



MEETING CALLED TO ORDER BY	Mr. Leo Pacheco, Chairman of the Board
SECRETARY	Mrs. Debbie Hart, Secretary Protempore
ATTENDEES	Mr. Leo Pacheco, Mrs. Debbie Hart, Dr. William Murry, Mrs. Kelly Thompson, Mrs. Nneka Nwakoby Mrs. Teecy Matthews, Ms. Corrin Collier
NOT IN ATTENDANCE	
ATTENDING GUESTS	Mrs. Marleen Wiersum

AGENDA ITEM 1

AGENDA ITEM:		PRESENTER(S):
Agenda and Minutes Approval		Mr. Leo Pacheco
DISCUSSION:		
Mrs. Teecy Matthews noted that Title I information was shared with parents.		
MOTION:		RESULT:
Motion to approve the previous meeting minutes was made by Mrs. Nwakoby and seconded by Mrs. Hart. Motion to approve agenda was made by Mrs. Hart and seconded by Dr. Murry.		Motions were carried unanimously on both.

AGENDA ITEM 2

AGENDA ITEM:		PRESENTER(S):
Chairman's Opening Remarks		Mr. Leo Pacheco
DISCUSSION:		
The Chairman recognized and welcomed Ms. Corrin Collier as the new Parent Representative and Mrs. Marleen Wiersum, who was being nominated by Dr. Murry to the Board.		
MOTION:		RESULT:

AGENDA ITEM 3

AGENDA ITEM:	PRESENTER(S):
Treasurer's Report	Dr. William Murry, Treasurer
DISCUSSION:	
Dr. Murry apologized for the delay in presenting the Treasurer's Report, and stated he would send the report via email to the Board following the meeting. Chairman Pacheco stated the approval and acceptance would be tabled until the next meeting and after the Board received and reviewed the Treasurer's Report.	
MOTION:	RESULT:

AGENDA ITEM 4

AGENDA ITEM:	PRESENTER(S):
Executive Director's Report	Mrs. Teecy Matthews, Executive Director
DISCUSSION:	
<p>Mrs. Matthews shared an update on the recent purchase of 65 new laptop computers, bringing the total to over 100 in the school, plus two new mobile carts. The laptops will be used for not only FSA testing, but also classroom interactive learning.</p> <p>Mrs. Matthews also announced that the District changed the testing schedule so that all schools in the District test on the same day. Without the computer purchase it would have been difficult for us to meet this requirement. We are now in sync with the District testing schedule.</p> <p>Mr. Pacheco shared that the State is looking at new testing standards and has requested the input of Floridians, seeking changes to the FSA. The State anticipates having new standardized testing in place by the beginning of the 2019-20 school year.</p> <p>To incentivize the students to do their best on the FSA, an unnamed donor offered \$50 to each student who receives a perfect score on his/her FSA. Mr. Pacheco offered to add \$25 to the incentive, making it \$75 to each student who receives a perfect score. The purpose is to incentivize students to try their best and take the test seriously.</p> <p>With regard to school safety, the school made two large purchases last month – a new PA and emergency alert system that includes a school bell and fencing along the backdoor perimeter to help with student traffic control. The cost was nearly \$10,000.00, which will be reimbursed by the State through the District.</p> <p>Mrs. Matthews introduced Ms. Collier as the new Parent Representative and shared basic information about her role. The question arose whether or not the Parent Representative is a voting or non-voting Board member, and it was determined that the Liaison will serve in an "advisory only" capacity without Board voting rights due to the fact he/she will only serve two years or as long as his/her student is currently enrolled in OCMS. Upon exit of enrollment, a new liaison will be identified with Board approval.</p> <p>Mrs. Matthews would send the revision to Mrs. Thompson for addition to our Board By-Laws.</p> <p>Mrs. Matthews updated the Board on fundraising activities. The school held its Second Annual Bunco Night and raised around \$2,500. She stated it was a success, and there was great participation.</p>	

Following up on the custody discussion from the previous Board meeting, Mrs. Matthews shared the District’s policy with regard to parental custody and rights to pick-up a child from school. This stems from the challenge each school faces with the Skyward system, where a disgruntled parent/custodian can login and remove another parent/custodian from the system, even though both may have legal custodial rights. Therefore, the school often has to resort back to physical student records to determine custodial rights when releasing students.

