

**Alee Academy Charter School  
Governing Board of Directors, 2024-2025  
MEETING MINUTES FOR July 22, 2024**

**Meeting Date & Time:** JULY 22, 2024 - 5:30 P.M.

**Prayer/Moment of Silence:** Jennings Neeld

**Call to Order:** Mrs. Bonds-Warmack called JULY 22, 2024, Meeting to order at 5:34 P.M.

**Roll Call:** Chloe Bonds-Wormack, Jennings Neeld, Leah Fischer, Michael Gambino, Kathryn Henderson, Margaret Emerson

**Absent:** Kathryn Henderson left at 6:10 P.M.

**Verification of Meeting Advertisement:** Director verified meeting was posted on the school website.

**Previous Meeting Minutes**

**Motion:** Accept June meeting minutes as presented with the additions/corrections discussed.

**1st:** Ms. Fischer

**2nd:** Mr. Neeld

**Discussion:** Ms. Fischer requested that the June minutes reflect testing results and summer testing was not discussed due to time constraints. Ms. Fischer also asked that the June minutes be updated to include her request for a letter of reprimand to be placed in the Director's file if the meeting agenda was not made available to the board 5 days before the next scheduled meeting.

**Vote:** Passed Unanimously

**II.Changes, additions, deletions to agenda**

- Ms. Fischer - Add testing results and summer testing to July 22, 2024
- Ms. Fischer asked to pull the Food Service Program from the Consent Agenda for discussion.
- Mrs. Bonds-Wormack asked to pull PTO & Employee Calendars and PTO Payout Policy from the Consent Agenda for discussion.

**1st:** N/A

**2nd:** N/A

**Discussion:** N/A

**Vote:** N/A

**III. Public Introductions and input for items not on the agenda**

No members of the public were present at the meeting.

#### **IV. Old or Unfinished Business**

- Legal RFP

Director reports that the RFP for Legal Services has been posted on the school's website and a condensed version was sent to the North Lake Outpost on 7/22/2024 and will be published in the 7/25/24 edition. The director sent a request for information to publish the RFP in the Daily Commercial but received no response.

**Discussion:** Mr. Neeld reported that he contacted the FCPCS and there is no RFP required, however, because the board already retained Mr. Arnold, he recommends we do not seek another attorney as we will then require another retainer fee, and we have Mr. Arnold for one year. Ms. Fischer and Ms. Bonds-Wormack asked the Director to contact the Orlando Sentinel to place the RFP in that newspaper since not receiving a response from the Daily Commercial.

#### **V. Current Student Enrollment**

- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade

The Director reported there are 144 students enrolled for all grade levels as of 7/22/2024 which does not include the new applications.

#### **VI. Financial Report - Provided by SAME Corp**

*The June financials were not available as it is the end of the fiscal year, which is much more detailed than a normal month end and takes longer to finalize. Richard Trainor reports that Alee Academy is in a good and stable financial position.*

#### **VII. Director's Report**

- Status of Food & Nutrition Program

The Director reported the status of Alee Academy's Food and Nutrition program and requested approval from the board to send a certified letter to Ms. Milliken, LCS Food and Nutrition Supervisor. The letter will also be emailed to Ms. Milliken.

**Motion:** Move forward with developing our food program not using LCS Food and Nutrition services, further move to send the letter presented by certified mail and email to LCS Food and Nutrition Services Supervisor, Linda Milliken.

**1st:** Mr. Gambino

**2nd:** Mr. Neeld

**Discussion:** None

**Vote:** Unanimous

Ms. Fischer asked whether the board would cover the cost of any student that is not eligible to receive free breakfast and lunch.

**Motion:** A motion was made that if funding for students' lunch and breakfast has not gone into effect on the first day of school, the board approved the use of general funds to cover the cost for lunch and breakfast with the acknowledgment that the USDA will reimburse the school.

**1st:** Ms. Emerson

**2nd:** Mr. Neeld

**Discussion:**

**Vote:** Unanimous

- Guest speaker - August 21, 2024

The Director reported that she has been invited to be the guest speaker at the August Kiwanis breakfast. The Director asked if a board member would like to attend as well. Mr. Gambino confirmed he will attend the breakfast as well.

- Fundraising Opportunity

The Director reported there have been various fundraising opportunities presented to her and those opportunities were shared with the board.

- Pre-planning schedule

The Director would like to host a "coffee and conversation" event to allow the board members to meet the new staff members. The board decided they would like to host breakfast on Friday, August 9, 2024, for all staff members. Ms. Emerick will contact Paul's Delli for the cost of breakfast. The Director informed the board of the Open House event date and time, the Umatilla Breakfast for Educators and Mr. Jennings' will cook Boston Butts for lunch on Tuesday.

- School Grades

The Director gave an update on School Grades based on the district's reports. Some subject area scores have increased, and improved more than other district schools.

## **VIII. New Business**

### **1. 2024-2025 Board Officers**

Chairman - Chloe Bonds-Wormack

a. Vice-Chair - Jennings Neeld

Secretary - Leah Fisher

Treasurer - **N/A**

**Motion:** Leah Fischer will be the Secretary of the board.

**1st:** Mr. Gambino

**2nd:** Mrs. Emerson

**Discussion:** The board discussed all board positions, determining that the positions for the Chairman, Vice-Chair, would remain the same as last year. Names of those positions are listed next to the position above. There was further discussion regarding the position of Secretary. The board determined that Ms. Fischer would work with Mrs. Burnett on the minutes as she takes notes during all meetings. It was also determined

that there was no need for a Treasurer as there is no money associated with the Board of Directors, therefore, no need for a Treasurer to be named.

