**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**

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 – December 11, 2019 Board of Directors Meeting

1. Call to order
2. Pledge of Allegiance
3. Roll Call to establish Quorum – established (in attendance: Jennifer Reeves, Robin Kilgo, Amy Zimmerman, Tommy Ryan, Sarah Williams, Kelli Berger)
4. Approval of Agenda – Unanimously approved
5. Administrative Report by Sarah Williams
	1. PTO/Teacher Fundraising/Donations: $5,649 (Nov. 1-present). Also received an additional $5,000 from Tito Corp, $2,000 from Lower Keys Fluffers ($1,000 to go to teacher gifts, $1,000 for operating expenses), and $500 in banner sales.
	2. Flea Market fundraiser going well. Dani has been heading this every Saturday from 8-11AM.
	3. Received a grant from the United Way for $15,000 to be used towards playground enhancements. Expect to receive in mid-January and will have 12 months to use. Anticipating using a portion to remulch the playground, then remainder for other upgrades/enhancements.
	4. We have $11,000 to use toward technology. Plan on purchasing teacher laptops, desktop computer for the new security system (already purchased) and a Touch Smart Screen (recommend a portable one – will initially be in one classroom with one teacher piloting the program with hopes to purchase more in future years – also recommended to purchase extra software for this).
	5. A $1,300 Restart Grant was also received.
	6. Literacy Volunteer Program going very well. Have upwards of 20 volunteers who come in once a week and spend at a minimum a half hour per child reading.
	7. Isabel Paul is retiring the end of 2019.
	8. The Kindergarten combination transition is going very well. No issues.
		1. Construction Update – Sarah received a visit from School Board Member John Dick who requested to see the classrooms that still have not been repaired since Hurricane Irma. She was advised by Mr. Dick to email Superintendent Porter to request an update on the status of repairs (done, but still no response). The next day, she received a phone call from Steve Estes with The Barometer (newspaper) asking questions about the repairs, if the School District has given any funding towards this, etc. Sarah remained very neutral with her answers. The next day she received a phone call from Pat Lafere (Executive Director of Operations and Planning) to go over what

exactly was needed. Then Tucker Finney (sp? – Code Enforcement with the District) came by to do an onsite walk-thru with Sarah to get some additional information. Just this week, Sarah got a call from the District’s Attorney asking for a copy of our School Charter.

Sarah and the Board discussed and anticipate an article to be published in the Barometer. Kelli Berger recommended Sarah contact Steve Estes to ask if this will happen and when.

BPA does not receive Capital Outlay Funding like all other Charter schools. Sarah reviewed the official School Charter and found the agreement the BPA not to receive in lieu of MCSD to fund all upgrades plus security, pest control, etc. (see (Attachment P of Charter). This has not been happening. We need to find out the procedures for this and find out how we can get back funds for all the work we did after Irma (not funded by the School District, which should have been) and also find out what need to be done in the future in order to get maintenance/operating/upgrades in the MCSO budget going forward so we get the rightful funds we are owed. Sarah forwarded a copy of the School Charter via email to all Board members. The Board also mentioned we still should be owed FEMA funding that would have gone directly to the District for our School which was never received.

1. CHOW – Sarah updated that the CHOW volunteers are still coming in/calling her at least twice a week about the $11K that was borrowed temporarily for operating expenses in the month of October. The Board advised not to put the $11K back in until we ensure they cannot pull the money directly from that bank account (which is under the BPA name and 501c3 charity) as it could cause legal issues as well as issues with our audit. The Board has advised Sarah to seek consult from our legal counsel on how to proceed. It was decided to cut ties with CHOW once this has been done and to provide for those needs in house.
2. Consent Agenda Items
	1. Approval of November financials – Unanimously approved
	2. Approval of November 2019 meeting minutes – Unanimously approved
3. Other Agenda Items
	1. Jennifer requested the new Board Member voting/installation for the 2020-21 school year be done at the January meeting. Unanimously approved.

Meeting Adjourned

Next Meeting January 15, 2020 at 3:10PM