

Alee Academy Charter Board Meeting 10/18/2021

4:05 pm - Meeting called to order by Chairman Mike Holland

Members Present: Mike Holland, Rachel Holtzclaw, Nan Cobb, Leah Fischer

Members not present: Chloe Bonds-Wormack, Robin Austin

Board Attorney, Brenda Smith - not present

Motion to approve September minutes motion to approve Rachel Holtzclaw, 2nd Leah Fischer - passed unanimously

Enrollment Report by Director, Cindy Emerick.

- 176 total Enrollment
- 9 - Grade 9
- 39 - Grade 10
- 80 - Grade 11
- 49 - Grade 12

Public Forum:

Former employee, Dawn Wilson addressed the board regarding her final check not being issued. The board advised Mrs. Emerick to wait to issue the check until after Ms. Wilson indicated she wanted to address the board. The board requested that Mrs. Emerick explain what led up to Ms. Wilson's termination. The situation regarding the termination is that Ms. Wilson held the position as the Test Coordinator and the expectations of the position were not met. Ms. Wilson failed to order testing materials for the SAT, thus removing the opportunity for our students to take the test to meet their graduation requirements. Ms. Wilson also did not attend the mandatory meeting for test coordinators held by LCS so as to prepare the school's teachers to administer the state assessments. There were several attempts made by the administration to address other concerns and help guide her, unfortunately, Ms. Wilson became argumentative and disrespectful, therefore, attempts to help her were unsuccessful.

Ms. Wilson was given the opportunity to respond and indicted none of what Mrs. Emerick said was true but that she was not addressing the board for any other purpose than to get the money she was owed for work on 10/1/2021. The board unanimously agreed to pay Ms. Wilson \$196.46. The board requested that Mrs. Emerick contact the accountant and draft a release with final payment information. This was emailed to Beverly Booth at Hartman, Harman & O'Brien. Ms. Wilson was informed the check and release would be available before 5:00 pm on Monday, Oct 18, 2021 and that the release would need to be signed when she received the check.

Budget and checking amounts provided by Hartman, Hartman, O'Brien, accountants.

*September financial report **not** approved due to there not being any dates on them. The board discussed looking at a new accounting firm. Rachel Holtzclaw to pursue this. September financials will be reviewed at the next board meeting.*

Old Business

1. **RING Doorbell** - Mrs. Emerick requested that Ms. Fischer provide the receipt for the RING so that we could invoice LCS for reimbursement using the security grant.
2. **Bucket Truck/Flagpole** - Mr. Holland will take care of this.
3. **Intercom System** - Discussion to get a new system, however, it was ultimately decided that the school would purchase 15 new phones that have intercom capability. Board decided unanimously that Mrs. Emerick can look into purchasing 15 new phones at the rough estimate of \$80 per phone.
4. **ESSER I Budget/Support Staff Initiative**- New budget amendment was presented to the board for the remaining funds. It was determined that the ESSER I funds originally budgeted for Apex, and Achieve 3000, and new fiber internet installation needed to be used for those items, thus the \$1000.00 support staff initiative would be tabled at this time and revisited in the spring. The board also agreed they would like to recognize the support staff with a monetary bonus of some kind but may not be the \$1000.00.
5. **New Hires** -
 - **Mr. Flakoll** - Waiting for his records from the University of London to continue the application for his Status of Eligibility but since they are working remotely and are not able to send official transcripts at this time. Mrs. Emerick was advised to offer Mr. Flakoll a full-time teacher contract now.
 - **Ms. Debbi** - She will be returning to Alee Academy as the bus driver to replace Mr. Frank. She will also join the office as a Guidance/ESE Clerk, beginning October 25, 2021.
6. **Security Funds available** - Purchasing a new camera system was discussed, however, the board agreed that this topic could be tabled for another time as the security cameras that are currently installed are sufficient. Installing a fence across the front of the property was discussed, however, the board unanimously agreed that Cindy would seek 3 estimates to replace the existing gate to the front entry of the school. A RING doorbell has been installed and is working properly. Leah will return the 2nd RING that was purchased and get Cindy the receipt to request reimbursement from the security grant.
7. **New Hire** - Mr. Gary Price resigned. The board unanimously approved for Cindy to advertise for a new, highly qualified teacher to replace. An advertisement will be placed on Indeed.
8. **Comcast Contract** - Cindy reported that the former director approved a project to upgrade the internet to fiber-optic internet. The E-Rate program will be

