

# Discovery Academy of Lake Alfred

## Governing Board Meeting Minutes 6/14/16

The following members were present:

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

### **Minutes**

Charlotte Butler welcomed everyone and called the meeting to order at 8:35 AM. There were no additions or corrections to the minutes.

A motion was made by Linda Williams to accept the minutes as written. Kitty Walker seconded the motion. The motion was accepted by unanimous vote.

### **Treasurer's Report**

George Miarecki, CPA, reviewed the financial statements with the board line item by line item. He stated that DALA was on target with the financials and DALA is in the positive by over \$51,000 and that would be higher, but money is invested at this time in building DHS.

The Operating Budget Amendment #2 was reviewed by Miarecki. He stated that a few slight adjustments to revenues were made. He stated that investments were not good at this time due to low interest rates; however, fuel costs were lower than expected. The operating budget appears to have a loss due to the purchase of the High School property, but operations for DALA were right on target with the budget.

Mike Jones made a motion to accept the Operating Budget Amendment #2. Linda Williams seconded the motion. The motion was passed unanimously.

Miarecki then reviewed the Proposed Operating Budget for the 2016-17 school year. He explained how DALA would be sharing several employees with DHS, such as Dean, Technology Para, and teachers. There will be an increase in transportation costs due to bussing the DHS students.

Kitty Walker made a motion to accept the Proposed 2016-17 Operating Budget. Linda Williams seconded the motion. The motion was passed unanimously.

Mike Jones asked why the projected enrollment is down by about 50 students. Carol Fulks explained that they are being conservative with the numbers due to a new school opening in the area, and DALA had a large 8<sup>th</sup> grade population this year and there would not be a new grade level of that size next year. The plan is to keep the school just around 990-1000 students for the 2016-2017 school year.

Miarecki reviewed the 2016-2017 Title I Budget and 2016-17 Dining Hall Budget. The Dining Hall Budget will be higher than the previous year because of the added High School students. Carol Fulks explained to the Board that DHS will have a temporary kitchen with warmers and coolers on site. DALA will prepare all food for DHS and it will be transported to DHS.

Mike Jones made a motion to accept both the Title I Budget and the Dining Hall Budget for the 2016-2017 school year. Kitty Walker seconded it; the motion was passed unanimously.

Miarecki then discussed the money that is due to DALA from DHS. He listed the amounts and what the money had been used for; the total amount was \$26,621.33.

Linda Williams made a motion to forgive the debt; Kitty Walker seconded the motion. The motion was passed unanimously.

The Capitalization Policy was explained to the Board. It matches the school board policy and reduces the amount of inventory that must be assigned an Asset Number for property record services. This policy states that software, equipment, computer-related equipment, and audio-visual materials costing in excess of \$999.00 need to be capitalized.

Linda Williams asked if this would affect the financial statements and Miarecki stated that it would not, it would merely be less paperwork.

Linda Williams made a motion to accept the Capitalization Policy; Mike Jones seconded the motion. The motion was passed unanimously.

### **Old Business**

The Approval of Purchases Policy was discussed. Miarecki reminded the board that they had asked at the previous board meeting for this policy to be written so they could review and vote on it. The Policy explains the approval given to the executive director for purchases and limits given without board approval. It basically involves 3 parts: 1) The board gives the executive director the ability to encumber

and expend funds for purchases of equipment, materials and services up to the amounts indicated in the approved or amended budget; 2) For items not included in the approved budget, the executive director may approve expenditures up to \$20,000. 3) For replacement equipment under \$50,000, the executive director will seek 3 quotes and proceed with purchase of the lowest quote, if the quality and compatibility of the items are materially equal in all 3 quotes. If the quality and compatibility differ, then a combination of price with the quality/compatibility will be considered.

Linda Williams made a motion to accept the Approval of Purchases Policy. Kitty Walker seconded the motion and it passed unanimously.

### **President's Report**

Carol Fulks reviewed the proposed Enrollment Figures for the Board. DALA currently has 337 students enrolled for 6<sup>th</sup> grade. The number may be a little high at this time; however, some students generally change schools or move just before school begins. Mr. Warren is keeping close tabs on the enrollment numbers. There are waiting lists for all three grades.

Carol Fulks reviewed the Personnel Actions for the Board. Mike Jones asked if the AP II position is an evaluated position. Carol stated that it is an evaluated position - a mentorship with feedback to the employee to prepare them for an Assistant Principal position.

Mike Jones asked if the loss of teachers was due to out of state recruitment. Kevin Warren and Carol Fulks stated that they did not feel that had an impact on the teachers who resign and find employment elsewhere both in and out of the teaching field.

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

### **New Business**

Carol Fulks presented the contract for George Miarecki, CPA and the Enterprise Custodial Contract to the Board.

Mike Jones made a motion to accept the contract with George Miarecki and the contract with Enterprise Services. Kitty Walker seconded the motion and the motion was passed unanimously.

The Board reviewed the 2016-17 Calendar, the 2107 Open Enrollment Dates and the Board Meeting Schedule. Kitty Walker made a motion to accept all three documents and Mike Jones seconded the motion. The motion was passed unanimously.

Carol Fulks presented a change to the Personnel Agreement. DALA would like to extend health insurance coverage to August 31 if an employee faithfully fulfills his/her contract and then resigns or for an employee whose contract is not renewed. This would mirror the PCSB.

Linda Williams made a motion to accept the change to the Personnel Agreement and Mike Jones seconded the motion. The motion was passed unanimously.

George Miarecki presented the Capital Resources Terms and Agreement to the Board regarding another option for financing the DHS Phases. By hiring Capital Resources to get loans for Buildings 1, 2, 3 & 4 for DHS, DALA would be able to get a USDA loans versus using CenterState Bank loans in the future. CenterState Bank is requiring 20% down payment on each of the four buildings of the DHS Project, whereas DALA may be able to use the down payment from the initial building for the loans on the future buildings of DHS with a USDA loan. Mr. Miarecki explained the difference between a B&I loan, a USDA Guarantee loan and a USDA direct loan. The purpose of different financing is to get some of DALA's money back to use vs. having so much money in down payments. Capital Resource believes they can recoup some of the money over the life of the loans. Miarecki stated that the project, including equipment and furnishings, would not exceed \$24,000,000 and the USDA Loans would not exceed \$21,000,000, with the USDA Loans estimated for each building as follows: Building 1 USDA loan estimated at \$7,000,000, Building 2 USDA loan estimated at \$5,000,000, Building 3 USDA loan estimated at 4,200,000, and Building 4 USDA loan estimated at \$4,420,000.

Mike Jones made a motion to move forward with the DHS Project not to exceed \$24,000,000, and accept the Capital Resource Advisors, Inc. Terms and Agreement and approve the borrowing of funds per the terms stated above regarding the USDA loans for the project; Linda Williams seconded the motion. The motion was passed by unanimous vote.

### **Board Member Report**

The Board welcomed Lori Ramsey as the new Teacher Representative for the Board. Carol Fulks stated that Katelyn Nykiel had resigned from DALA to work at Auburndale HS.

Linda Williams made a motion to adjourn the meeting; it was seconded by Kitty Walker and voted on unanimously.

**Board Approved**  
8/2/2016  
Date

Next Meeting: August 2, 2016  
8:30 AM in the Discovery Academy  
of Lake Alfred Media Center