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CHARTER MIDDLE SCHOOL

ACADEMY of MATH, SCIENCE, TECHNOLOGY and ENRICHMENT
A Tuition Free Public Charter Middle School



MINUTES

BOARD OF TRUSTEES MEETING

JUNE 6, 2018 | 1:00 PM
SUITE 106

MEETING CALLED TO ORDER BY	Mr. Leo Pacheco, Chairman of the Board
SECRETARY	Mrs. Debbie Hart, Secretary Pro Tempore
ATTENDEES	Mr. Leo Pacheco, Mrs. Debbie Hart, Dr. William Murry, Mrs. Kelly Thompson, Mrs. Nneka Nwakoby, Mrs. Teecy Matthews, Mr. Elias Posth
NOT IN ATTENDANCE	
ATTENDING GUESTS	
INVOCATION BY	Dr. William Murry
PLEDGE OF ALLEGIANCE BY	Dr. William Murry

Approval of Agenda and Previous Minutes

MOTION:	MOVED BY:	SECONDED BY:	CARRIED OR FAILED:
To approve Agenda	Mrs. Kelly Thompson	Dr. William Murry	Motion carried unanimously.
To approve prior Minutes	Mrs. Debbie Hart	Dr. William Murry	Motion carried unanimously.

AGENDA

ITEM	AGENDA TOPIC
CHAIRMAN'S REPORT	Chairman's Report & Executive Director's Performance Review and Approval.
EXECUTIVE DIRECTOR'S REPORT	Executive Director's Year-End Report.
PRINCIPAL'S REPORT	Principal's Year-End Report.
TREASURER'S REPORT	Treasurer's Year-End Report.
COMMITTEE REPORTS	<ul style="list-style-type: none">• Parent Committee• Fundraising Committee

UNFINISHED BUSINESS	<ul style="list-style-type: none"> • School Safety • By-Laws & Charter Revisions
NEW BUSINESS	<ul style="list-style-type: none"> • Acceptance of Board Resignation(s) • Board Nominations • Annual Audit • Financial SOP Revisions • Fundraising for New Year • School Expansion & Hardening Plan • Review of New Budget • Review of New Staffing Plan • Review of Benefits • Board Meeting Schedule

Main Motions

MOTION:	MOVED BY:	SECONDED BY:	CARRIED OR FAILED:
To approve Executive Director's Performance Appraisal following minor changes.	Mrs. Kelly Thompson	Mrs. Nneka Nwakoby	Motion carried unanimously
To accept resignation of Bob Gallagher	Dr. Bill Murry	Mrs. Kelly Thompson	Motion carried unanimously
To remove residential restriction from the By-Laws	Mrs. Kelly Thompson	Mrs. Nneka Nwakoby	Motion carried unanimously
To accept the nomination of Mrs. Lolita Lockett to the Board of Trustees	Mrs. Nneka Nwakoby	Mrs. Kelly Thompson	Motion carried by majority vote. Dr. Murry abstained from voting.
To accept 2018-19 Staffing Plan	Mrs. Nneka Nwakoby	Mrs. Kelly Thompson	Motion carried unanimously.

Discussions | Conclusions

<p>Chairman Pacheco opened the floor to discuss Executive Director's Performance Appraisal. Dr. Murry made a number of suggested changes and revisions for clarification prior to presentation to the E.D. Board approved, and Chairman Pacheco will present the review prior to the E.D. prior to next board meeting.</p>
<p>Mrs. Matthews and Mr. Posth presented the Executive Director's and Principal's year-end report.</p> <ul style="list-style-type: none"> • School ended with about 125 students. Mrs. Matthews is ramping up recruitment for the 2018-19 school, primarily for 6th grade. 7th and 8th grades are at capacity. • Mrs. Matthews shared that hiring Mr. Posth was a great move as she is now able to focus more of her attention on other tasks. • Mrs. Matthews shared they are adjusting Mrs. Devine's duties to include focusing on attendance and other administrative tasks.

