

**Minutes of Board Meeting
August 20, 2024
6 p.m.**

The meeting was held at the Lakeland Achievement Academy. Board members in attendance were Adil Khan, Trish Buchanan, Haley Ross, Paige Campbell, Steve Earley, Zelda Abram, Sheilitha Williams, Nick Sellars, Brant Masters, Janice Jones, Heath Frederick, Mike Brossart, Jill Haladay, Carly Reifenrath, Joe Little and Karli Wilkinson. Public in attendance included Mark Miller. Staff members present included Kristin Aiken, Mary Holjes, Deborah Sulsona and Cindi Parker-Pearson.

Approval of Minutes

Mike Brossart called the meeting to order at 6:00p.m. Steve Earley moved to approve the minutes of the May 21, 2024 Board meeting. Sheilitha Williams seconded the motion and it passed unanimously.

PUBLIC COMMENT

None

Recognition of Service

The following board members were recognized for their five (5) years of service:

- Trish Buchanan
- Jill Haladay
- Adil Khan

Steve Earley was recognized for his 40 years of incredible service! Thank you Steve!

Installation of Board Members and Officer

Mike Brossart welcomed and inducted two new board members: Carly Reifenrath and Joe Little. We welcome each of you to the Board! The following officers were inducted:

Chair – Trish Buchanan
1st Vice Chair – Adil Khan
2nd Vice Chair – Sheilitha Williams
Secretary – Karli Wilkinson
Treasurer – Paige Campbell

Trish Buchanan stepped in to serve as chair of the meeting. Trish presented Mike Brossart with a plaque thanking him for his term as Chair.

Financial Report

Deborah Sulsona presented the financial report for the year ending June 30, 2024. We ended the fiscal year with \$2,326K in cash and total assets of \$3,677K. Total liabilities are only \$7,500 which was mostly accounts payable. We paid off the loan on the Bartow property in June. We have no debt at this time and total net assets is \$3.67 million. Total revenue of \$4,352K was slightly more than we projected and total expenses of \$3,910K was slightly less. We didn't spend all of the Publix capital improvement funds which resulted in a net income of \$372K versus \$310K as we projected.

Deborah also presented the financial report for the one month ending July 31, 2024. Cash is down to \$2,212K and total assets are \$3,533K with net assets of \$3,521K. Income is mostly just the United Way allocation for Birth to Three and FTE funding for charter school. We have not received our capital outlay income yet. The district has to wait for the state to approve our school improvement plan since we are not a graded school in order to release the capital outlay funds. Total capital outlay income in the budget column is divided evenly over the year resulting in us being under budget on that line. In expenses, we are over budget because the August 1st payroll hit the bank on July 31st so actual was recorded in July vs budget in August. We are over budget on the Occupancy – maintenance line item for charter school due to 1. having to reroute the sewer pipe in Building B which cost \$6,500 and 2. having to install keypads for all classroom and therapy doors which was over \$3K. This results in a net deficit of \$146K vs a budgeted net deficit of almost \$3K and a net surplus of \$22K last year. We typically carry a net deficit for the first few months of the fiscal year. Fundraising is just ramping up so we are not concerned at this time. We also have ample reserves in the meantime.

Parents Report

Mary Holjes explained her role as the Resource Parent. She is getting to know the students and their parents. Our first Fish City Grill spirit night will be Tuesday, October 1st and then again in March. School pictures are scheduled for FTE week.

Principal's Report

Cindi Parker-Pearson explained the importance of FTE week and having students in attendance for our funding. We had all teachers return except for one who retired. This summer, Cindi hired one teacher and four paraprofessionals. We still need one more para. Students started last week. We currently have 152 enrolled and five students are slated to start soon. We currently have 110 students on our waiting list. The door keypads mentioned earlier come from a house bill passed this summer that says all doors where instruction is taking place must be locked. Safety requirements and our active assailant plan were reviewed during staff training on the first day back.

The School Improvement Plan (SIP) was due a month earlier this year. Cindi sent the plan to all board members. We are required to submit an annual SIP as we do not have state mandated testing. We are pleased to say we met our goal of "Students will show, on average, a combined overall gain of at least 6 months annually in each of the following developmental domains: Cognitive, Expressive Language, Gross Motor, Fine Motor, Social and Self Care." Mike Brossart moved to approve the School Improvement Plan to submit to the State of Florida. Paige Campbell seconded the motion and it passed unanimously.

Our internet safety policy was also shared with the board which requires annual approval. Our students are not allowed to be on wi-fi. Mike Brossart moved to approve the internet safety policy. Janice Jones seconded the motion and it passed unanimously.

President's Report

MINUTES OF BOARD OF DIRECTORS' MEETING

AUGUST 20, 2024

PAGE #3

Birth to Three is fully staffed. Kristin hired a full-time and a part-time Early Interventionist (EI). The full-time EI will shadow mostly with the EI who is planning to retire. The goal is for the new EI to take over her caseload.

We had several organizations perform service projects over the summer for all three of our campuses. Thank you to Haven Worship Center, Engage Bartow, Summit and CLA. We have submitted two projects for Publix Serves.

We will hold the Top Golf fundraiser again this year which will be next month. We currently have three teams that have paid and seven verbal commitments. Kristin will continue to follow up. We are aiming for 16 teams in all.

Development is also working on Top Chef which will be February 24, 2025. We have three chefs that have submitted their contracts and one community leader that has committed. We are reprising the Top Chef committee to focus on the details of the event.

We are also creating a Marketing & Communications Committee who will focus on our messaging and digital presence to our external audience.

The United Way allocation for Birth to Three was decreased by 6% from \$236,014 to \$220,845. United Way reported that the overall allocable dollar pool was down which is the reason for the decrease. Our referrals increased this past year. We had 545 referrals which is a 16.5% increase over the previous year. Kristin continues to be a part of United Way's campaign presentations.

We continue to work through issues deriving from our time under the PEO, KeyHr mostly dealing with incorrect IRS filings. Benefits enrollment is coming up for staff. After our current carrier presented us with a 60% increase to our premiums and reviewing other carriers, we have made the decision to move to United HealthCare with plans that are comparable or better for our staff. We should stay within our budget for health insurance costs. We are also working with our insurance agent to lower the initial commercial insurance renewal rate.

The Facilities committee reviewed quotes for an a/c replacement in Building B in Lakeland and they recommend the bid from Payne A/C. We have remaining funds from the Publix capital improvement grant we received last fiscal year to cover the cost. Adil Khan moved to approve the bid for a new a/c unit from Payne A/C. Karli Wilkinson seconded the motion and it passed unanimously.

Kristin will send a calendar invite to each board member for the board retreat scheduled for September 14, 2024. If you cannot attend, Kristin will schedule a phone call with you in order to get your thoughts.

Committee Reports

None

Unfinished Business

None

New Business

Kristin passed out blank Conflict of Interest forms to all board members. This is an annual requirement.

MINUTES OF BOARD OF DIRECTORS' MEETING

AUGUST 20, 2024

PAGE #4

Mike Brossart moved to adjourn the meeting was at 6:37pm.

Respectfully submitted,

Deborah Sulsona

Chief Financial Officer