

## BOARD MEETING AGENDA

DATE: **October 13, 2022**

TIME: 6:00 pm

Roll call taken by Patricia Lightner (x)

Michelle Kramoski (x), Tamala Wright (x), Denice Regino (), Edward Lacey (x), Amanda Carrion (x), Wes Comer(x) Tom Archambault (x) Angela Hauke (representing the community) (x)

Quorum Established: (X)

BOARD MEETING MINUTES: Review and approve unanimously previous board meeting minutes of **February 5, 2022**

### I. Administration

#### *Staffing Report and Update*

- Our Director, ELA teacher, ESE staffing specialist and social studies teacher did not return this school year.
- Started the year with a new social studies teacher and new leadership team with a new assistant director and dean. We are considering making the assistant director the interim director. The board discussed the leadership team and decided to allow the executive director to promote the assistant director. The board unanimously agreed to the role change but preferred the title "acting director" instead of "interim director". Reviewed and approved title and role of acting director and directed the executive director to proceed when appropriate based on her expertise.
- We have a certified art teacher on staff now and offer art class daily.
- Just hired a new ESE staffing specialist / LEA rep / reading teacher. This role was extremely difficult to fill. We used all staff recruiting resources to find the right candidate including but not limited to, three temp to hire agencies, Indeed advertising, social media and reviewed past employees who are re-hirable. This new employee has extensive experience. We are excited to have her on our team.
- Still working on hiring additional teachers, certified and professionals for reading, ELA, guidance counselor, social worker and math. We have a signed offer with a virtual math teacher. We are waiting on clearance and then she can start. We are also working with vendors to fill the teacher roles with remote teachers as a last resort. OCPS has centralized their finger printing services to one location in east Orlando which has made it very difficult to make clearance appts. Since Hurricane Ian, the office has not allowed candidates to make appts which has slowed down the entire process.

*Approved  
2.8.23*

### *Out of Field and Highly Qualified Report*

- Ms. Maragh is out of field for ESOL. The Out of Field teacher is on improvement plans and progressing toward ESOL compliance.
- Out of Field Report reviewed and approved by Board.

## **II. Finance**

### *Budgets –*

#### *Year-end budget 2021.2022*

Ms. Carrion reviewed the budget reminding the team of the funds that needed to be reallocated based on the Feb 5, 2022 Board Meeting and pointed out the corresponding adjustments in the year-end budget. This budget was reviewed and approved by the board, unanimously.

#### *Starting Budget for 2022.2023*

Ms. Carrion reviewed the starting budget explaining the main change - revenue. She further explained that our enrollment has significantly declined since this budget was made. We are currently in FTE and believe our Oct count will be about 150 instead of our projected 195. This will drastically affect our ability to maintain the expenditures. We will have to look into budget cuts and revise the budget which would be effective November 1, 2022. The board asked what kind of recruiting efforts are in place for student enrollment between now and the Feb 2023 FTE survey. Dr. Lightner explained that Hurricane Ian directly affected our enrollment for Oct FTE.

We had a Saturday community event and enrolled 10 students after the hurricane. She already sees more students enrolling and feels that this will continue for the next few months. Dr. Lightner also stated that our students and parents are happier than ever. Approximately 40 parents come out to the parent nights. This is a wonderful turnout. Happy students and parents will reduce our student turn- over rate and our enrollment will stabilize. She has community events being planned, EDD's being prepared and other recruiting strategies in the works. Dr. Lightner is confident that we will have improvement in Feb FTE numbers. Board discussed budget, reviewed and approved unanimously.

### *Monthly Financials - Financials through September 30, 2022*

Ms. Carrion reviewed the 9.2022 Financials pointing out the percentages of the expenditures and revenues based on the budget and we are on target for this point in the school year. Board discussed budget, reviewed and approved unanimously.

*Approved  
2.8.23*

### *Annual Audit*

- Ms. Carrion discussed a conversation she had with the auditing company regarding the status of the audit. Due to the hurricane, the due date was extended. The auditing company stated that the audit is in its final stages, there are no weaknesses or findings and none are anticipated. Dr. Wright moved to approve the Audit with the contingency that no weaknesses or findings are reported. If a weakness or finding is reported, an emergency board meeting would be held to address it. The board unanimously approved this decision.

### *Inspections*

#### Fire and Health

Dr. Wright explained that the inspections are due on or before Feb 1<sup>st</sup>. We hold the inspections early to give us time to correct any potential issues found and still meet the deadline. We have passed our food inspections for the school year already and she is confident that the Fire inspections will be successful.

