projection in the financial statement and we are looking at a \$98K surplus. The Finance Committee is meeting next week to begin preparing next year's budget that will be brought to the board in May.

Parents Report

Yearbooks have arrived and are on sale for \$10 each.

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There will be two zoom parent meetings at the end of April and then an in-person meeting to be held off campus. Next year if we go back to in-person parent meetings, Mary may keep the zoom option for parents who need that option.

Mary and Cindi are looking at a possible field trip for students this summer.

****Stacy Walsh from United Way arrived to present Kristin Aiken with an award for Employee Coordinator of the Year for a Non-Profit. Congratulations to Kristin!****

Principal's Report

Cindi submitted our revisions to the charter contract to the district. Thank you Luke for your help in reviewing the contract.

Teacher observations and staff evaluations are wrapping up. Classroom placement meetings are being held at each campus to place returning students for next school year and place those on the waiting list. We are expecting 37 students to graduate. A drive-thru graduation is planned for Monday, May 23 from 5:30 to 7pm at the Lakeland campus. The rain date will be Thursday, May 26.

In the last month we've had a Lakeland Para resign and both of our Occupational Therapy Assistants for different reasons. We will make do with current staff for the remainder of the school year. We also know of one teacher who is retiring.

Cindi has been working with a playground vendor and the price will be within our budget if we get the demolition done by a volunteer company. Unfortunately, the earliest they expect to deliver and install the new playground will be in September.

President's Report

The United Way Community Investment Team visit for the Birth to Three program will be held on Wednesday, May 25 from 1-2pm. We encourage board members to attend if you can.

We will have a spring appeal letter go out in May and the newsletter will go out in June. Kristin and the Development Team have followed up with most of the chefs and community leaders regarding Top Chef. The chefs all want to be back together in one location. Most also want to move the event to a different month and have it at a different venue.

Next school year will be the 25th anniversary of our charter with Polk County School District. We will have a City of Lakeland Proclamation on Monday, August 1 and will invite staff that were a part of the initial charter and still with us to participate.

Kristin is working on obtaining an additional board room table for the Lakeland campus so that we can return to holding board meetings there.

Committee Reports

The Nominating Committee has four possible board member nominations. Kristin will meet with each one to discuss the role and if they are interested, then board will vote in May. The board will also vote on the proposed slate of officers at that time.

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The By-laws Committee submits the following amendment:

Time spent serving the Corporation as an Officer will not count towards a Director's term limit effective May 2022. Adil Khan moved to approve the amendment as presented. Trish Buchanan seconded the motion and it was approved unanimously.

The Facilities Committee has reviewed bids from RIG Roofing, Ring Roofing and Goff Roof Systems for the replacement of the Bartow roof. Mike Brossart moved to approve the bid from Goff Roof Systems. Adil Khan seconded the motion and it was approved unanimously.

The Facilities Committee also reviewed bids from Payne A/C & Heating, Ward's Air Conditioning and United Refrigeration for replacement of units in Lakeland. Mike Brossart moved to approve the bid from Ward's Air Conditioning with the provision that the Finance Committee set aside reserves for future repairs. Chandra Frederick seconded the motion and it passed unanimously.

Unfinished Business

The 540A land has sold and the \$438K balance of the loan was paid off. We netted \$355K in cash that is currently in our savings account.

New Business

Discussion was had regarding whether to pay off the Bartow and Winter Haven loans, balances of \$180K and \$57K respectively, with the proceeds from the 540A land sale. The discussion was tabled for a later date.

Mike Brossart moved to adjourn the meeting at 7:13 pm. Janice Jones seconded the motion and it was approved unanimously.

Respectfully submitted,

Deborah Sulsona
Administrative Services Manager