

Name of Board: Innovations Middle Charter School/IMS Charter School
2768 North Hiawassee Rd, Orlando, FL 32818

Board Meeting December 13, 2017

I. Roll Call: Dr. Wright (p), S. Blanton (p), E. Lacey (a), W. Comer (p); Dr. Lightner (p)

II. Approval of Prior Minutes: July 7, 2017

III. **Administration Report**

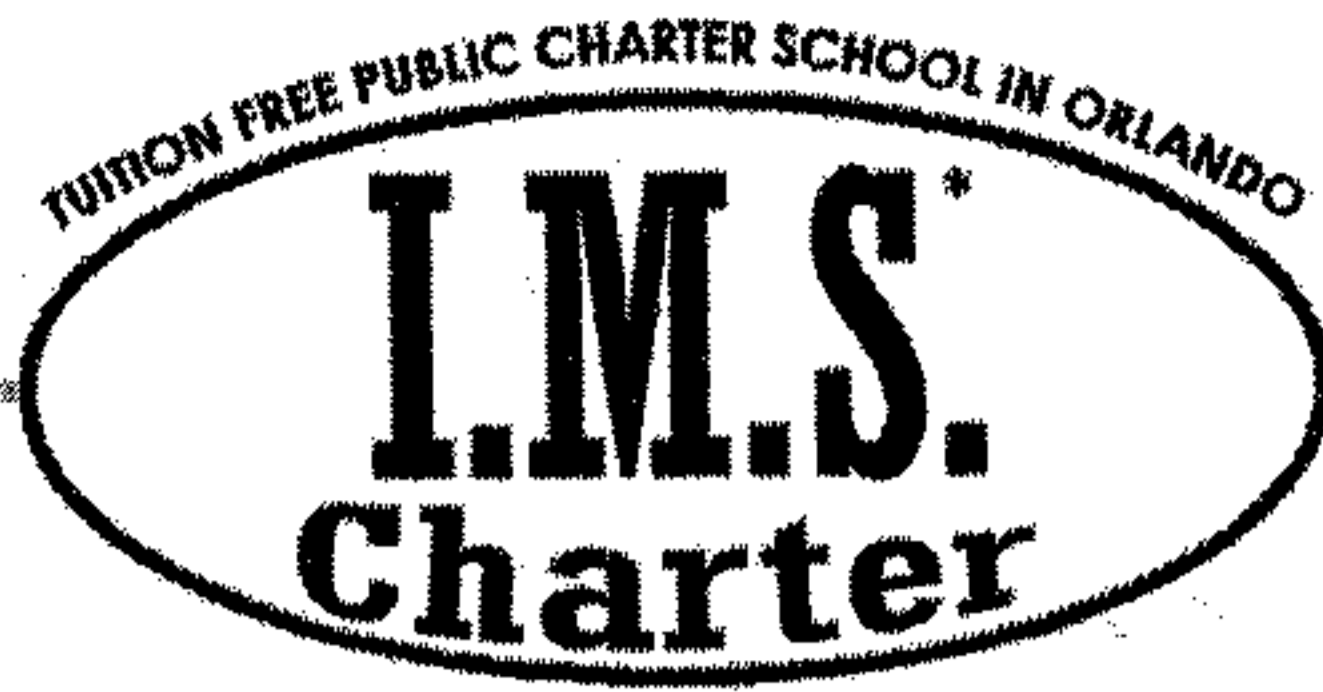
a. On Site Administrator/Director Reports. Mr. Jones reviews the weekly administrative leadership reports. Board discusses trends. Large issues include enrollment, roof condition, and facility repairs, staff turnover. We have lost a couple of in house admin support to include Dean Assistant, ISS instructor and Front Desk Receptionist.

b. Enrollment Report: The enrollment for FTE Survey October was 171 which was less than anticipated. Mr. Jones states enrollment was low due to the condition of the ROOF. It was very difficult to recruit new students and parents due to the ongoing condition of the roof and its issues, and the effect on the school and staff each and every day. The Hurricane occurred while the roof was torn off for repair. Clean up and preparation efforts by staff each day (for student safety and daily environmental needs) are and have been priority one, enrollment was priority two. The board congratulated Mr. Jones for maintaining order, consistency and learning in the more than difficult physical environment. The board suggested to add loss of business insurance to the school and its operation.

c. ESE Report and Compliance. The ESE Specialist Contractor, Ms. Lazo is working well with in house teachers and in house ESE support. We are in compliance with the District.

d. Out of Field discussion and re-approvals remain unchanged for 2017-18 school year. Professional Development Plans to be in place for out of field staff, while there are no new out of field staff hired. We are in need of additional reading teacher, math and small group tutors.

e. Title I Program- Funding increased to \$246,733.02 and we are on track for quarterly expenditures on additional supplemental staff for student support.

