

**Minutes of Board Meeting
August 16, 2022
6 p.m.**

The meeting was held at the Lakeland Achievement Academy. Board members in attendance were Luke Markham, Adil Khan, Elizabeth Kerns, Janice Jones, Trish Buchanan, Zelda Abram, Karli Hughes, Joe Furnari III, Sheilitha Williams, Steve Earley, Jason Welling, Jill Haladay, and Heath Frederick. Staff member present included Kristin Aiken, Deborah Sulsona, Mary Holjes, Mandy Fulton and Cindi Parker-Pearson.

Approval of Minutes

Luke Markham called the meeting to order at 6:00p.m. Trish Buchanan moved to approve the minutes of the May 17, 2022 Board meeting. Elizabeth Kerns seconded the motion and it passed unanimously.

PUBLIC COMMENT

None

Installation of New Board Members & Officers

Luke Markham welcomed and inducted three new board members: Zelda Abram, Joe Furnari III and Sheilitha Williams. We welcome each of you to the Board! Luke Markham also inducted the new slate of officers:

President: Mike Brossart (wasn't present so will be inducted at the September board meeting)

1st Vice President: Trish Buchanan

2nd Vice President: Adil Khan

Treasurer: Elizabeth Kerns

Secretary: Karli Hughes

Trish Buchanan took over as chair of the meeting. Trish Buchanan presented a thank you plaque to Luke Markham for his service as Board President.

Strategic Plan Status

Job descriptions have been updated and structured the same. The organizational chart has also been updated to realign positions and titles and to build in roles for succession planning. Luke Markham moved to approve the organization chart as presented. Janice Jones seconded the motion and it passed unanimously.

After the May board meeting, the mission statement committee was tasked to relook at the proposed statement. The following is the new proposed statement:

Our Mission: To give children the opportunity to achieve their maximum potential by providing early intervention, education, therapy and family support to those with special needs or at-risk for developmental delays. Luke Markham moved to approve the proposed mission statement. Jill Haladay seconded the motion and it passed unanimously.

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The Birth to Three committee will begin meeting again. The committee plans to discuss how to make the program's purpose clearer to those that refer babies to us, clarifying the difference between us and similar programs as well as look at operating more efficiently. We are also looking at possible classes to be held in conjunction with Family Fundamentals and Lakeland Regional Medical Center at Bonnet Springs.

Financial Report

Elizabeth Kerns presented the financial report for the twelve months ending June 30, 2022. Revenues totaled \$4.145 million, which was \$534K more than budgeted and reflects the sale of the 540A property. Total expenses were \$3.574 million which is \$37K under budget. We ended the year with a surplus of \$570K compared to a budgeted surplus of \$9K, again reflecting the sale of the 540A property. Other noteworthy variances were

- ESSER funds of \$156K that was not budgeted
- Top Chef made \$30K more than budgeted
- We received \$50K more from the George W. Jenkins Foundation than budgeted
- We received \$25K more in capital outlay funds than budgeted
- We had a couple of unfilled positions
- Admin fee to the district was \$31K less than budgeted

These helped offset unfavorable variances such as the increase in the rate for officers at the Winter Haven campus and the decrease in Medicaid revenue.

Elizabeth also presented the financial report for the one month ending July 31, 2022. We have almost \$1.6 million in cash with total assets of \$2.9 million. Total liabilities are \$181K. We ended the month with \$274K in revenue and 269K in expenses leaving a net surplus of 5K.

Deborah Sulsona presented a revised budget for Birth to Three. We had requested \$232K and were awarded \$197K. We were approved for a part-time Early Interventionist last fiscal year and had an increase in United Way funding this fiscal year so we kept the full-time Early Interventionist position in the budget. We increased revenues such as Top Chef and private grants to make up the difference. Janice Jones moved to approve the revised 22-23 Birth to Three budget as presented. Elizabeth Kerns seconded the motion and it passed unanimously.

Deborah Sulsona presented a copy of our Teacher Salary Increase Allocation (TSIA) plan that is due to the district. Our portion from the state is \$64,218. A portion is required to use for maintenance of salary increases given since the inception of TSIA (\$44,150) and a portion is to use for continuing to move to the minimum base salary of \$47,500, which we are already at, and to give further raises to teachers and instructional staff as well as a larger increase to those teachers who did not receive at least a 2% raise with TSIA funds. Salary increases for teachers and other instructional staff were already approved as part of the 2022/23 budget and have been in place since July 1, 2022. Steve Earley moved to approve the TSIA plan as presented. Adil Khan seconded the motion and it passed unanimously.

Parents Report

Parent meetings are back to being in-person this school year. Mary will hold one at each campus as well as a zoom option meeting. We will also hold the Fall Festival this year after a 2-year hiatus. This is a great opportunity for parents to build relationships with each other.

The First Tuesday spirit day at Fish City Grill will be October 4, 2022. We invite everyone to come out or order take out as we receive 15% of the day's sales!

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Development Report

The Development Committee met last week. Mandy Fulton, Development Director, provided a Development Plan by month. A standing Development Committee meeting will occur one hour before every board meeting.

We are in the planning process of Top Chef. The event is scheduled for Monday, February 27, 2023 and will be held at Bonnet Springs. A poll of the chefs was that they wanted to be back to all in one place. The sponsorship packets are ready if anyone would like one.

Principal's Report

We had a lot of facility work done this summer. The a/c units, Bartow roof and carpet in Lakeland, which were all covered partly by ESSER funds, have been installed. All three campuses had some repairs and painting done. The Winter Haven campus has new mulch on the playground. Fourteen new PCs purchased with ESSER and other grant funds were purchased and set up this summer as well.

We also did a lot of hiring. Cindi hired three new teachers. One teacher has her ESE certification but needs to get her PreK certification so we will need the board to approve her teaching "out of field" until she obtains that certification. Steve Earley moved to approve the one teacher teaching "out-of-field". Karli Hughes seconded the motion and it passed unanimously. We also hired three paras and a COTA. We still need another COTA and another para. We had two paras put in their resignation yesterday so we still need to hire three paras. The school guardian at the Lakeland campus retired so we contracted with Polk County Sheriff's Office to cover. Cindi Parker-Pearson may decide to not re-qualify for Sentinel.

We are already at 147 students enrolled and in attendance. That is more than typically at this early in the school year.

President's Report

Kristin Aiken is completing reporting for United Way and noted that we served 187 children in the 2021-2022 program year and had a total of 372 referrals. More than half of the children served last year were referred from the NICU, which we anticipate will increase now that the Early Interventionists have returned to NICU visits.

John Weber has resigned from the Board as he lives in St. Pete now. John was the Audit Committee chair. If any board members have any interest in filling that vacancy, please let Kristin know.

We have put in a request for updated landscaping for the annual Publix Serves initiative.

Our health insurance renewal from Florida Blue came in initially at a 48% increase over last year. We budgeted for a 10% increase. With much negotiating, the renewal is down to 40% with a premium holiday (one month free) which would provide an additional 8% off the total increase. Our broker is also looking into PEO options which should be available for review by this Friday. Our plan year begins October 1.

Committee Reports

The Finance Committee will plan a meeting soon to discuss two banking proposals.

Unfinished Business

None

New Business

None

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Luke Markham moved to adjourn at 7:16pm. Janice Jones seconded the motion and it passed unanimously.

Respectfully submitted,

Deborah Sulsona
Administrative Services Manager