

Discovery Academy of Lake Alfred

Governing Board Meeting Minutes 1/10/2017

The following members were present:

Carol Fulks	Executive Director/Treasurer
Charlotte Butler	Chairperson/Community Member
Mike Jones	Community Member
Catherine Walker	Community Member
Linda Williams	Community Member
Jill Dunbar	Secretary
Lori Ramsey	Teacher of the Year- Non-voting

Charlotte Butler welcomed everyone and called the meeting to order at 8:35 AM.

Minutes

There was one correction made to the minutes (Katherine Walker should be written with a "C"). A motion was made by Kitty Walker to accept the corrected minutes. Linda Williams seconded the motion. The motion was passed by unanimous vote.

Treasurer's Report

George Miarecki, CPA, reviewed the financial statements with the board line item by line item. He stated that the budget looks okay with half the year over. He feels Discovery needs to save a little going forward because the end of the year will be a little tight. Liabilities have not changed. Miarecki stated that the District owes Discovery money for Title I and IDEA. Investments are good at this time with \$64,000 income.

The Dining Hall is doing well and will make some purchases before the end of the year. Miarecki stated that in the future, there will need to be an agreement between DHS and DALA that benefits each school. Mike Jones asked how the free lunch works that other Polk County schools are using. Miarecki explained the process stating that it was optional for schools to do and they must meet certain requirements to make it profitable.

DALA is looking to close this week on the USDA loans for the DHS construction. Carol Fulks stated that it has been a lot of paperwork and time; however, as Linda Williams said, it will be well worth it in the end. Carol Fulks explained that construction of the next phase will include two buildings being built simultaneously

to stay on schedule for the 2017-2018 school year. Fulks also stated that she has had very positive feedback from visitors regarding the school.

President's Report

Carol Fulks reviewed the enrollment figures for the Board. DALA currently has 984 students with a waiting list.

Carol Fulks reviewed the Personnel Actions for the Board.

Mike Jones asked if we have an exit interview/survey to receive feedback from former employees. Fulks stated that DALA is looking into the possibility of something electronically. Fulks and the Board feel it will be helpful. Linda Williams asked if the turnover this year was higher than usual. Fulks stated that it was actually a bit lower than other years.

Linda Williams made a motion to accept all personnel actions and Kitty Walker seconded the motion. The motion was passed by unanimous vote.

Old Business

Kevin Warren updated the Board regarding Title 1. He stated that he had submitted the PIP and SIP to the State and had not had any feedback, so it was accepted by the State.

Charlotte Butler said that she read the entire plan and asked Kevin Warren how the school keeps track of so much professional development. Warren stated that it can be a challenge, but many things are accomplished in groups, making it a bit easier to manage. Butler then stated concerns that teachers have so many meetings that they do not have the planning time to use each day for actual planning. Linda Williams pointed out that some of the meetings during this time are actually with team teachers that can help with their lesson plans.

Mr. Warren explained the PIP and SIP and a discussion was held on how to increase parent involvement. Linda Williams asked if we provide transportation to parents and Kevin Warren stated that we do not due to the fact that Discovery has students throughout the entire county.

Linda Williams made a motion to accept the PIP and SIP. Kity Walker seconded the motion and it was passed by unanimous vote.

Carol Fulks gave handout of updated minutes from 6/14/16 and explained that the wording had been changed slightly as necessary for the USDA Loans. No information was changed; the minutes just needed to be a bit more detailed in

regards to the construction costs for DHS. The Board Members read the changes during the meeting.

Mike Jones made a motion to accept the updated minutes for 6/14/2016. Linda Williams seconded the motion. The motion was passed by unanimous vote.

Mark Whitehead explained the need to increase the bus fleet by 2-4 busses for the 2017-18 school year. He explained that 17-18 enrollment will increase by 300 students at DHS. At this time, it is not feasible to separate DHS and DALA bus transportation. He gave board members a handout with 3 separate bus purchase quotes. The Board discussed repairs and costs and it was determined that administration would be the best to choose which busses were to be purchased.

Linda Williams made a motion to buy up to 4 new buses and the choice of which buses would be at the discretion of Administration. Kitty Walker seconded the motion and it was passed by unanimous vote.

Kevin Warren then spoke about class size. This year DALA did not meet class size. The State required a plan to be implemented and the situation has already been remedied with the Class Size Plan that maximizes the instructional staff.

Mike Jones made a motion to accept the Class Size Plan as presented. Linda Williams seconded the motion and it was passed by unanimous vote.

Carol Fulks gave the board members a handout of an Organizational Chart involving DALA and DHS for the 2017-2018 school year. She spoke about each person's job title and responsibilities.

The Board discussed the chart and made some adjustments and minor clarifications. Fulks will make the changes the Board suggested. A few highlights of the Organizational Chart were:

- Carol Fulks, Executive Director – Operation of both schools, construction phases of DHS
- Darryl Jemison, Principal for DHS
- Mark Whitehead, Transportation, Climate, facilities for both schools, reporting to Fulks
- Beth Fontaine, Asst. Principal for DHS
- Sandra Villamar & Steve Frabotta, Asst. Principals for DALA

Linda Williams made a motion to accept the proposed Organizational Chart as revised. Mike Jones seconded the motion and it was passed by unanimous vote.

Charlotte Butler asked when the Board could see these changes in the budget; George Miarecki stated that it would be in the 2017-2018 budget.

Board Member Report

Kitty Walker thanked Fulks for the gift basket for Christmas.

Mike Jones said thank you also. He thinks DALA has had a good start this year and thinks Dala will provide good leadership next year.

Butler stated that the Leadership team had a nice time in Tampa. She also appreciates that the Leadership team was mentioned in the SIP and suggested adding Bok Tower to the plan as a community partner. She looks forward to the new buildings at DJS.

Mike Jones made a motion to adjourn the meeting at 9:40 AM; it was seconded by Kitty Walker and passed by unanimous vote.

Next Meeting: March 7, 2017
8:30 AM in the Discovery Academy
of Lake Alfred Media Center