

**Minutes of Board Meeting  
May 16, 2023  
6 p.m.**

The meeting was held at the Lakeland Achievement Academy. Board members in attendance were Mike Brossart, Adil Khan, Janice Jones, Trish Buchanan, Ana Kalman, Joe Furnari, Heath Frederick, Elizabeth Kerns, Karli Hughes and Jill Haladay. Staff members present included Kristin Aiken, Deborah Sulsona and Cindi Parker-Pearson.

**Approval of Minutes**

Mike Brossart called the meeting to order at 6:00p.m. Adil Khan moved to approve the minutes of the April 18, 2023 Board meeting. Trish Buchanan seconded the motion and it passed unanimously.

**PUBLIC COMMENT**

None

**Strategic Plan Status**

The new Top Golf fundraiser is scheduled for August 24, 2023. The sponsor letter will go out this week. The fundraiser is included in the proposed 23-24 budget for a net income of \$30K.

Kristin is creating Planned Giving materials that Derek Oxford has agreed to review. She is in discussion with Dr. Trice to partner with Florida Southern for a communications intern who will help implement our marketing strategy.

Birth to Three is analyzing the balance of the number of Early Steps kids vs. at-risk kids. Our referrals from the Lakeland Regional NICU have increased substantially. The need is there for an additional Early Interventionist.

**Financial Report**

Elizabeth Kerns presented the financial report for the ten months ending April 30, 2023. We have \$2.14 million in cash and total assets of \$3.4 million. Total liabilities are \$149K. We ended the month with \$3.5 million in revenue and \$3.16 million in expenses leaving a net surplus of \$379K. Last year at this time the net surplus was \$593K and included the sale of the 540A property.

The Finance Committee and Executive Committee have reviewed and balanced the proposed 23/24 budget. The Executive Committee recommends approval of the budget as included in the board packet. Deborah pointed out the highlights such as staff positions that have been added and/or removed as well as salary increases. Trish Buchanan moved to approve the budget as presented. Adil Khan seconded the motion and it passed unanimously.

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### **Parents Report**

Mary is planning a field trip for students and their families at the Florida Children's Museum at Bonnet Springs Park. The parents group will cover the cost of the students' tickets and family members will be offered a discounted price.

### **Principal's Report**

Teacher observations and evaluations are completed and a few staff are remaining. We have 58 students graduating will hold in-person graduations and at each campus. Graduation dates are scheduled as:

Lakeland – Thursday, May 18 6-7:30pm

Bartow – Tuesday, May 23 6-7:00pm

Winter Haven – Thursday, May 25 6-7:00pm

Staff are in the process of transition meetings for each graduate (at the receiving schools) as well as intake meetings for new families. The last day of school is May 31. Teachers have a work day on June 1 and then will return for the next school year on August 3. Students return on Friday, August 11.

We have an internal candidate who has agreed to work towards her Education Leadership Certificate for the role of Assistant Principal. She will meet with Cindi weekly to discuss things Cindi is working on as the Principal and will create an Assistant Principal manual as they go. She will receive a stipend to her salary for this "training" year.

### **President's Report**

The United Way CIT visit for the Birth to Three program went well. Thank you to Jill Haladay for providing snacks and a meeting place and to those board members that attended for support. We will find out our allocation in August.

The Birth to Three team plans to take lunch to the Lakeland Regional NICU team. They will meet with the team and work to strengthen that relationship. The Birth to Three team will meet with a Law Enforcement Officer in August for a safety training.

Top Chef will be held Monday, March 4, 2024. We have nine chefs committed already and are working on getting community leaders.

The YIELD grant is due by June 12. The application must include a 90 second video. Kristin has reached out to Harrison School of the Arts to have this created by film students.

We continue to meet with potential health insurance brokers so that we can move forward with obtaining rates this summer.

Our current purchasing policies state that we need three (3) bids for purchases over \$2,000. This has been in place for over 20 years and needs the threshold increased. Janice Jones moved to increase the minimum purchase to require three (3) bids to \$5,000. Adil Khan seconded the motion and it passed unanimously.

Kristin would like to start off the 2023-24 fiscal year with each board member introducing someone they know to Achievement Academy.

### **Committee Reports**

The Nominating Committee makes the following recommendations:

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Three (3) Year Term

Zelda Abram

Trish Buchanan

Steve Earley

Joe Furnari, III

Karli Hughes

Janice Jones

Elizabeth Kerns

Adil Khan

Brant Masters

Sheilitha Williams

New Board Members for a One (1) Year Term

Paige Campbell, Clifton Larson Allen

Nicholas Sellars, Peterson & Myers

Advisory Council

Michael Peebles (former board member)

Adam Riley, Hatcher Insurance

Jason Welling (former board member)

Janice Jones moved to accept the recommendation from the Nominating Committee. Trish Buchanan seconded the motion and it passed unanimously.

Haley Ross has been elected to serve as the new Parent Representative to the Board by Achievement Academy parents.

**Unfinished Business**

None.

**New Business**

Janice Jones moved to empower the Executive Committee to transact business in lieu of the full Board of Directors until the August 15 board meeting. Joe Furnari seconded the motion and it passed unanimously.

Trish Buchanan moved to adjourn the meeting was at 6:29pm.

Respectfully submitted,

*Deborah Sulsona*

Chief Financial Officer