**Vote:** Unanimous

## 2. Capital projects

### a. Procurement Policy

Director requested clarification on the procurement policy as purchases are needed for the food and nutrition program.

**Procurement Policy:** Director shall have authority to make purchases up to \$5,000.00 without seeking board approval. Purchases above \$5,000.01 will require the Director to make every effort to obtain three (3) quotes for the desired item(s) and present the quotes to the Board of Directors for approval. Should there be an emergent need for purchases above \$5,000.00, the Director will contact all board members via email to request an emergency meeting. If an emergency meeting cannot be coordinated, the information can be sent via email with each board member's vote recorded via email response. Approval will be granted with a **YES** vote from a quorum. Denial of the requested purchase will be obtained should there be a **NO** vote from a quorum.

**1st:** N/A

**2nd:** N/A

**Discussion:**

**Vote:** N/A

## 3. Mental Health Plan

### b. The Draft was provided

**Motion:** Accept the mental health plan as presented for the 2024-2025 school year.

**1st:** Ms. Fischer

**2nd:** Mrs. Emerson

**Discussion:** Mrs. Emerson asked about receiving Medicaid reimbursements. The Director will gather information and report back to the board.

**Vote:** Unanimous

## 4. School Improvement Plan

### a. a. Flow chart provided

### b. Draft of required sections provided

**Discussion:** The director explained that the LCS Choice and Alternative Education department requested that Section 1 Part D, Section 3, and Section 4 were completed and ready for review by June 22, 2024, at 8:00 a.m. The director explained that Section 1 Part D is a section the school is unable to alter as the information is pre-populated by the FLDOE. Mr. Neeld confirmed this has always been the case. Ms. Fischer asked about Section 4 not being completed, however, she was shown that Section 4 was complete, and all sections required by LCS Choice and Alternative Education were complete. No vote was needed on this as there are more areas of the School Improvement Plan to be finished before final submission to the district and state, which will be presented to the board for approval prior to that deadline.

5. Charter Renewal

a. a. 2022 Copy Provided

**Discussion:** We should receive the application by September 15, 2024.

**\*Consent Agenda Items:**

Due to time constraints, there was not a vote on the consent agenda items that were not pulled for discussion.

- **Food Service Program - PULLED FOR DISCUSSION**

Food Service Equipment

**Motion:** Director has board approval to purchase items for the food service program as presented by quotes received from the food and nutrition consultant.

**1st:** Mr. Gambino

**2nd:** Mr. Neeld

**Discussion:** Ms. Fischer asked whether the board would cover the cost of any student that is not eligible to receive free breakfast and lunch. As discussed in the board workshop held on July 16, 2024, board members confirmed that the school will cover the cost of breakfasts and lunches for students that do not qualify for free breakfast and lunch with the understanding that reimbursements would be received as explained by the food and nutrition consultant.

**Vote: Unanimous**

- **PTO & Employee Calendars - PULLED FOR DISCUSSION**

**Discussion:** The Board was presented with options to consider during the workshop and once again during this meeting to ensure clarity before the vote.

**Motion:** Adopt the 228 day calendar and PTO hours for the Director, Data Clerk, System Administrator, and School Secretary positions as presented by the Director. Any additional time worked outside of those calendar days will be paid at the position's hourly rate.

**1st:** Mr. Neeld

**2nd:** Mr. Gambino

**Discussion: none**

**Vote: Unanimous**

**Motion:** Adopt the 212 day calendar and 60 hours of PTO for the following positions: Assistant Principal and Dean of Students. Any additional time worked outside of those calendar days will be paid at the position's hourly rate.

**1st:** Mr. Neeld

**2nd:** Mr. Gambino

**Discussion: none**

**Vote: Unanimous**

**Motion:** Adopt the 196 day calendar and 52.5 hours of PTO for Instructional positions, i.e., teachers, social worker, school counselor, graduation facilitator, MTSS Coordinator and ESE School Specialist. Any additional time worked outside of those calendar days will be paid at the position's hourly rate.

**1st:** Mr. Neeld

**2nd:** Mr. Gambino

**Discussion:** none

**Vote:** Unanimous

**Motion:** Adopt the 182 day calendar and 22.5 hours of PTO for support staff positions including paraprofessionals, food and nutrition, and teacher assistants. Any additional time worked outside of those calendar days will be paid at the position's hourly rate.

**1st:** Mr. Neeld

**2nd:** Mr. Gambino

**Discussion:** none

**Vote:** Unanimous

**Motion:** Adopt the 150 day calendar and 8 hours of PTO for bus drivers. Any additional time worked outside of those calendar days will be paid at the position's hourly rate.

**1st:** Mr. Neeld

**2nd:** Mr. Gambino

**Discussion:** none

**Vote:** Unanimous

- PTO Payout Policy

**Discussion:** No discussion, no vote. Move to the next meeting.

- SY 2024-2025 Board Meeting Dates

**Discussion:** No discussion, no vote. Move to the next meeting.

- Shield Global Security Contract for 2024-2025

**Discussion:** No discussion, no vote. Move to the next meeting.

**1st:** —

**2nd:** —

**Discussion:** —

**Vote:** —

**VIII. Next Meeting:** TBD

**X. Adjournment:** 9:09 p.m.

*Respectfully Submitted,*

*Leah Fischer, Alee Academy Charter School's Governing Board Secretary*