**Big Pine Academy**

**30220 Overseas Highway**

**Big Pine Key, FL 33043**

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**Phone: 305-872-1266 Fax: 305-872-1265**

**Principal**

Sarah Williams

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**Administrative Assistant**

Jennifer Blackburn

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**Board of Education**

Teri Hiller

Robin Kilgo

Jennifer Reeves

Trina Rodriguez

Amy Zimmerman

Tommy Ryan

***Honorary Members***

Tom Forsythe

Hazel Hartman

Phillip Hughes

Duncan Mathewson

Jerry Parrish

Peter Rosasco

Andy Tobin

Ray Slavin

MEETING MINUTES – September 4, 2019 Board of Directors Meeting

1. Call to order
2. Pledge of Allegiance
3. Roll Call to establish Quorum – established
4. Approval of Agenda – Unanimously approved
5. Administrative Report by Sarah
	1. Pond Lake deposit (from old ELC building) – Walls have been repaired, awaiting carpeting. Never received any quotes from them to agree to work done. Have asked for those, said they are forthcoming. Will not get full deposit back, but will to negotiate the amount once we found out how much the work cost.
	2. Electric sign has been installed. The wires have been run, but still need to download the software. All items and labor were donated.
	3. Fencing in complete – Gates will be locked everyday at 8:15AM and opened again at 2:45PM. There will be a single point of entry (morning at cafeteria, afternoon at art room). The Sheriff’s Department is donating an intercom system for people to use when they come to the gate to ask for entry. Sarah, Jen and the SOR will be connected to this. No “buzz in” feature, will have to go down to let people in.
	4. Safety Drills – Required to have 10 assailant drills and 10 fire drills per year. Sarah will put out a letter touching on this as well as some other points of interest for parents. First drills went very well.
	5. Liability Insurance (for grounds/kids) – Our current insurance was not complaint for the ELC. Had to switch to a new policy ($4K more). Should be compliant by Friday.
	6. Enrollment to Date is 97. Initially budgeted for 90. Next count will be the beginning of October.
6. Consent Agenda Items
	1. Approval of July Financials – Unanimously approved
	2. Approval of resignation of Terri Hiller, effective the month of September 2019. – Unanimously approved. Need to find a replacement, preferably a business leader in the community.
	3. Approval of minutes of August 2019 meeting. – Unanimously approved
7. Other items
	1. Health Insurance for Teacher – Sarah has researched other options that are less costly for the teachers. Cannot find anything. It was suggested she

ask what the other Keys charter schools do and see if there is a possibility of all possibility of pooling together to get insurance rates down. She will bring this up at the next Charter School meeting at the end of the month.

1. Adjournment – Next meeting October 9, 2019 at 3:10PM.

Meeting Adjourned