- Mr. Posth introduced "Time-to-Teach," a professional development tool for instructors, resulting in great success. It reduces lost time due to discipline issues and helps redirect unwanted behavior by focusing on instruction and more positive behavior.
- Mr. Posth shared that this year, they focused on P.B.S. (Positive Behavioral Support), and the data shows it worked. 2/3 of discipline issues were from boys, but were minor infractions. He reported that there were NO cases of reported fights, which validates the programs are working.
- Mrs. Matthews raised concern that the school is not receiving good value from the District's professional development services; and is inquiring of the FLDOE whether or not we can receive those dollars directly as opposed to going through the District.
- Mrs. Matthews commended Mrs. Nwakoby's suggestion to offer extended Wednesdays for students who were not meeting standards. Mrs. Matthews reports that it has been very successful, and it should reflect positively on our upcoming school grade.
- Mrs. Matthews shared that this past year, the school dropped advanced courses because students were not at a proficient level to warrant advanced courses. The few who needed advanced courses were able to do so with virtual learning or additional one-on-one instruction time. Should student's proficiency warrant advanced courses next year, they will add them.
- The administration offered incentives to motivate students, including holding a raffle for prizes for students who gave it their all this year, and showed progress in achievement.
- Mrs. Matthews is purchasing new text books and intensive reading resources, and will be challenging students to raise their reading proficiency. She stated there were a couple students who were only at a 2nd grade proficiency level in reading, but they had progressed through the year. She is looking at getting I-Ready for the next year so they can test students throughout the year to determine proficiency in various subjects and adjust curriculum and lessons accordingly.
- Mrs. Matthews expressed the administration is doing some clever things to engage parents, and has had success at gaining parental involvement.
- The school offers several after-school, extra-curricular options including a chess club, Good News club, and math club – all driven by a volunteer teacher.
- Mr. Posth shared how they implemented the common board, quarterly assessments, and lots of project-based student assignments to enhance learning.
- Mrs. Matthews shared that we successfully cleared all inspections and audits this year without any issues.
- Mrs. Matthews also shared that the school now has PLATO – a credit recovery program that costs about \$70 per student.

Dr. Murry presented his month-end report for May, stating the school would have about a \$50,000 carryover, which was up significantly from last year, and largely credited it to Mrs. Matthew's constant monitoring of cash flow and expenditures. He expressed the approved budget for 2018-19 would have some additional adjustments forthcoming based on school grade and FTE vouchers from the District. He also expressed that our bookkeeping system is now in alignment with Tracy Carryer's (our accountant) bookkeeping system so we shouldn't have discrepancies in the charts of accounts going forward.

Chairman Pacheco opened the discussion on school safety by sharing that the State's new mandate includes an on-site Student Resource Officer (SRO), starting with the new school year. But after Mrs. Matthews met with the Ocala Police Chief, she learned the cost was going to be \$117,000 per school year.

There is great confusion with regard to who is going to cover that cost as the District doesn't have the money, the school doesn't have the money, and the money coming through PICO funds is not enough to cover even 1/3 of the expense.

He shared that he has been in touch with the FLDOE and others to determine how we are going to meet this mandate without funds. To date, no resolution has been announced, putting all Florida schools in threat of violating the mandate.

He also shared that for the month of May, we had an SRO assigned to us following the shooting at Forest High School, but no one knew who was going to pay for the SRO. According to the State, the District was

going to pay for it, but the District is denying that. We were not informed of the SRO. Chairman Pacheco stated that he happened to be watching a press conference with Sheriff Billy Woods, Ocala Police Chief Greg Graham, Superintendent Heidi Maier, MCPS Board President Beth McCall, and a couple representatives from the State. Sheriff Woods announced that the following Monday, all Marion County schools would have an SRO for the month of May to finish out the school year. A reporter asked him if it included charter and elementary schools, and he replied with a "yes."

Certain Mrs. Matthews was unaware of this, Chairman Pacheco contacted Mrs. Matthews to see if she had received notification that come Monday morning, she would have an SRO at the school. She had not received any communication or notifications. None of us were aware of this decision prior to the press conference, and Chairman Pacheco expressed frustration that we would have been caught off-guard had it not been that he so happened to be watching the press conference, which doesn't count as proper communication. And to date, the FLDOE is claiming the District is paying for the SRO for May.

