



The Schools of McKeel Academy

McKeel Academy of Technology - McKeel Academy Central - South McKeel Academy

Annual Board of Trustees Meeting July 27, 2013

MINUTES

The Annual Meeting of the Board of Trustees was held Saturday, July 27, 2013, at The Sheraton Sand Key Resort in Clearwater Beach, Florida. The meeting was called to order by Chairman Taylor Caffey at 8:30 a.m. Trustees present were Taylor Caffey, Stephanie L. Campbell, Seth McKeel, Michael Peeples, Larry Ross, John Stargel, Mark Thompson, and Phillip Walker. Staff present were Harold Maready, Alan Black, Julie Ramirez, Linda Acocelli, Judi Morris, Michele Spurgeon, Mary White, Susan Black, Dan Backes, John Massung, Kim Benson, Joyce Powell, Kelly Seeber, and Olivia Hazell. Teachers of the year in attendance were Wendy Georgevich, Brittani O'Connor, Rebecca Stacey, and Samantha Wilbur. Charter school lobbyist David Shepp attended the afternoon session.

Chairman Taylor Caffey called the meeting to order and welcomed all in attendance.

Superintendent Harold Maready presented Representative Seth McKeel with a Founders Award for his support and dedication since 1996 when he first joined the Board of the new McKeel Academy choice school. Rep. McKeel thanked Mr. Maready for his vision and taking a school that was a blight on the McKeel name and turning it into a success that is recognized not only in the state of Florida, but also in the nation. Representative McKeel stated he is honored to be a part of this organization and this has allowed him to honor a grandfather who he never knew.

Mr. Caffey recognized the Teachers of the Year who were present and encouraged them to participate in the meeting. Wendy Georgevich, middle school TOY from SMA, was recognized for having 2 years of perfect attendance.

➤ **BUSINESS MEETING**

- **Approval of Minutes**

Chairman Taylor Caffey called for approval of the minutes from the June 18, 2013, meeting. *Upon a motion by Mark Thompson, seconded by Phillip Walker, the minutes were approved as amended to reflect John Stargel attended the meeting via conference call.*

- **Public Comment**

There was no one from the public wishing to address the Board.

- **Election of Corporate Officers**

Taylor Caffey requested a motion from the Board to elect the Corporate Officers as follows:

President – Harold Maready, Treasurer – Julie Ramirez, Secretary – Susan Black

Upon a motion by Mark Thompson, seconded by Michael Peeples, the slate of Corporate Officers carried unanimously.

- **Conflict of Interest Statements**

Taylor Caffey reviewed the Conflict of Interest Policy developed for The Schools of McKeel Academy. The Conflict of Interest Statements need to be signed annually. He requested that each Board member present sign and return the Conflict of Interest Statements to Susan Black before the end of the day.

- **Consent Agenda**

- **Approval of New Staff**

MAT: Taylor Caffey entertained a motion to accept the new hires for MAT listed below:

Corey Berardicurti, Kristy Ann Brown, Cameron Hayes, Olivia Hazell, Terry Jenkins, Daniel Kostos, Monali Kundu, Elvira Randall, and Heather Torres.

Upon a motion by Phillip Walker, seconded by Stephanie Campbell, the approval of the new staff for MAT carried unanimously.

MAC: Taylor Caffey entertained a motion to accept the new hires for MAC listed below:

Angel Allman, Raymond Ballard, Somer Lay, Kelly Newton, Christie Shenefield, Pace Simpson, and Kimberli Fagan.

July 27, 2013

Upon a motion by Phillip Walker, seconded by Stephanie Campbell, the approval of the new staff for MAC carried unanimously.

SMA: Taylor Caffey entertained a motion to accept the new hires for SMA listed below:

Jennifer Baker, Jeremy Bohnensteihl, Katonna Clark, Jessica Jorgenson, David Muir, Susan O'Steen, Laura Reuss, and Catherine Williams.

Upon a motion by Phillip Walker, seconded by Stephanie Campbell, the approval of the new staff for SMA carried unanimously.

○ Donations for Approval

Susan Black informed the Board of the following donations:

- Alltrust \$3,975 for \$25 gift cards for teachers at conference
- Lanier Upshaw \$1000 – help with conference costs and teacher gifts
- John A. Leighty Family Fund within the Community Foundation of Greater Lakeland - \$6000 grant for SMA. This partially funded the technology initiative at SMA for iPads for 5th & 6th graders in intensive reading.

Upon a motion by Taylor Caffey, seconded by Phillip Walker to approve the donations the motion carries unanimously.

➤ Old Business

• **Technology Plan Update**

System-wide, McKeel is launching a learning management system called Canvas. A subscription has been purchased for each student and will allow teachers to have an online program for class management and lesson plans. The LMS also gives us a venue for staff professional development.