Mrs. Matthews recommended OCMS adopt the District’s policy and make it part of our By-Laws. Mr. Pacheco shared that it doesn’t need to be part of the By-Laws as it isn’t a corporate or governing policy but rather a school policy that should be adopted and implemented. Teecy will send the policy to Kelly Thompson for legal review and input prior to adoption.

Mrs. Matthews shared that our legal name has officially been changed per prior Board approval. The school will no longer be “Francis Marion Charter School, Inc. d/b/a Ocali Charter Middle School,” and will now be “Ocali Charter Middle School, Inc.”

Mr. Pacheco stated all documents have been filed with the State and is official according to state records.

Mrs. Matthews has already informed the District of the change and will make an appointment with the bank to make the change, as well as add Nneka Nwakoby as a signor on the account, removing former Board member Bob Gallagher, and keeping Dr. Bill Murry.

The current demographics of the school include 79% of our students on free/reduced lunch program; 10% of our students are ESE. Mrs. Matthews expressed that our school has a very diverse student population from all over the county, and serves various income levels with various needs. She also shared that there has been a slight decrease in number of students enrolled, with 141 current students, down from 144. This was anticipated as there is always a slight decrease as the academic year progresses, and our budget was designed to incorporate the change, which also decreases our FTE funding.

MOTION:	RESULT:
NONE	

AGENDA ITEM 5

AGENDA ITEM:	PRESENTER(S):
By-Laws and Charter Committee Report	Mrs. Kelly Thompson, Chair
DISCUSSION:	
Mrs. Thompson shared that there are a few changes to the By-Laws, including the new name change and title changes. She will send it to the Board via email for final review and approval at an upcoming meeting.	
MOTION:	RESULT:
NONE	

AGENDA ITEM 6

AGENDA ITEM:	PRESENTER(S):
Annual Fiscal Financial Audit	Mr. Leo Pacheco
DISCUSSION:	
Chairman Pacheco stated that Purvis Gray would, once again, be conducting our annual audit. He reminded the Board that the school received a perfect score on last year's audit, and Purvis Gray had nothing but praise and great comments about our staff's cooperation and prompt replies to their requests. He expects this year's audit will be excellent, as well.	
MOTION:	RESULT:
NONE	

AGENDA ITEM 7

AGENDA ITEM:	PRESENTER(S):
Press Release re: Name Change	Mr. Leo Pacheco
DISCUSSION:	
Chairman Pacheco presented the Board with a press release announcing our school's legal name change. And he expressed he would be sending it to Joe Callahan at the Ocala Star Banner.	
Mrs. Thompson recommended he also send it to Brad Rogers, a columnist with the Star Banner as she thought he might be interested in writing a column about the school.	
Mrs. Matthews asked that Mr. Pacheco change "smaller classroom sizes" to "smaller school environment" on the press release. He agreed and said he would make that change before sending it the following day.	
MOTION:	RESULT:
None	

AGENDA ITEM 8

AGENDA ITEM:	PRESENTER(S):
Staff Benefits	Mrs. Teecy Matthews and Mr. Leo Pacheco
DISCUSSION:	
Mrs. Matthews expressed how she is trying to gradually increase our staff incentives and benefits each year, as the budget allows, which helps with employee retention and recruitment. Mr. Pacheco reiterated that due to our size we are not required by law to offer benefits and most were cost prohibitive for both the employee and employer.	
As a reasonable option, Mrs. Matthews requested the Board approve the addition of a 403(b) retirement plan. Mr. Pacheco shared that he found a great plan through Vanguard, which would be both cost efficient for the school and the staff who elected to participate. Vanguard exceeded what other brokers offered and had more flexibility and options.	
Mrs. Matthews would like to offer the new 403(b) plan to all regular, full-time staff starting with the 2019-20 school year; with an employer match of up to 3% of contribution, in addition to the already 6% we pay them in lieu of benefits. She expressed that she will do the math, but feels confident we can do afford this in our upcoming budget.	

Mr. Pacheco explained that the cost to the school would be a \$750 annual base fee, plus \$25 per enrollee. The \$750 covers administrative costs and will be billed once we contract with Vanguard to provide these services, and then, again, annually around January 1 of each year. This means we would pay \$750 when we start this year and, again, on January 1. The rate is not prorated.

We can absorb all costs, which would be estimated to be around \$1300 annually, or pass on all or part of the cost to the staff. By doing so, Vanguard would automatically deduct the costs from employee contributions in 12 equal monthly installments. Mrs. Matthews objected to charging the staff and stated she wanted the school to pick up the tab for the entire amount each year.

