

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

The meeting was held at the Lakeland Achievement Academy. Board members in attendance were Mike Brossart, Adil Khan, Trish Buchanan, Janice Jones, Haley Ross, Paige Campbell, Sheilitha Williams, Brant Masters, Karli Hughes, Matt Hinton, Zelda Abram, Jill Haladay, Joe Furnari III, and Nick Sellars. 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. Adil Khan moved to approve the minutes of the September 19, 2023 Board meeting. Trish Buchanan seconded the motion and it passed unanimously.

PUBLIC COMMENT

None

Strategic Plan Status

The organizational staffing and structure team reviewed the Development duties in the absence of Ashlee Cofer (Development Coordinator) and a Development Director.

Kristin met with Joe Bogdahn and had great conversation on how to connect in the Winter Haven community.

The Principal meets with the Assistant Principal candidate every Tuesday and continues to build the Principal manual.

Financial Report

Zelda Abram presented the financial report for the three months ending September 30, 2023. Total assets are \$3,331,777 and total liabilities are \$138,409. Total revenue was \$893,573 and total expenses were \$987,430. Net income was a deficit of \$94K which is over budget by about \$22K. This is mainly due to timing of ESSER funds and a delay in Medicaid billing for the charter school. Medicaid should be able to be caught up next month.

Mike Brossart suggested we look at adding the Development Director salary back to the overall budget. The Top Chef event is a big undertaking and takes up quite a bit of Kristin's time.

Principal's Report

Last week was FTE week and we were full. We had 157 students enrolled and in attendance. This was thanks to a lot of work being done by the ESE Facilitators, teachers and therapists!

The state charter school conference is this week in Orlando and Cindi plans to attend.

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We are required by law to have an internet safety policy which was emailed to the board. Cindi formulated a template from the charter school consortium to fit our needs. The best way to prevent students' access to wifi is to turn wifi access off on the devices when kids are using them. Also staff cannot use Achievement Academy's wifi to access TikTok even on their personal phone. This is state law. Brant Masters moved to approve the internet safety policy as presented. Adil Khan seconded the motion and it was approved unanimously.

Parents Report

We received the check in the amount of \$1,518 from Fish City Grill First Tuesday participation. This benefits the parents group and allows us to pay for the Fall Festival which is coming up. Thank you to all who dined in or ordered out!

Mary is collecting donations from parents for the annual fall basket drawing. If we have a surplus of donations this year, a couple families have been identified as being a possible recipient. The Fall Festival will be held Friday, October 27 at the Lakeland campus at no cost to the families. This is always a fun night that features a petting zoo, the police department, the Boring Business Solutions ice cream truck, the Florida Children's Museum and trick-or-treat stations.

School pictures are wrapping up. We continue to have monthly parent meetings in person and via zoom.

President's Report

We were awarded \$15,000 from the City of Lakeland Community Development Block Grant. This is an increase from \$10,000 last year. Kristin submitted a \$20,000 grant request for therapy support to GiveWell through Impact Polk. We also received a bequest of \$11,000 and a check from the Lakeland 100 through GiveWell.

Kristin and Ashlee Cofer met with a panel from GiveWell Community Foundation and Publix Super Markets Charities.

Birth to Three is looking for a new database solution. What we are currently using was built by an individual several years ago and that person is no longer willing to update it. We would like something that is cloud based so the EIs can access it when not in the office.

Kristin and the Birth to Three team had an interview with another Early Interventionist candidate. The personnel committee has reviewed the starting salary for EIs and once approved by the board we will make her an offer.

We now have ten chefs for Top Chef committed and are recruiting community leaders. The community leaders will fundraise without being paired with a specific chef. Sponsorship packets have been sent out. Janice Jones asked for the board's help in getting sponsorships, community leaders and auction items.

We are in the process of switching benefit carriers as well as payroll companies. It has been a hassle but we were ready to part from our previous contract with KeyHr. Kristin is still following up regularly with KeyHr and the State of Florida concerning our ReEmployment Tax status.

Committee Reports

The audit committee met via zoom with Moss, Krusick & Associates to review the 2022-23 financial audit which was also emailed to the full board. MKA reported there were no findings or recommendations. The

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audit committee recommends approval of the audit as presented. Trish Buchanan recommended approval of the 2022-23 financial audit. Paige Campbell seconded the motion and it passed unanimously.

The personnel committee met to review and update the starting salary for the Birth to Three Early Interventionists. After taking into account the many different factors and comparing to similar service providers the committee recommends a starting salary of \$42,500. The committee also recommends adjusting the salaries of the three current staff. A summary of those salary changes were emailed to the board. If we hired a new EI to begin in January 2024 and adjusted current salaries effective November 1 with the six (6) months of savings from the vacant position, the overall effect to the budget is a savings of just under \$9K. Janice Jones moved to approve the salary scale and salary adjustments as presented. Adil Khan seconded the motion and it passed unanimously.

Unfinished Business

Discussion was had concerning the upcoming board retreat and the desired outcomes. Now may not be the best time to look at strategic planning. Adil Khan moved to postpone the retreat to the spring (after Top Chef). Matt Hinton seconded the motion and it passed unanimously.

New Business

None

The meeting was adjourned at 6:50pm.

Respectfully submitted,

Deborah Sulsona

Chief Financial Officer