MAT – Linda Acocelli explained that iPads will go to students enrolled in high school classes and will be pre-loaded with MAT required apps. Students will pay a one-time \$35 technology fee for the devices. Parents who cannot afford the \$35 fee will be offered a payment plan. Students opting out of the lease will provide their own iPad 2, 3 or 4, and will need to purchase the required apps. Training will be provided to all users-Apple training, Parent Workshops, and in-house training. Alan Black outlined the Acceptable Use Policy in place at MAT. The school will pursue legal action if a student does something illegal with one of these devices. Julie Ramirez addressed concerns about loss/damage, referring to the blanket policy covering the iPads. The policy would only be used in the instance of massive loss or damage. Parents and students will be made aware of the ramifications of loss or damage.

There are seven computer labs have been hard wired in one wing of MAT to be used for testing. They have been equipped with their own server and internet access. The network at MAT has been upgraded to accommodate the increased number of devices on campus.

SMA – Judi Morris explained that full size iPads leased this year will be used in grades 3-7. Mini iPads purchased last year with grant money and help from the PTO will filter down into the lower grades, including Pre-K. Classrooms can check out netbooks and laptop carts as well.

MAC – Michele Spurgeon explained that MAC was able to purchase iPads, Otterbox cases, keyboards and iPad applications. iPads will be assigned to 5th and 6th grade students, and will go home. K-4th grade will have class sets and will also be able to check out laptops as needed.

Rep. McKeel stated that the McKeel schools were so much further advanced in technology than the majority of other schools in the state. Some other charters have also made the conscious decision to invest in technology like we do. Florida conducted an analysis of the readiness of the state's public schools for online testing and found very few had the bandwidth required for PARC testing. It is now a priority of the Jeb Bush Foundation to invest in the infrastructure to get every school to the basic level of bandwidth.

• **Treasurer's Report**

○ **Year-End Financial Presentation**

Julie Ramirez reviewed the year end financials for all three schools. The net loss at each of the 3 schools was a strategic decision made by the Board.

MEA/MAC Income Statement

Food Service and Cat Care did well this year. Software and equipment and some unexpected air conditioner repairs account for the unbudgeted operating expenditures. The Board approved spending reserve funds to repair the gym floor, classroom floor repair, purchase furniture, purchase I Pads, and pay additional audit fees. MEA still has \$858,278 cash on hand. We are anticipating revenues will increase with the expansion of MAC.

SMA Income Statement

Food Service and Cat Care did well this year. The PreK program was the biggest surprise and did not do as well as we anticipated. The Pre-K program uses higher paid certified teachers to teach the classes instead of traditional Pre-K teachers. We are being asked to become DCF certified. A DCF certification requires lower numbers in the classes based on the dimensions of the rooms. We now have 20 students in each class; however, DCF only allows for 18,

July 27, 2013

which is a loss of 6 students. Plans to reduce expenses for next year are to use non-certified teachers in the Pre-K classrooms. All certified teachers will be moved to elementary openings as they come available, and three have been moved so far. Tuition will increase \$10/week. Cub Club before and after school care will increase to match Cat Care pricing. It was recommended that the Pre-K program be reviewed throughout the year to determine if it is a feasible option for the future. In FY13, the Board approved spending reserve funds on improvements to technology. There were also unbudgeted operating expenses for the building appraisal as well as additional audit fees. SMA has \$1,866,647 cash on hand.

MAT Income Statement

MAT opened the bus garage this year which was a large capital expense. However, the garage minimized our loss, and our cost per student decreased which is a great accomplishment. Food Service lost money which is why we made the decision to go with a new Food Service Company-Chartwells. We are hoping with better food, the Food Service revenues will increase. Other expenses were the IT consultant, non-capital equipment, technology plan implementation and classrooms being remodeled, which is still underway. MAT has \$1,966,655 cash on hand.

Chairman Caffey stated that the reserves were allocated into 4 different categories and suggested that we review those allocations again. Ross stated that the Board approved an Investment Policy several years ago. Ramirez suggested the policy be revisited to better define our investment strategies.