Dr. Murry expressed concern that adding the plan would create additional work for our Bookkeeper, and Mr. Pacheco shared that the only additional responsibility would include adding a payroll deduction for the employees' contributions – Vanguard would handle all reporting, annual auditing, record-keeping, etc. per ERISA and IRS requirements, which is covered by the \$750 annual fee. This would eliminate our need to manage the plan. Mr. Pacheco contacted Mark White, C.P.A., with Purvis Gray to request his input, and Mark advised him that Vanguard's management of the plan was the correct way to go.

Mrs. Matthews shared that Vanguard will provide employee training about how to access accounts and reports online, manage their account, etc., and will include bookkeeper training so she will process deductions correctly and account for automated withdrawals from Vanguard to our bank account.

The Board had a few questions that needed to be addressed before approval, which included:

- Does the plan allow for hardship withdrawals or loans?
- What happens to the plan when employment is terminated?
- Is the organization locked into a contract for life or for a certain time frame?

Mr. Pacheco said he would reach out to Vanguard to answer those questions, and would send the response to the Board via email.

MOTION:	RESULT:
NONE	

AGENDA ITEM 9

AGENDA ITEM:	PRESENTER(S):
Staffing & School Plan for 2019-20	Mrs. Teecy Matthews

DISCUSSION:

Mrs. Matthews presented her staffing and school plan for 2019-20. She projects the following:

- Two – 6th grade classes with a total of 44 students
- Two – 7th grade classes with a total of 44 students
- Three – 8th grade classes with a total of 66 students
- Total Student Enrollment = 154

The staffing plan will include a total of 10.5 teaching units / 10 teachers. The .5 represented a part-time Physical Education instructor.

MOTION:	RESULT:

Motion to approve the school and staffing plan was made by Mrs. Thompson and seconded by Mr. Pacheco.	Motions were carried unanimously on both.
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AGENDA ITEM 10

AGENDA ITEM:	PRESENTER(S):
Financial SOP	Mrs. Teecy Matthews
DISCUSSION:	
<p>Mrs. Matthews shared the latest version of the Financial SOP with the Board, which includes adding a line on page 2 to include that any transaction over \$250 be preapproved by the Board. Dr. Murry expressed that the bank had a limit of \$600 on the card and we couldn't go over that. Mrs. Matthews countered with the fact they just spent several thousand for the laptop computers using the debit card.</p> <p>Dr. Murry shared that he had additional changes he wanted Mrs. Matthews to make prior to approval, so the motion to approve was tabled until a future board meeting after he and Mrs. Matthews discussed the changes before presenting them to the Board for approval.</p>	
MOTION:	RESULT:

AGENDA ITEM 11

AGENDA ITEM:	PRESENTER(S):
Nomination of Mrs. Marleen Wiersum to the Board	Dr. William Murry
DISCUSSION:	
<p>Dr. Murry presented Mrs. Wiersum to the Board and nominated her for membership. Chairman Pacheco gave Mrs. Wiersum the floor to discuss her credentials and permit the other board members to ask questions. Mrs. Wiersum shared she is a former educator herself, and has served as an adjunct professor for St. Leo College for the past 22 years. She currently has two student teachers serving at OCMS.</p> <p>The Board voted to approve and accept Mrs. Wiersum as a new addition to our Board of Directors.</p> <p>Chairman Pacheco welcoming her to the Board and advised Mrs. Wiersum she would need to get with Mrs. Matthews to complete processing and governance training before she could become an official voting member of the governing body.</p>	
MOTION:	RESULT:
A motion was made by Dr. Murry and seconded by Mrs. Nwakoby to accept Mrs. Wiersum's addition as a new board member.	The motion was approved and carried unanimously.

RESOLUTIONS

PRESENTED BY:	DESCRIPTION:	ACCEPTED OR DENIED
None		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Complete revision to By-Laws and email to Board	Mrs. Thompson	Next Board Meeting
Complete governance training and district vetting	Mrs. Wiersom	Next Board Meeting
Revise Financial SOP and re-send to Board via email	Mrs. Matthews Dr. Murry	Next Board Meeting
Email 403(b) answers to Board	Mr. Pacheco	Prior to next board meeting

NEXT MEETING SET FOR	Thursday, June 6, 2019 – 11:30 AM – 1:30 PM – Location TBD
ANNOUNCEMENTS	None
ADJOURNMENT	A motion to adjourn was made by Mrs. Thompson, Seconded by Mrs. Nwakoby. The meeting adjourned at 1:10 PM.