

**Minutes of Board Meeting
September 20, 2022
6 p.m.**

The meeting was held at the Lakeland Achievement Academy. Board members in attendance were Adil Khan, Janice Jones, Trish Buchanan, Karli Hughes, Joe Furnari III, Mike Brossart, Ana Kalman, Sheilitha Williams, Steve Earley and Brant Masters. Heath Frederick, Amanda Barnett and Zelda Abram participated via Zoom. Staff members present included Kristin Aiken, Deborah Sulsona, Mandy Fulton and Cindi Parker-Pearson.

Approval of Minutes

Trish Buchanan called the meeting to order at 6:00p.m. Adil Khan moved to approve the minutes of the August 16, 2022 Board meeting. Karli Hughes seconded the motion and it passed unanimously.

PUBLIC COMMENT

None

Installation of New Board Members & Officers

Trish Buchanan installed new President, Mike Brossart. Mike took over the meeting as President.

Mike Brossart welcomed and installed new Board Member, Brant Masters.

Strategic Plan Status

The Organizational Staffing strategic initiative has completed the organizational chart and job descriptions and will now begin to look at success planning.

The Birth to Three 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 at Bonnet Springs.

Joe Furnari has agreed to chair the subcommittee for aspirational fundraising, i.e. to raise our fundraising bar to more than just meeting the funding gap and then what would we do with it. Kristin Aiken met with key staff and the recommendation was to invest in staff through having a new positions filled (unburden some individuals) and competitive wages and retirement to attract and retain quality staff.

Financial Report

Deborah Sulsona presented the financial report for the one month ending August 31, 2022. We have \$1.5 million in cash with total assets of \$2.9 million. Total liabilities are \$186K. We ended the month with \$528K in revenue and 668K in expenses leaving a net deficit of 140K. Last year at this time the net deficit was \$10k. The largest variance is due to three payrolls in August this year and two last year. We have not begun to receive the capital outlay funds from the district yet. Just over \$1,100 was spent from capital funds on painting

MINUTES OF BOARD OF DIRECTORS' MEETING

SEPTEMBER 20, 2022

PAGE #2

and a repair to the front door in Lakeland. The district defaulted back to a 5% admin fee on our monthly payment. Deborah reached out and was informed that the October payment will go back to being 2% and will be retroactive.

Parents Report

Mary Holjes has begun collecting items for the Fall Basket. We will sell tickets and hold a drawing closer to Thanksgiving. The Fall Festival will be held Friday, October 28, 2022. There will be trick-or-treat stations, a petting zoo, the Boring mobile ice cream truck and the new Florida Children's Museum mobile museum. We are looking for pumpkins to offer a pumpkin patch if you have any contacts to obtain about 100 pumpkins.

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 days' sales!

Development Report

The Development Committee met before the board meeting. The committee plans to look at who are our top donors and see if any former top donors have fallen off.

We are working on sponsorships for Top Chef. If any of you have a company that would like to sponsor, Mandy can get you a sponsorship packets. We also need silent and live auction items. We have seven confirmed chefs and are working on some new chefs if anyone can help with Arabella's, Crazy Fish, Chef T's and Waco. The chef/community leader pairing will be held at Bartow Ford on October 10 at 5:30pm. We are also going to expand the peer-to-peer fundraising to start in mid-December to take advantage of end-of-year giving.

Principal's Report

Staff vacancies continue to be an issue. We hired three new paras this week and a contract COTA to cover Bartow and Winter Haven.

We have 153 students enrolled and in attendance. Staff are working hard to be full for FTE week which is October 10-14.

The Polk County Sheriff's Office is conducting random lockdowns at all schools. Deputies conducted our two weeks ago. They go through a checklist of requirements that need to be met.

Cindi received a call from the playground vendor that the Bartow playground will be installed this coming Monday.

The annual School Improvement Plan (SIP) was sent to everyone. Cindi explained that we are not a failing school but have to submit a SIP because we are not graded. Once again, we met our SIP goals of the average of students' gains in all areas of development being at least 6 months. The SIP must be approved by our Board of Directors. Janice Jones moved to approve the School Improvement Plan as presented. Trish Buchanan seconded the motion and it passed unanimously.

President's Report

We went with the PEO option for our benefits and payroll administration. This allows us to "reset" our rates as our own group so that can be an option for next year. Staff are currently going through the open enrollment process.

MINUTES OF BOARD OF DIRECTORS' MEETING

SEPTEMBER 20, 2022

PAGE #3

We are moving forward with planning for parent coaching classes in 2023 at Bonnet Springs Park in conjunction with Family Fundamentals. These will be funded through a United Way allocation and will provide us with an opportunity to expand the visibility of the Birth to Three program in the community.

We have started conducting United Way tours. If your company runs a United Way campaign, please encourage your employee coordinator to request Achievement Academy to be the agency speaker.

Thank you to Heath Frederick for connecting Achievement Academy with a company that will restripe the Lakeland Campus as well as personally fundraising to cover the cost! Heath has requested quotes to restripe Bartow and Winter Haven as well.

Committee Reports

Zelda Abram agreed to chair the Audit Committee which held a meeting for the audit presentation by Moss, Krusick & Associates last week. A final draft of the 6/30/2022 audited financial statements was sent to all board members earlier today due to a last minute adjustment to include ESSER funds as revenue due to the expense being incurred in that year. MKA had no findings or recommendations and their report reflects the best standard language they can give. The audit needs to be voted on by the Board of Directors. Trish Buchanan moved to approve the 6/30/2022 audited financial statements as presented. Steve Earley seconded the motion and it passed unanimously.

Unfinished Business

The Board retreat will be held October 15 at Studio C beginning at 8:30am. Chuck McDanal will again facilitate the meeting and has been given the strategic plan updates.

New Business

Janice Jones informed board members of the how her company would adopt a family in need for the holidays. If your company may be interested in doing something similar, let Cindi know.

Adil Khan moved to adjourn at 6:54pm. Janice Jones seconded the motion and it passed unanimously.

Respectfully submitted,

Deborah Sulsona
Administrative Services Manager