○ **2013-2014 BUDGETS**

Ms. Ramirez highlighted changes in **Revenues:**

- base student allocation-4.7% increase in FEFP
- transportation-remained consistent
- capital outlay funding-increased from \$55 million to \$90 million, but 2013-14 allocations have not yet been released
- teacher salary increases: MAT \$188,277; MAC \$74,913; and SMA \$198,595 (the net amount for the state-mandated teacher raises needs to include FICA and FRS)

Expenditures:

- percentage of salaries & benefits by school- MAT 66%; SMA 60%; and MAC 66%
- general support services such as Superintendent's Office, Business Office, services for legal/lobbyists, expenses associated with the Board, and services for facility/technical support, are budgeted and expensed among all 3 schools based on % of total enrollment —MAT 41%, SMA 43%, and MAC 16%
- transportation services- total budget is \$1,076,140, cost of \$567/student. All costs are budgeted and expended in MAT, and then MAC and SMA are charged as an expense for transportation services
- insurance —costs were a challenge to control with a loss ratio of 100%. However, with the help of a new insurance broker, AllTrust, the employees are still provided with a very good benefit package at an approximate 1% increase over prior year. Short term disability will be offered as employee paid, and long term disability will be employer paid. Family coverage, short term disability and other ancillary benefits are available as pretax payroll deductions. A flexible spending account option has been added. Major medical continues to be provided through Blue Cross and ancillary policies now provided by Allstate and Guardian instead of Colonial and Ameritas.

MAC Operating Budget

Total budgeted revenue \$3,031,922, total budgeted expenses \$3,022,722; net \$9,200; total cash on hand \$858,278
Upon a motion by Mark Thompson, seconded by Phillip Walker to approve the budget the motion carries unanimously.

SMA Operating Budget

Total budgeted revenue \$8,576,296, total budgeted expenses \$8,559,787; net \$16,509; total cash on hand \$1,866,648
Upon a motion by Mark Thompson, seconded by Phillip Walker to approve the budget the motion carries unanimously.

MAT Operating Budget

Total budgeted revenue \$8,000,326, total budgeted expenses \$7,897,379; net \$102,947; total cash on hand \$1,966,655
Upon a motion by Mark Thompson, seconded by Stephanie Campbell to approve the budget the motion carries unanimously.

• **Audit Committee Report**

Larry Ross, Chairman explained that the audit is underway with our new auditors from CliftonLarsonAllen. We have met with the new team of auditors on two occasions and Mr. Ross is confident that we will have a high quality audit. They have already exceeded our expectations for our audit this year. There were 8 proposals submitted for the RFP and he is very satisfied with the choice. The final audit findings will be available at the September Board of Trustees meeting.

• **Finance Committee – No Report**

➤ **New Business**

• **McKeel IBIS Project-FL DOE \$250,000 Grant Update**

Susan Black explained that MAT was awarded a 6-12 Instructional Best Practices two-year grant for \$250,000 from the FL DOE. The grant targeted charter schools earning C, D, or F school grades but creates resources that are available for all schools. The project includes workshops held on campus and at partner sites throughout the next 18 months, plus an all-day conference Thursday, August 1, 2013, here at the Sheraton Sand Key. We have 138 registered to participate in this conference so far but anticipate over 150 attending including the oversight manager from DOE.

• **SMA FL DOE RFP for K-5 IBP Dissemination Grant for Approval**

Judi Morris and her team are applying for another dissemination grant which is \$250,000 for K-5 Instructional Best Practices for SMA. It will have a similar project plan with a series of workshops and partnering with MAT for the conference at Sheraton Sand Key next year – the **South McKeel Academy Blue Print for Active Literacy**. The Board needs to approve SMA applying for this grant.

Upon a motion by Larry Ross, seconded by Michael Peeples, the motion to approve SMA applying for the K-5 IBP Dissemination Grant carries unanimously.

• **Committee Assignments**

Taylor Caffey proposed that the committee assignments remain the same until the end of his term, which ends July 2014. The Trustees agreed and there was no discussion on this matter. The Board of Trustees Committees for 2013-14 are as follows:

- Executive Committee – Taylor Caffey/Chair, Mark Thompson/Vice Chair, Larry Ross, and Stephanie L. Campbell
- Governance Committee – Stephanie L. Campbell/Chair, Taylor Caffey, Mark Thompson, John Stargel, Cathy Wooley-Brown, Phillip Walker
- Finance Committee – Mark Thompson/Chair, Taylor Caffey, Michael Peeples, and John Stargel
- Audit Committee – Larry Ross/Chair, Taylor Caffey, Seth McKeel, Michael Peeples, Stephanie L. Campbell
- Strategic Planning Ad Hoc Committee – Larry Ross/Chair, Taylor Caffey, Phillip Walker, Cathy Wooley-Brown

➤ **Superintendent's Report**

Superintendent Maready gave his report including several topics affecting TSMA:

• **MAC Expansion**

Superintendent Maready explained that staff have been meeting and negotiating with the architects. They have received bids for all phases of the work and are negotiating prices for line items. The bid packets include the guaranteed max price and has a \$50,000 contingency built in for the demolition, and to cover any unanticipated costs. Important that we open in August 2014.

