



# MINUTES

## BOARD OF TRUSTEES MEETING

APRIL 11, 2018 | 3:20 PM  
SUITE 200

MEETING CALLED TO ORDER BY	Mr. Leo Pacheco, Chairman
SECRETARY	Mrs. Lari Thomas serving as Recorder in lieu of Secretary (Open Position)
ROLL CALL: ATTENDEES	Mr. Leo Pacheco, Mrs. Kelly Thompson, Mr. Bob Gallagher, Mrs. Debbie Hart, Mrs. Teecy Matthews, Mrs. Lari Thomas
NOT IN ATTENDANCE	Dr. William Murry, Mrs. Nneka Nwakoby
ATTENDING GUESTS	None

### APPROVAL OF AGENDA AND MINUTES

MOTION:	MOVED BY:	SECONDED BY:	ACCEPTED   REJECTED:
TO APPROVE CURRENT MEETING AGENDA	There was not a motion made.		
TO APPROVE MINUTES FROM PRIOR MEETING	There was not a motion made.		

### AGENDA ITEM #1

AGENDA ITEM	PRESENTER	NOTES
TREASURER'S REPORT	Dr. William Murry, Treasurer	Dr. Murry emailed the report to all board members in advance with the expectation of his absence.

ITEM #	DISCUSSION   CONCLUSIONS
1	The Board generally accepted the Treasurer's Report.

## AGENDA ITEM #2

AGENDA ITEM	PRESENTER	NOTES
EXECUTIVE DIRECTOR'S REPORT	Mrs. Teecy Matthews	

ITEM #	DISCUSSION   CONCLUSIONS
1	Mrs. Matthews shared that the number of students decreased in the previous month to 138 students - due to some families moving. With six weeks left of school there might be some slight decreases, as well.
2	The school will be hosting its first dance on April 13, 2018. This dance represents an incentive for good work and the students had to receive a ticket in order to attend. This night will also be used as a parent information night as the parents will be informed of their student's progress before the student is released from the dance. A bake sale will take place for fund raising. The students are preparing for a play in May.
3	Funds for the school are being tightly budgeted in preparation to buy needed supplies, such as desks and books for the next school year. We are also looking at growing in the 18-19 SY and expect 3 – 6 <sup>th</sup> grade classes, 3 – 7 <sup>th</sup> grade classes and 2 – 8 <sup>th</sup> grade classes. We will need 10 teachers plus a PE teacher.
4	Plans for the summer include reviewing the staff and student handbook, preparing for Title 1 funds, evaluations, new curriculum, budget, parent surveys and insurance bids.
5	With the growth of the school, we expect the facility space will be maximized and Mrs. Matthews mentioned she is working with David Cope, the landlord, regarding the a/c, erecting walls and the safety issues.
6	Mrs. Matthews has decided to only require navy colored polo shirts with school logo as part of the uniform as the previous year's white shirts were stained throughout the year and became very dirty looking.

## AGENDA ITEM #3

AGENDA ITEM	PRESENTER	NOTES
PARENT LIAISON REPORT	Mrs. Debbie Hart	N/A

ITEM #	DISCUSSION   CONCLUSIONS
1	Mrs. Hart and another parent will be collecting gently used uniforms for re-sale at the open house. They are trying to encourage parent involvement.

## AGENDA ITEM #3

AGENDA ITEM	PRESENTER	NOTES
COMMITTEE REPORTS:		
Facilities Committee	Mr. Leo Pacheco, Chair	Continuing to review
By-Laws & Charter Committee	Mrs. Kelly Thompson, Chair	See Below.
Nominating Committee	Mrs. Nneka Nwakoby, Chair	Nothing to report currently.
Finance Committee		Nothing to report currently.
Fundraising Committee	Mrs. Matthews & Mr. Gallagher	See Below.
Library Committee		Nothing to report currently.
Transportation Committee		Nothing to report currently.
Website Committee	Mr. Leo Pacheco, Chair	See Below.

