**Big Pine Academy**

**30220 Overseas Highway**

**Big Pine Key, FL 33043**

**www.bigpineacademy.com**

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

**Principal**

Sarah Williams

Sarah.williams@keysschools.com

**Administrative Assistant**

Jennifer Blackburn

Jennifer.blackburn@keysschools.com

**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

January 15, 2020

1. Call to order
2. Pledge of Allegiance
3. Roll Call to establish Quorum
4. Approval of Agenda
5. Consent Agenda Items
   1. CHOW Separation – Sarah sought legal counsel and spoke with the bank regarding BPA’s the CHOW program and advice on how to proceed. Both parties agreed BPA should cut ties with the CHOW program. “Keys Chow Inc.” was setup by Jennifer Kearney and they established their own 5013c form. Sarah closed the current shared bank account with CHOW and has a check made to Keys Chow Inc. in the amount of $11,856.08 (the balance of funds). She also put together a separation document. Amy will make a few changes to the document as per the Board requests and add notary information to the form. The Board voted unanimously to dissolve the relationship with BPA and CHOW effective January 15, 2020. Jennifer Reeves, as Board President, will contact Jennifer Kearney directly to setup a time this week for all parties to be present and sign/get notarized the form and give over the check. As part of the separation, CHOW will no longer store anything at BPA and not include BPA in any of the distribution. Jennifer Kearney was invited to this meeting, but did not show.
   2. Approval of November Financials - Approved
   3. Approval of minutes of December 2019 meeting – Approved
6. Administrative report from Sarah Williams
   1. The BPA is close to being fully repaired. The sign/software is fine, but there is still a cable issue. An electrician will be out to fix this or next week. Right now the sign can be changed if you connect directly, just not remotely (which is what needs to be fixed).
   2. School Restart Grant ($8900 – covers costs associated with being able to immediately open after a natural disaster) – Sarah is putting this together to include costs we incurred after Irma and prior to school opening back up such as electric, fire alarm system, ramping/rail repair, stump removal, utility payments
   3. United Way Grant – This is due in February. Sarah is working on putting it together with assistance from Trina and Dar. It is specific to working families/after school programs/ELC
   4. 5th Grade is doing the IC3 Certification program and it is going really well. Tom is also working on getting certified. We are the first elementary school in Monroe County offering this program. Great benefits for kids including $50 for each level of certification achieved. BPA will also received $100 payment after all is completed.
   5. Construction is going out to bid for repairs to BPA today or tomorrow. Plan is to repair all four downstairs classrooms. Will probably need to trim some of the high end fixtures/finishes during construction in order to squeeze in ramping/railing repairs. Board agreed. Construction to start as early as April 1st with completion slated for August 1st.
   6. BPA will not adjust school times if Sugarloaf does. May need to adjust teacher schedule to have someone at the school a little earlier for bus drop off in the morning, but pickup time would actually work better being a bit earlier for our staff/students.
   7. 2020 Board Member voting will be pushed to the March meeting.
7. Call for executive session – None needed
8. Adjournment – Next meeting February 12, 2020