

**Minutes of Board Meeting**  
**January 17, 2023**  
**6 p.m.**

The meeting was held at the Lakeland Achievement Academy. Board members in attendance were Janice Jones, Trish Buchanan, Mike Brossart, Elizabeth Kerns, Ana Kalman, Zelda Abram, Steve Earley, Karli Hughes and Brant Masters. Staff members present included Kristin Aiken, Deborah Sulsona, Mary Holjes and Cindi Parker-Pearson.

**Approval of Minutes**

Mike Brossart called the meeting to order at 6:00p.m. Trish Buchanan moved to approve the minutes of the November 15, 2022 Board meeting. Karli Hughes seconded the motion and it passed unanimously.

**PUBLIC COMMENT**

None

**Recognition**

Mike Brossart recognized Janice Jones for 20 years of service on the Achievement Academy Board of Directors and presented her with a certificate. Thank you Janice for all you do for us!

**Strategic Plan Status**

The Aspirational Fundraising committee is looking at ways to raise visibility and awareness in Winter Haven and Bartow. In the 21-22 fiscal year, 75% of our donations/gifts came from Lakeland, compared to 8% from Bartow and just over 2% from Winter Haven. The committee has set a goal to raise an additional \$100,000 this year.

Kristin Aiken met with Derek Oxford of CPS about a Planned Giving initiative. Kristin will be part of a panel of charities explaining the need to potential donors.

The Birth to Three subcommittee will meet in the coming weeks. Kristin completed a time study of the Birth to Three team. The amount of time that goes into seeing Early Steps children is prohibitive, but it brings in additional revenue which addresses United Way's call for programs to not be reliant upon UWCF.

Organizational Staffing & Structure committee will reconvene shortly to continue their work towards emergency and succession plans.

**Financial Report**

Elizabeth Kerns presented the financial report for the six months ending December 31, 2022. We have just over \$1.7 million in cash with total assets of \$3.06 million. Total liabilities are down to \$161K. We ended the month with \$2.09 million in revenue and \$1.9 million in expenses leaving a net surplus of \$191K. Last year at this time the net surplus was \$150K. We have some savings in expenses due to the Early Interventionist

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position and the Assistant Principal position that were budgeted but not (yet) filled. Also, some employees did not take the medical insurance this year.

The United Way application for Birth to Three is due January 30, 2023. Deborah Sulsona, Kristin Aiken and Elizabeth Kerns met to build the 2023/24 proposed budget as presented in the packet. Deborah explained the beginning balances and United Way's requirement to balance the current and proposed budget to zero. We are recommending carrying over a portion (\$10K) of the \$57K surplus from the 2021/22 fiscal year and keeping the rest in reserves. We are asking for an increased allocation as United Way says they cannot award more than we request. An additional full-time Early Interventionist position is included which was also included in this year's budget and should be filled in the next couple of months. Janice Jones moved to recommend approval of the 2023/24 Birth to Three budget as presented. Trish Buchanan seconded the motion and it passed unanimously.

### **Parents Report**

Mary has begun working on the yearbook. We are planning to bring the Rise & Shine event back this year but we don't have the details settled yet.

### **Principal's Report**

Teachers returned January 3<sup>rd</sup> and remaining staff and students on January 5. We've had quite a bit of illness, mainly with staff.

A teacher gave her resignation so Cindi is looking for a teacher. FTE week is February 6-10. We currently have nine openings. Several are due to their family moving because of financial reasons. Staff are working hard to fill those positions.

We will go back to having group informational meetings for prospective families instead of individual tours. Cindi will begin teacher observations and evaluations soon followed by remaining staff evaluations.

### **President's Report**

We are very busy with Top Chef and currently have \$148,250 committed in Top Chef sponsorships which is above our goal of \$140K. We are sold out as far as seats! We will stick with eight chefs. Adam Walkover with Gordon Food Services has offered to provide passable hors d'oeuvres at the beginning of the night and dessert at the end of the night. Kristin and Ashlee Cofer are meeting with Bonnet Springs several times to go over all the details and possible hiccups. The chef/community leader teams have begun having events to raise money for the Top Philanthropic team. Kristin will share those details via email with board members.

Leadership Lakeland toured the Lakeland campus last week. We will have a tour of Walgreens managers tomorrow at 10am, arranged by Sheilitha Williams. Kristin and Janice Jones are meeting one on one with Advisory Council members.

The Birth to Three team met with the Lakeland Regional NICU nurse manager to return to their grand rounds and allow our Early Interventionists to talk about our program to the families. The parent coaching classes with United Way's Children's Resource Center are scheduled to begin in March. Birth to Three will have an audit by Early Steps this Friday.

### **Committee Reports**

Janice Jones made note that we are in need of more auction items for Top Chef.

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**Unfinished Business**

None.

**New Business**

None.

Steve Earley moved to adjourn at 6:33pm.

Respectfully submitted,

*Deborah Sulsona*

Chief Financial Officer