• **2014-2015 Proposed Calendar**

Mr. Maready reviewed the proposed 2014-2015 calendar with the Board. He is proposing a change in the start dates for the schools. The reason for the change is he feels it is better for students to take their end of semester exams before being off for the two week winter break. This would mean starting school one week earlier than this year and graduation would be in May. We need to make a decision on this soon so we can prepare this year for the change. Larry Ross made a motion to accept the proposed calendar. However, Rep. McKeel felt that instead Mr. Maready should form a committee to determine the needs of TSMA and develop a calendar that best suits TSMA. Mr. Ross amended his motion based on Rep. McKeel's suggestion.

Upon a motion made by Larry Ross, seconded by John Stargel the motion to allow the Superintendent to set a calendar based on what is best for the McKeel student population, was approved unanimously.

• **2013-2014 Salary Increases**

Superintendent Maready explained that the Prospective Administrators had discussed ideas for ways to distribute the salary increase money. They recommended a 4% increase for teachers. Mr. Maready is concerned that this decision could cause a problem because TSMA has historically paid teachers at the same level as the District. The PCSB has to negotiate salaries with the Union and it could take until January or February for their decision. If we act now and PCSB decides later to give the increases based on steps, some of TSMA teachers could potentially be making less than their counterparts in the District. He proposes that we table the decision until we have more information from the District as to their plans and to make the increase retroactive to the beginning of the year. The Trustees agree. Ramirez stated that this year there was no room in the budget for the FRS supplement for staff.

➤ **Adjournment**

There being no further business, the annual business meeting was adjourned at 11:40 p.m.

STRATEGIC PLANNING MEETING

Chairman Taylor Caffey called the Strategic Planning Meeting to order.

➤ Capital Resource Analysis

Mark Thompson presented the Capital Resource Analysis for The Schools of McKeel Academy. He stated that the purpose of the analysis is to see what we have and project what can be done in the future. Presentation and discussion.

Thompson stated that we need to consider what the future expansion plans are for TSMA and how they fit into the education vision. Larry Ross is the chairman of the Strategic Planning committee and he stated he will call a meeting of the Ad Hoc Strategic Planning Committee to discuss the future plans for TSMA.

➤ Legislative Success Story

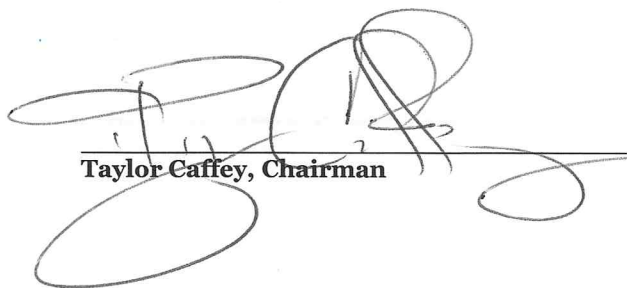
Dave Shepp reviewed updates from the legislative session.

- Budget - \$74 Billion Budget-Major provision for salary increases for State Employees, Teachers, and Support Staff.
 - Based on performance evaluations
 - \$2500 for "effective", \$3500 for "highly effective"
 - District and charter school boards must develop a plan based on student performance
 - The Board must submit the plan to the Commissioner of Education, no approval from the Sponsor is required.
 - Charter school boards may distribute salary increases any time before June 2014, once board-approved evaluation plan is approved by the Commissioner
- Capital Outlay – Increased from \$55 million to \$90 million to be distributed among all start-up charter schools.
- Flexibility measures
 - Authorizes high-performing charter schools to increase enrollment once per school year up to the facility's capacity, must notify sponsor by March 1
 - Provides timeframes for charters and sponsors to negotiate a single consolidated charter for multiple high-performing charter schools
 - DOE shall develop a statewide standard charter contract with input from charter schools and districts by November 1
- Exceptional Student Education
 - Requires reimbursement of Federal funds to charter schools, including Title I, Title II, and IDEA .
 - Sponsor must reimburse the charter school on a monthly basis for all invoices submitted by charter schools for Federal funds available for the benefit of the charter schools and students.

In the future we will work with the Speaker's Office to find/create a dedicated funding source for charter schools, in order to move away from PECO.

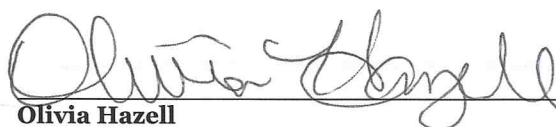
➤ Adjournment

There being no further business, the meeting was adjourned at 2:40 p.m.



Taylor Caffey, Chairman

ATTEST:



Olivia Hazell