BOARD MEETING AGENDA

Unofficial

DATE: February 5, 2024 TIME: 5:30 pm

BOARD MEETING MINUTES: Review and approve previous board meeting minutes of October 12, 2023

Quorum Met: Members in attendance: T. Wright (x), E. Lacey (x), W. Comer (x), T. Archambault (x), M. Kramoski ( ) Participants: A. Hauke (x) and B. Stover(x)

**I. Administration**

*Staffing Report and Update*. Dr. Lightner provides update on staffing:

Mr. Daniel as Assistant Site Director has been working with Executive Director for school site admin duties to include school admin, security, behavior intervention, school management and Threat Assessment Team. He is doing well under her leadership and will continue educational training for professional development. He is a valued member of the schools’ team.

The school needs a full- time Academic Specialist. This person must be an experienced educator.

Employment ads posted for certified Language Arts, Math and Reading Teachers, Tutors for in school, after school, weekends and virtual tutoring. Research for third party vendors to supply teachers, paras, subs and therapists/counselors.

Proximity Learning with Math Tutoring 9-11 Monday to Friday and Language Arts is well received.

After School after hours tutoring has increased student participation and engagement.

Staff, Teacher, Admin, Executives stipend, bonus, retention incentives discussion and approval.

Vendor Contracts reviewed, discussed to include non- renewals, cancelations and alternatives.

**Out of Field and Highly Qualified Report**

Report presented to Board for review, discussion, and approval. Out of Field Teachers: Ms. Stephanie Pennington and Ms. Alona Ethington for ESOL/ELL. Three Certified Teachers are due to renew their professional certificates by 6.30.2024. We have three paraprofessionals in the pipeline for Certification.

**II. Finance.** *Budgets, Financials, Grants, Audits Update.*

Budgets -The starting budget for 2023.2024 discussed for October/February (anticipated). Adjusted Budgets reviewed, discussed and approved with input online items adjustments to reflect YTD actuals.

ESSER: Grant ends in 9.2024, reimbursement submits in process to with goal for Summer 2024.

Financials: Executive Director reviewed financials, discussion and approval followed. School is in good financial standing.

Audit: Yearly audited financials discussed, reviewed and approved. No material findings or issues.

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Erate, ERTC, Capital Outlay: Erate is continuous and paid directly to approved providers. ERTC is paid via Oasis via ACH and last payment was on 1.31.2024 for $76,860.07 2020/21. Capital Outlay payments were delayed this year and have caught up and they are direct pays from District. The amount to be expected this year is $100,284.00

Title II, III, IV and Safety Grant discussion. All have been prepared or in process. We have replaced or repaired doors, and remote access options for school and PC. We also added a back fenced area for safety in the back of the school, more cameras, two- way communication devices.

**III.** **Old Business.** Technology, After School Program, Progress Monitoring.

Technology Update- The original Chromebooks ordered (ARP) becoming obsolete. They will be donated to the children at the school via need and PBIS rewards program. Research prices for new school year.   
Microsoft Laptops (25) utilized and preserved for Testing confidence and security.

Data Discussion for Reading and Math. Students with 2.5 hours a week find interventional grade level growth. Reports are emailed weekly to parents.

**IV.** **Ongoing Business.** *Mental Health Plan, Threat Assessment Team Compliance, Title 1, Progress Monitoring, Florida Statutes and Rul 6A-10018 Administrative Code- Policy and and Procedure Charter School Compliance with Safety discussion, School Safety, School Safe Plan, Reunification, Wellness Plan, Facility.*

*Mental Health Plan* - Updates, review. discussion and vote. The Mental Health Plan is our own charter designed plan and it includes many layers of interventional support, external support and home support that we feel is most conducive to our environment and student needs.

*Threat Assessment Team* -identified, trained and meets at least one time monthly with Off Duty OCSO.

*Title 1 Compliance* and uploads- We are working on our third compliance updates, and we are on target to complete. We as a school normally receive 100% participation and grade. Title 1 reimbursements are ongoing; Esser Reimbursements are ongoing; Grants and Title Grants are ongoing.

*Testing Report-* Benchmark Testing and schoolwide effort with 90% participation rate in state progress monitoring as we prepare our students for the final PM at year end.

*Florida Statutes and Rule 6A-10018; Florida Administrative Code* - Policy and Procedure Charter School Compliance with School Safety reviewed, discussed, updates to board members with approval.

*School Safe Plan* with Reunification plan – Discussed with some minor updates, specifics reviewed and voted for approval. Reunification plan discussion, review, update and approval.

*Wellness Policy and YAP Grant*: The after school wellness program has increased student participation with reading interventions, writing, guest speakers, healthy eating and cooking options, exercise and healthy alternatives lessons. Discussion of participation, budget and operations approval.  
 *AC Updates/Facility Updates*- New AC units with 5 ductless units is installed, working great. Issues with



contractor discussed. Search for alternative AC options that are functional and cost effective. Units are old and landlord is not cooperative. AC’s on roof are not secure and often get vandalized.

**V. New Business.** *NSLP Admin review, Third Party Vendors/Contractors*

*Lunch (NSLP) administrative review -* Jan 23, 2024. (No fiscal action). NSLP after conference corrections review discussed (payable, expenses, procurement); Student lunch service corrections (menu offerings and counting/claiming process). Policy improvements (conflict of Interest, separation of duties). Correction plan tentative due date is March 23, 2024. The admin team will lead the effort with guidance from NSLP reviewers and Legal advice for policies. Request for Bids (RFP) offered for approval of food service vendor. Students are served nutritional breakfast and lunch with no interruption during this time of transition. Lunch program payment for vehicle no longer qualifies as an expense under our food program due to compliance changes, prior approval process changes and vending one site. The board discussed options, usage and voted to assume payment for school use. Board expects admin staff to address and complete corrective action plan. It is recognized that the lunch operations are challenging due to lack of interest from vendors for small contracts.

*Third Party Vendors/Contractors-* Newvendor solicitation to include provisions for 3 quotes per service: cleaning, technology service, temporary staffing, maintenance/repair services, AC services, storage options for upcoming school year. New service or hire for bookkeeping, financials needed to transition by Summer 2024.

VI. Public Statement. Vote to Adjourn.