### **III. Old Business**

#### *Technology Update-*

- I.C.S. was approved for \$70K worth of new technology for our students through ECF – Emergency Connectivity Funding. They are specifically funded for devices for students to take home with them. We are working on orders now.

#### *Winter Break Math Camp*

- Winter break camp is being staffed and we are preparing to get the students excited about it.

#### After school virtual math tutoring Mondays and Thursdays

- Certified math teacher has been secured to do online tutoring from 4:00 pm-5:00 pm twice a week. Students enjoy after hour virtual access to tutoring.
- We are continuing with our live tutoring on campus from 2:45 pm – 4:00 pm on Tuesdays and Thursdays as well.
- *Youth Action Project is supporting our students after school with an Art Program, serving our students dinner twice a week and open lab Fridays. They are preparing to add tutoring next week. Dr. Lightner shared that 34 of our students are attending YAP's Art Program. Dr. Wright mentioned that some ICS students have spray painted the back of the building. Dr. Lightner said that she is aware and it is being taken care of and will put policies in place to prevent damage in the future.*

*Approved  
2.8.23*

#### IV. Ongoing Business

##### *Title 1 Uploads and Crate compliance*

- Dr. Lightner advised that this year OCPS is participating in a Federal Title 1 Audit, of which ICS was selected as a audit school. Dr. Wright shared that this means we have to provide eight uploads instead of the usual four. She feels confident and states we will remain in compliance.

##### *Mental Health Plan*

We are lucky that our current assistant director has a background in Psychology and is finishing her PHD in Developmental Psychology with a specialization in Lifespan Development in Dec. 2022. Our students can benefit from the extra mental health support.

Our PBIS program is off to a great restart.

Still looking for a guidance counselor, therapists in house and a social worker.

Threat Assessments are done monthly and we are in compliance. Our Team works great together to protect our school, staff and students from threats.

School Safe Plan reviewed and discussed. Remains the same option as last year. Upon review and discussion, the School Safe Plan was approved unanimously.

Mental Health Plan. As a board, we opt out of the OCPS mental health plan create our own plan following OCPS guidelines and the State of Florida. Board discussed and approved unanimously.

Active Assailant Response plan was reviewed, discussed and approved unanimously. Our selected option is to use the Districts' plan. Dr. Lightner will make sure all staff are trained as appropriate.

##### *Building Revitalization and Remaining Issues*

We installed new cameras, reconfigured the infrastructure of the internet with large improved switches and new access points, set up google chrome books, moved to a google environment instead of Microsoft, donated the Microsoft all in ones to local charities and students who needed/wanted them. Technology upgrades, and consistent maintenance demands have increased.

Physically in the school, we have new chair rails and installed reinforced panels in most areas in the entire school. We painted the entire school, repaired doors, rebuilt the boys' urinal stall, took bids on the AC's which are \$40K for roof top units. Landlord is not responsive to AC issues. We installed two split ac units as a cost alternative.

We need new student and teacher desks. We still have leaking ceilings, and the landlord does not respond to interior issues. Due to this issue, we solicit more work from handyman and repair companies.

*Approved  
2.8.23*

The landlord has called to complain about our students remaining in the shopping center after dismissal. He feels that it bothers the businesses in the shopping center. We are vigilant during dismissal and walk students out of our school and down the shopping center toward bus or walk routes with Officer support.

We also have an officer stay an additional 30 minutes to make sure the students leave the premises. We have reached out to the tenants asking them to contact us to resolve issues before going to the landlord.

Dr. Lightner is working with OCPS to see if we qualify for Capital Outlay this school year. She reports she has submitted the report.

#### **V. New Business**

We are part of a Title Federal Audit. We had to submit a transition plan. Dr. Wright explained the importance of having a transition plan to help students acclimate successfully into High School. The board discussed, reviewed and unanimously moved to approve ICS's transition plan.

Issues with contracted security company. They have failed to provide a mandated Guardian consistently and failed to provide paperwork in advance for compliance. We have had to hire OCSO Off Duty at our extra cost each day to make sure our school is in compliance. This company has been neglectful, and it has continued since day one of the school year when they could not supply a qualified Guardian. Each day and each week starts with a new promise of compliance by the security company, but it eventually falls apart. Meanwhile, Dr. Lightner reports that we have OCSO scheduled daily/weekly regardless of what the security company says or does, as we must provide armed security daily and we can not wonder if the security company will show or not. She states that the company stated they will reimburse our school for the OCSO costs incurred during their inability to cover with a qualified Guardian.

#### **VI. Public Statement**

None.

Vote to Adjourn. Next meeting will be scheduled for Feb 2023.

*Approved  
28.23*