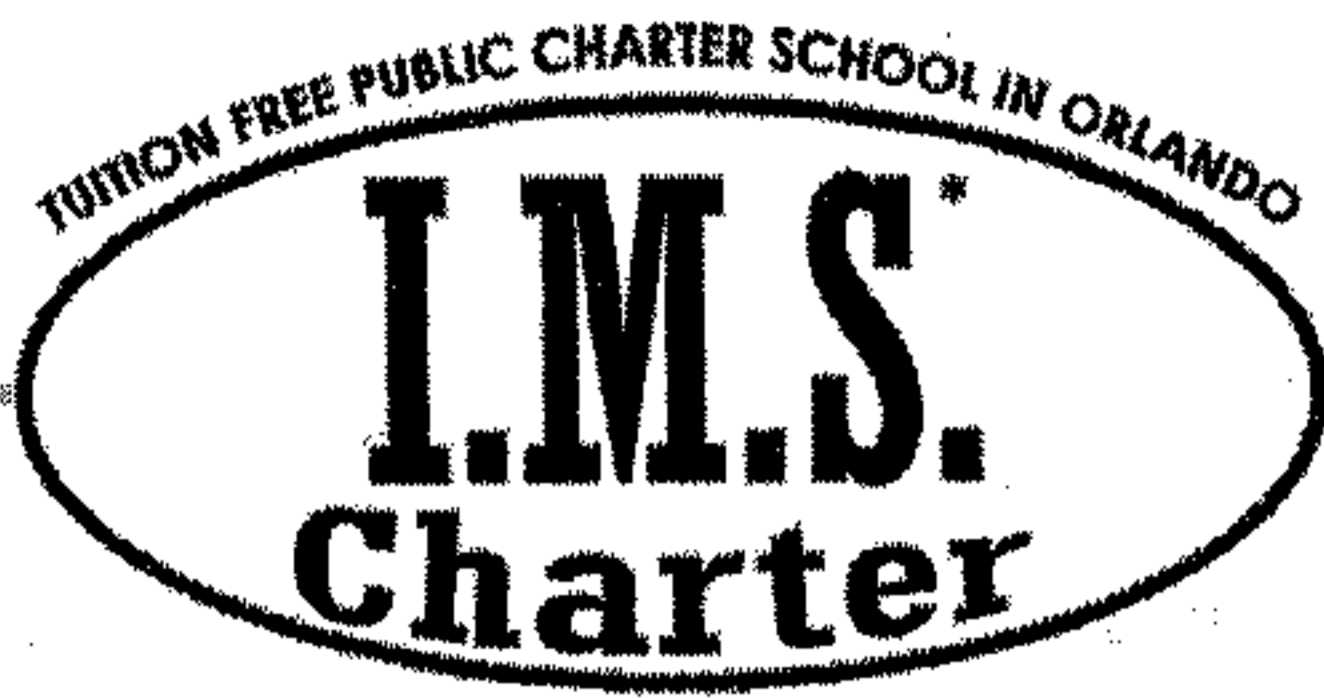


IV. **Finance Report**

- a. Monthly Financials reviewed, discussed and approved, with adjusted operating budget inserted.
- b. Audit for 2016-17 is complete. No findings. Board discussed YE audit for 2016-17.
- c. Discussion of Revised Operating Budget # 2 to reflect actual Oct FTE counts was discussed, reviewed and board approved to be used in November Financials.
- d. Title 1 budget detail and discussion. Dr. Lightner reports the school remains in compliance with document uploads and spending.
- e. Revised Capital Outlay discussion- new statues regarding qualification with acknowledgment. Focus on student learning gains and increase SIR grade for 2016-17 SY. Capital Outlay funds will not be granted this school year.

V. **New Business**

- a. School Grade SIR Discussion. Strategy and plan for increasing student scores for FSA Standardized Tests, and EOC's. Goal is to move out of the unsatisfactory level of student achievement. The board would like to contract with a local companies to outsource tutors and small group instructors to provide more one on one contact and this can be funded via Title 1 Instructional funds.
- b. Monthly funding - District has not adjusted the monthly FTE payments to reflect enrollment, the school is currently receiving funding for 129 students. It is hopeful that the monthly adjustments upward will begin after the end of the semester.



Ongoing Business

a. *Student activities, sports, and wellness discussion.* The board discussed partnering with local community non profit Youth Action Program (YAP) to sponsor student activities, sports program and Wellness Program. Soccer, Dance and other student activities will be added to the program and managed by YAP. The goal and discussion focused on the overall wellness of the students and staff and what can be done to increase student, staff and community knowledge of the school and its Programs. The Program may add an activities bus to the facility and this would increase student attendance, participation and in turn enable the school and the Youth Food Program to feed more students free breakfast and free lunch. This will be an exciting partnership, and we look forward to the progress for all involved.

b Computer and technology update- The in-house technology assistant is working out to the schools advantage. The downtime during issues has decreased, and customer service has increased with internet traffic and computer hardware/software issues. The Tech is keeping a technology manual that is shared with leadership as his development progresses.

c. ROOF Update: Roof is under repair, some issues remain, but the frequency and amount of issues appear to be decreasing. The landlord is responding to our requests and is in the process of replacing the roof. We anticipate the roof to be completely replaced by end of Month. We still have carpet, wall, paint and ceiling damage to address.

d. Facility update: The in house facility support person is assisting with weekly and daily upkeep of the building issues with weekly report status of needs. This has proven to be advantageous to have an inhouse handy man, and it has helped the morale of the staff by providing immediate attention to a facility need.

The air conditioning, plumbing and electric, internet service and VOIP phone systems continue to be problematic. Having an in house facility support person to report these issues to leadership has increased response time.

VI. Public Statement: None

VII. Adjournment: Approval of next Meeting Date/ Close of Meeting

*Approved
4/18/18
PC*