

**Minutes of Board Meeting**  
**May 17, 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, Adil Khan, Elizabeth Kerns, Steve Earley, Matt Hinton, and Heath Frederick. Jason Welling, John Weber, 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**

Elizabeth Kerns called the meeting to order at 6:06p.m. Adil Khan moved to approve the minutes of the April 19, 2022 Board meeting. Steve Earley 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. A second version was proposed. The committee will reconvene and to address the "why" in our mission statement.

Luke Markham took over as chair of the meeting.

Jill Haladay has met with the Birth to Three staff and will continue to meet about once a month to discuss the future path and enhancement of the program. More board members for that committee initiative would be helpful if anyone would like to join.

Kristin is still looking for someone to lead the Fundraising subcommittee within the Development & Marketing initiative.

**Financial Report**

Elizabeth Kerns presented the financial report for the ten months ending April 30, 2022. We have almost \$1.8 million in cash with total assets of \$3.01 million. Total liabilities are \$246K. Revenues totaled \$3.66 million, which was \$424K more than budgeted and reflects the sale of the 540A property. Total expenses were \$3.07 million which is roughly \$15K over budget due mainly to the fees associated with the sale of the land. We ended the month with a surplus of \$593K compared to a budgeted surplus of \$184K, again reflecting the sale of the 540A property. Deborah included a year-end projection in the financial statement, and with the 540A sale and ESSER II funds we are looking at a \$572K surplus.

## MINUTES OF BOARD OF DIRECTORS' MEETING

MAY 17, 2022

PAGE #2

\* John Weber asked why the Statement of Financial Position showed a balance of \$59,596 for Land Held for Sale. Deborah Sulsona clarified with our CPAs and that balance is made up of the purchase of two of the vacant Bartow lots in the 1990's. That balance will be reclassified to the account for Land. \*

Elizabeth Kerns presented an initial draft of a three-year capital plan. We will review it about once a quarter which will help us stay aware of the capital expenditures that don't show up on the income statement. Many of these will be purchased with capital outlay funds or ESSER funds.

The finance committee recommends paying off the Citizens Bank & Trust loan on the Winter Haven campus and paying an additional \$2K from monthly capital outlay funds towards the principal on the Bank of Central Florida loan on the Bartow campus. This will pay off the loan 3.5 years early and save about \$14K in interest.

Elizabeth presented the proposed 22/23 combined budget as reviewed and recommended by the Finance Committee. The largest expense and variance from the current year is personnel expenses. The budget includes salary increases as follows:

- Paraprofessionals' minimum salary to \$14/hr from \$11/hr
- Performance scale of \$1,500 for Highly Effective and \$1,000 for Effective Teachers based on their 21/22 evaluation
- 3% increase for all remaining staff

It also includes added positions such as a full-time Early Interventionist (dependent upon allocation request from United Way), an Assistant Principal, and converting one of the part-time Development positions to a full-time Development Director. The Assistant Principal is not ready to be hired as the role and job description have not yet been created but we want to keep that need in the forefront. The proposed net surplus over expenses is budgeted at \$135K due to ESSER III funds that are budgeted for the Charter School and after ESSER III capital expenditures are included. Without ESSER funds we would be looking at a net deficit which attests that a Development Director is needed. Steve Earley moved to approve the budget as presented including the loan payoff and additional principal payments. Adil seconded the motion and it passed unanimously.

### **Parents Report**

Graduation is next week. Mary has printed the graduate cap & gown pictures which will be given to parents. There is one more parent meeting to be held in-person but 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 is collecting volunteer hours to determine the top parent volunteer.

### **Principal's Report**

Cindi has been able to hire one Para in Lakeland for next school year. This summer she will need to hire three additional paras, two Occupational Therapy Assistants and two teachers (one is retiring and one is not returning).

Our Cognia accreditation expires at the end of this school year. Cognia is formerly AdvancED which is formerly SACS. The organization has undergone many changes since our original accreditation in 2002 and the renewals have become less relevant. We are not required to hold accreditation and the district requires a more-appropriate 5-year review. Adil Khan moved to approve not renewing the Cognia accreditation that expires June 30, 2022. Steve Earley seconded the motion and it passed unanimously.

### **President's Report**

## MINUTES OF BOARD OF DIRECTORS' MEETING

MAY 17, 2022

PAGE #3

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.

Kristin and the Development Team have followed up with most of the chefs and they all support keeping the event in February and held at the newly opened Bonnet Springs Park.

### **Committee Reports**

The Nominating Committee recommends approval of the following:

#### Renewal of a three (3) year term

- Mike Brossart
- Heath Frederick
- Ana Kalman
- Luke Markham
- Jason Welling

#### Slate of Officers

- Mike Brossart, President
- Trish Buchanan, First Vice President
- Adil Khan, Second Vice President
- Elizabeth Kerns, Treasurer
- Karli Hughes, Secretary
- Luke Markham, Immediate Past President

#### New board members

- Zelda Abram, MIDFLORIDA Federal Credit Union
- Joe Furnari, Bank of Central Florida

#### Additions to the Advisory Council

- Ashley Bell Barnett, Community Leader
- Chandra Frederick, Retired, Board of County Commissioners
- Sherrie McCollough, Board of County Commissioners
- Tracy Porter, Advent Health

We have not yet been able to meet with the following, and they are pending consideration:

- Sallie Brisbane Stone, The Well
- Sheilitha Hastings, Walgreens

Elizabeth Kerns moved to approve the Nominating Committees recommendations above. Matt Hinton seconded the motion and it passed unanimously.

### **Unfinished Business**

None

### **New Business**

Adil Khan moved to allow the Executive Committee to act on behalf of the full board until the next board meeting in August 2022. Matt Hinton seconded the motion and it passed unanimously.

**MINUTES OF BOARD OF DIRECTORS' MEETING**

**MAY 17, 2022**

**PAGE #4**

Respectfully submitted,

Deborah Sulsona

Administrative Services Manager