

**Minutes of Board Meeting
February 20, 2024
5 p.m.**

The meeting was held at the Lakeland Achievement Academy. Board members in attendance were Mike Brossart, Adil Khan, Haley Ross, Sheilitha Williams, Brant Masters, Karli Wilkinson, Ana Kalman, Paige Campbell, Trish Buchanan, Steve Earley, Joe Furnari III, Heath Frederick and Nick Sellars. Staff members present included Kristin Aiken and Cindi Parker-Pearson. Deborah Sulsona attended via Zoom.

Approval of Minutes

Mike Brossart called the meeting to order at 5:01p.m. Adil Khan moved to approve the minutes of the January 16, 2024 Board meeting. Steve Earley seconded the motion and it passed unanimously.

PUBLIC COMMENT

None

Strategic Plan Status

Kristin's time has been spent largely on Top Chef which is in two weeks. She will get back to tending to the Strategic Plan goals after that. The Board Retreat is scheduled for Saturday, April 6, 2024.

Financial Report

Deborah Sulsona presented the financial report for the seven months ending January 31, 2024. Total assets are \$3,429,153 with cash being over \$2 million of that. Total liabilities are \$120,717. Total revenue was \$2,436,805 and total expenses were \$2,382,308. Net income was a surplus of \$55K which is \$248K less than budgeted. We had budgeted a large gift (\$200K) for December and we were notified this month that we will receive it soon. Also, the February 1st payroll reflects in the budget for February but because it drafted from the bank in January the actual expense is included in this month.

President's Report

Top Chef is in two weeks. Committed sponsorships are down compared to last year at this time but we should still be ok. We had a new sponsor this year that only heard about us from the Leadership Polk tour. The community leaders are working hard at raising money with events last week and more events this week. We have several items for the live and silent auctions. We will try to send out the silent auction link next week. Ashlee Cofer and Kristin met with Bonnet Springs Park to work out the hiccups that were experienced last year.

The 2024-25 Birth to Three application is due to United Way by the end of the month. There are some new questions this year. The Finance Committee will bring the budget to the board later tonight.

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The City of Winter Haven has a grant opportunity that is very similar to the City of Lakeland's CBDG grant for programs that serve the underserved in the community. The grant request cannot be more than \$5,000 the first year. Both this application and the City of Lakeland CBDG application are due next month.

The potential Development Director that Kristin was talking to has taken a job with another nonprofit. We are still looking and may look into structuring the department differently.

Principal's Report

The FTE count was earlier this month and we were 100% enrolled and in attendance. We will see a significant increase in our FTE funding from both the October and February counts over the budgeted amount. The ESE Coordinators, Teachers and Therapists worked hard to ensure all services are documented on the IEP so that the correct matrix numbers are reflected for the counts.

We have identified about 40 students that will definitely graduate this year and about ten more that could. Teachers will begin having Transition meetings at the incoming schools. We are having monthly parent informational meetings for potential families to come see and learn about the school. Teachers will begin progress reports soon.

Teacher observations and evaluations have started and should be completed in April.

Parents Report

Mary is working on class group photos to finish up the yearbook. We will have a Visual Supports training this week on February 22 for parents. Our second opportunity for the Fish City Grill "First Tuesday" fundraiser will be on March 5.

Committee Reports

The By-Laws committee has reviewed the by-laws and suggests the following changes:

1. Update Kristin Aiken's title from Executive Director to President/CEO. We would need to clarify the title as separate from Board President or change that title to Board Chairperson. Discussion was had and the Board titles will be changed to Board Chairperson, 1st Vice Board Chairperson and 2nd Vice Board Chairperson.
2. Section IV was changed in 2016 to increase the check threshold from \$500 to \$10,000 to require a second signature. No board minutes were found to reflect approval of that change. Discussion was had about the appropriate check threshold and was decided to change it to \$1,000.

Steve Earley moved to approve the changes as listed. Ana Kalman seconded the motion and it passed unanimously.

The Facilities committee has reviewed quotes for the following:

1. New a/c units for the Bartow and Winter Haven campuses. Bartow needs additional work such as duct work, adding air returns, new drain pan, etc. The committee had to ask for revisions to the quotes to compare apples to apples. The committee recommends the quote from Ward's Air Conditioning.
2. Building C in Lakeland is leaking and needs to be replaced. We obtained eight estimates that varied widely. There is the possibility of needing a lot of wood replaced. The committee recommends the quote from R.S. Lusa that includes wood replacement and a tapered roof.

Steve Earley moved to approve the recommendations as listed. Adil Khan seconded the motion and it passed unanimously. We received funding from the one-time Publix Charities gift for capital improvements for the a/c units and will have funds left to help cover the roof expense.

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The Finance Committee met last week to review the proposed 24-25 Birth to Three budget for United Way. We plan to carry over \$10,000 from the surplus of the 22-23 actual budget to the 23-24 current year as required by United Way. The remainder of the 22-23 surplus will be noted as being used for the various capital improvements last year and this year. We are requesting an increase to our allocation to \$260,000 as we cannot receive more than we ask for. This increase will help fund a full year of the newly hired Early Interventionist as well as an additional Early Interventionist position. Trish Buchanan moved to approve the proposed Birth to Three budget as presented. Paige Campbell seconded the motion and it passed unanimously.

The Personnel committee recommended an increase to the Chief Financial Officer (CFO) position. Adil Khan moved to approve the proposed increase to the CFO position. Brant Masters seconded the motion and it passed unanimously. The Personnel Committee also recommend increasing the salary range for the Development Director position to \$65,000-\$75,000 (depending on experience). Adil Khan moved to approve the proposed increase to the Development Director position. Paige Campbell seconded the motion and it passed unanimously.

Unfinished Business

None

New Business

Heath Frederick mentioned that it may be of importance and in our best interest to have an ADA Assessment performed on all three of our campuses to ensure that we are in compliance with all ADA regulations, especially considering who we serve. Steve Earley made the recommendation to task Heath with this matter; this will be a conversation that the Facilities Committee will have in the near future.

The meeting was adjourned at 6:23pm.

Respectfully submitted,

Deborah Sulsona

Chief Financial Officer