ITEM #	DISCUSSION   CONCLUSIONS
1	Mrs. Thompson reported she is ¾ done reviewing the current By-Laws and Charter, and plans to have a final draft by annual meeting for review by the Board, along with recommended updates for revision. She plans to meet with Mrs. Matthews to acquire needed information to complete.
2	Mrs. Matthews reported that the Bunco fundraiser profit was \$1500.00. The Dolly Parton basket will be advertised on eBay for sale. Mrs. Matthews is setting up donors in Access, a donor program management system customized to help us track donors and reach out to them in the future.
3	Mr. Pacheco mentioned the new website is up and running, and has a new address: <a href="http://www.OcaliCharter.com">www.OcaliCharter.com</a> . All staff emails will remain with the ocali.school extension for the time being as that extension is part of Google and not a part of the old website. However, with the new school year, the staff may have new email addresses with the ocalicharter.com extension.

#### AGENDA ITEM #4

AGENDA ITEM	PRESENTER	NOTES
OLD/UNFINISHED BUSINESS	Group	

ITEM #	DISCUSSION   CONCLUSIONS
1	Mr. Pacheco mentioned that school safety resolution is still pending due to our waiting on outside sources (i.e. DOE and the District) to advise us further. He and Mrs. Matthews have reached out to learn more information, to no avail as they do not yet have the details.
2	Mrs. Matthews mentioned the District will provide us with a needs assessment that we will need to complete with our own ideas regarding school safety needs, that will need to be submitted to the FLDOE.

## AGENDA ITEM #5

AGENDA ITEM	PRESENTER	NOTES
NEW BUSINESS	Group	

ITEM #	DISCUSSION   CONCLUSIONS
1	<p>Mr. Pacheco announced the annual meeting has been set for Wednesday, June 6, 2018 to prepare for the new 2018-2019 school year. Topics of discussion will be school safety, facility, new board visions, staffing plan, salaries, etc.</p> <p>Mrs. Matthews mentioned the school will be shut down completely from May 28, 2018 until June 1, 2018 to give administrative staff a year-end break. The school summer hours will be 9 am to 3 pm, Monday through Thursday and closed on Fridays, but she and Mr. Posth will be on-call.</p> <p>Mr. Pacheco added Mrs. Matthews' Performance Evaluation to "New Business" and asked Mrs. Matthews to be recused and absent from discussion.</p> <p>Mr. Pacheco announced that Mrs. Matthews' annual performance review is due soon, and that he completed a formal job description and is working on her review. He will be sending it via email to the other Board members for their input and further discussion, requesting they respond to him directly with their feedback, input, and desires with regard to goals for Mrs. Matthews for the next year.</p> <p>Mr. Gallagher asked if Mrs. Matthews had goals from last year in which to review, and Mr. Pacheco shared with him that she did not and explained most were verbal agreements rather than written goals; however, that would change with this year's performance review because he wanted something concrete that could be measured apples-to-apples.</p> <p>Mr. Pacheco shared that Mrs. Matthews' actual anniversary date is in January, but that he discussed with her the need to make it consistent with the remainder of the staff and would conduct annual reviews in June to coincide with the end of the fiscal and school year as it made sense rather than the middle of a school year. Board members agreed.</p> <p>Mr. Gallaher shared that any salary increases for the Executive Director position should be tied directly to the performance evaluation and school grade, and should be consistent with other staff, as well. Board members agreed.</p> <p>Mr. Pacheco expressed that once he gathered the input and feedback of other board members, he would complete a final performance review and present it to Mrs. Matthews in June.</p>

## MAIN MOTIONS

MOTION	MOVED BY	SECONDED BY	ACCEPTED   REJECTED
None			

## RESOLUTIONS

PRESENTED BY	DESCRIPTION	ACCEPTED   REJECTED
None		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Completion of Charter & By-Laws Draft w/ Recommended Revisions for Board Review	Mrs. Kelly Thompson	June 1, 2018
Board Recruitment & Interviews for Upcoming Fiscal Year	Mrs. Nneka Nwakoby	June 1, 2018
Completion of Mrs. Matthews' Performance Review	Mr. Leo Pacheco and Board	June 1, 2018

## CONCLUSION

NEXT MEETING SET FOR	Wednesday, June 6, 2018   1:00 – 5:00 PM – ANNUAL MEETING
ANNOUNCEMENTS	Received correspondence from Mr. David Ellspermann, Clerk of the Court (Case # 2015-CS-3833) - advisement regarding outcome with regard to a former employee. No Board response or action needed.

## MOTION TO ADJOURN

MOVED BY	SECONDED BY	TIME ADJOURNED
Mrs. Debbie Hart	Mr. Bob Gallagher	4:43 PM