covering the majority of the cost, however, Alee Academy will incur an installation fee of \$1600.00. Cindy will check with the district to see whether the installation fee can be paid for with ESSER I funds because the need for better, more efficient internet is needed due to COVID and more online learning.

9. **COVID-19 Protocols** - The director asked for guidance from the charter board regarding a mask mandate and reporting of COVID cases to our website as LCS updated their dashboard and the information for charter schools is no longer being included. The board agreed unanimously that there would be no mask mandate at this time but that both students and staff are encouraged to wear a mask when in close proximity to others on campus. The board advised the director to continue informing parents of positive cases and exposure but that posting the numbers to our website was not necessary unless it was a state requirement. The director requested the board to develop a policy regarding Quarantined Employees. After discussion, the board unanimously agreed to adopt a plan similar to that of Clay County. Employees will be granted 10 days of pay if they are required to be quarantined. Employees that have had a positive COVID test that required quarantine, are permitted to return to work when they receive a negative PCR test. This applies to those vaccinated and unvaccinated. Employees that have been vaccinated and have been exposed to someone with COVID but are showing no symptoms, may return to work after 4 days, so long as they continue to show no symptoms. Employees that are unvaccinated must quarantine for a minimum of 7 days. These recommendations come from the CDC.
10. **Job Descriptions** - Descriptions for office positions were provided to the board. Cindy will continue working on them to ensure that duties are suitable for the positions at Alee Academy.
11. **Additional APEX licenses needed** - The director advised the charter board that additional licenses for APEX were needed as we exhausted the 140 that were already purchased. The board voted unanimously to purchase additional licenses.
12. **Title 1 Annual Meeting** - The meeting will be held on campus. Parents, students, and other stakeholders are invited to attend. The recommendation from the Director to amend the Title 1 budget was discussed further and it was decided, unanimously, that the budget would remain the same as is for this year but the board of directors instructed Cindy to be sure that all positions being paid for with Title 1 funds were being done with fidelity.
13. **Hispanic Heritage Month/Expo** - The students and teachers have been working hard to learn about the Hispanic Culture and parents, students, and other stakeholders were invited to attend. The event is to be held on Sept 23
14. **Bucket Truck Rental/Flagpole** - Mr. Holland will speak with the fire chief to request help in fixing our flagpole.

15. **Intercom System** - Ms. Fischer provided an update on the school intercom system. There has been communication with the company. They are trying to help us fix the issue by phone, however, we may need a technician to come out and fix it. The cost of that is \$1500.00
16. **COVID Stimulus Check for Non-Instructional Employees** - The director reported to the charter board that LCS had given all non-instructional employees a stimulus check in the amount of \$1,000.00 and asked whether the non-instructional employees at Alee would also receive the stimulus check. The board was concerned about where the money would come from. Cindy agreed to reach out to LCS finance dept. and report back to the board at the next meeting.
17. **Roof repair** - Ms. Fischer brought the condition of the roof up in discussion to determine the best course of action - to repair or replace the roof. The board would like to secure 3 estimates for repair. Mr. Holland said he would reach out to whoever repaired it previously.
18. **Metal Signs** - Mr. Holland and Ms. Cobb offered to reach out to the City of Eustis for information regarding a more permanent sign about property searches that can occur to any vehicle on school property.

Meeting adjourned @ 7:05 pm.