

# BIG PINE ACADEMY

30220 OVERSEAS HIGHWAY

BIG PINE KEY, FL 33043

[www.bigpineacademy.com](http://www.bigpineacademy.com)

PHONE: 305-872-1266

FAX: 305-872-1265

## PRINCIPAL

Sarah Williams

[Sarah.williams@keysschools.com](mailto:Sarah.williams@keysschools.com)

## ADMINISTRATIVE ASSISTANT

Jennifer Blackburn

[Jennifer.blackburn@keysschools.com](mailto:Jennifer.blackburn@keysschools.com)

## 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

August 17, 2020

1. Call to order
2. Pledge of Allegiance
3. Roll Call to establish Quorum - Established
4. Approval of Agenda - Approved
5. Administrative Report by Sarah
  - a. PPP loan forgiveness - Denise will be helping to have this completely forgive starting September 1<sup>st</sup> (to get changed from loan to grant)
  - b. Enrollment for 2020-2021 - Holding pretty steady, VPK and 1<sup>st</sup> grade at max, 5<sup>th</sup> grade almost at max.
  - c. Staff assignments for this year - Alex Clark is hired now as an aide, but will be the 4<sup>th</sup> grade teacher as soon as he teaching certificate has been fully transitioned to Florida (should be in September)
  - d. VPK and PK3 school year - Kids on campus as of today. Did very well. Pick up and drop off went great. Everyone felt safe and all CDC guidelines are being followed. Hours restricted from 8-3. Classes kept separately.
  - e. , Office manager transition - Sylvia doing great and learning well. Transition going great.
  - f. Audit bill - Oropeza (auditors) owed \$12,500. Wanted to start audit process earlier than usual. Said if we can go ahead and pay 50% of the amount due, then will write-off the remaining balance!
  - g. Tech refresh grant -\$14,000 is our new balance. Have three computers and ordered 30 new chrome books. (all chrome books and chargers returned in full from last year)
  - h. Construction update - Tommy Ryan did a walk through with Sarah last week. Work has been very slow as of late, not a lot of workers there. Sarah met with CM and things have changed this week. Now starting to work harder and faster. Owner of Design Center said five weeks from last Thursday will be fully complete.

- i. Reopening plan/mandates - See attached plan. Will be amended to include ELL students starting on-campus on August 31, 2020 as per the State and County requirements.
- j. Open house - Set for week of August 24-26. August 27-28 tech trial runs for classes. Three families per day to ensure distancing and

6. Consent Agenda Items

- a. Approval of May and June, Financials - Approved
- b. Approval of Minutes of June 2020 meeting - Approved
- c. Approval to pay Oropeza & Parks audit bill of \$6250.00 - Approved
- d. Approval of staggered reopening plan beginning August 31 to meet the most vulnerable population needs in person - Approved
- e. Approval of Darlene Sommer as BPA teacher rep for 2020-2021 - Approved . Thank you from the Board to Trina Rodriguez for being the BPA teacher rep for the last two years.

7. Adjourn and next meeting to be held on September 16, 2020 at 3:15PM

8. Meeting adjourned