To ensure we are not caught off-guard in the future, the school is looking at other options such as participation in the Guardian program (armed staff members certified to serve in this capacity) and seeking grant dollars to cover the expense, while ensuring compliance with the new mandate.

Mrs. Matthews shared that she was working with the landlord, David Cope, to build some walls to further harden our school and decrease the noise of the a/c unit that was disrupting classes.

Mrs. Thomson shared that she is about $\frac{3}{4}$ finished with the Charter revisions. She said the By-Laws are revised, but she will be presenting both at the next board meeting. Because the original charter was a cut-and-paste version from another school, there were many discrepancies and revisions that needed to be made to bring it current and make it a viable and legal document to present to the District. She expressed she needed help from Mrs. Matthews and Chairman Pacheco with some areas she was not familiar with, and both agreed to assist her in revising those areas. Board tabled vote until next meeting.

Chairman Pacheco announced Mr. Bob Gallagher has resigned from the Board because he accepted a full-time job in Orlando and would no longer be available to serve. Board accepted.

Mrs. Nneka Nwakoby presented one nominee to the Board for review – Mrs. Lolita Lockett from Duval County. She comes from Duval County Public Schools where she is employed as an internal auditor, and has a dual Master's Degree with a focus in accounting and finance, and has experience in charter schools as well as non-charters. She could not serve on a board in her county as it would create a conflict of interest.

Both Mrs. Nwakoby and Chairman Pacheco interviewed her and feel confident in her nomination. But, Chairman Pacheco brought up the fact that our current by-laws limited members of our board to the requirement of living or working in Marion County in order to qualify for board membership. However, he expressed, this provision limits us to a small pool of people to recruit from, and thus far, our efforts have been unsuccessful for the past couple of years as there are either not enough qualified candidates or people interested in serving. Therefore, he recommended we change this provision. Dr. Murry agreed and shared that the provision was an old provision that was grandfathered into our by-laws from the previous administrations. The board decided now was the time to amend the By-laws further by eliminating this provision. The board voted and approved to the revision unanimously.

The board approved Dr. Lockett's nomination by majority vote. Dr. Murry abstained from voting on her nomination.

Chairman Pacheco announced Purvis, Grey will be conducting our annual audit, again, this year, and they have begun the process, and will be working with Lari Thomas, bookkeeper; Tracey Conyers, accountant; and Mrs. Matthews to complete. He stated we were going to table discussion on the Financial SOP at the time.

Mrs. Matthews shared that the school raised \$3,000 in grant dollars from Walmart and others, and an additional \$3,300 from fundraising efforts for a total of \$6,300 to finish out the year. She expressed that her goal was to increase that for next year.

Mrs. Matthews presented her staffing plan for the new year with few changes from the previous year. Board approved.

Chairman Pacheco, as acting HR representative, shared that he and Mrs. Matthews have been looking at benefits, again, this year, but the cost is still too high. However, we might be able to offer minor benefits that include vision, dental, life. Mrs. Matthews shared that there is a program called "Tell-a-Doc," which is a virtual consultation with a doctor. Mrs. Nwakoby was not in favor of the program and shared her concerns. Dr. Murry objected to adding benefits at this time due to cost.

The issue of adding Florida Retirement System (FRS) to our benefits came up, again, and Dr. Murry remained opposed. Mrs. Matthews expressed she felt this was needed to attract the right teachers in the future. After discussion, the Board decided to research this further and table the discussion for the future with no resolution.

Resolutions

PRESENTED BY:	DESCRIPTION:	ACCEPTED OR DENIED
None		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Presentation of Performance Review to Executive Director.	Chairman Leo Pacheco	Prior to next Board Meeting
Connect with FLDOE to inquire about Professional Development funding.	Mrs. Teecy Matthews	Prior to next Board Meeting
Completion of the Charter and By-Laws revisions to be presented to the Board.	Mrs. Kelly Thompson	Next Board Meeting

NEXT MEETING SET FOR	Special Meeting Called for Tuesday, July 10, 2018 3:00 – 5:00 PM
ANNOUNCEMENTS	
ADJOURNMENT	Mrs. Nwakoby moved to adjourn, Mrs. Hart seconded, and the meeting was adjourned by unanimous vote at 4:38 PM.