



The Schools of McKeel Academy, Inc.

***McKeel Academy Central
McKeel Academy of Technology
South McKeel Academy***

**Board of Trustees Meeting
MINUTES**

October 13, 2017

The Board of Trustees meeting was held on Friday, October 13, 2017, in the media center at McKeel Academy of Technology. The meeting was called to order by Stephanie L. Campbell at 12:12 p.m. and declared a quorum with all members present. Trustees present included Taylor Caffey, Stephanie L. Campbell, Seth McKeel, Michael Peeples, Andrew Snyder, Phillip Walker, and Jackie Yon. Staff present included Alan Black, Julie Ehnle, Kim Benson, Joyce Powell, Lauren Rexroad, Jean Eisenhardt, Rebecca Juliano, Michaela Alcott, and Katy Wibert. Additional staff in attendance for recognition purposes: Mark Dunsford, John Massung, Dana Davie, Mark Nations, Robert Gandy, Harold Burger (E&A), Gary Crawford (E&A), Chere Peterson, Pat Frey, George Woodard, and Terry Reynolds. Also present were Nick Adams and Nancy DiSalvo from our auditing firm BKHM. There was no one from the public present.

➤ **Public Comment**
None

➤ **Consent Agenda**
Minutes from July 27 meeting
Out of field teacher
Motion: Moved by Seth McKeel, seconded by Andy Snyder, to approve the consent agenda as presented
Motion Carried

➤ **New Business**
Hurricane IRMA recognition – *Joyce Powell*
Everyone went above and beyond, helping wherever necessary, and volunteering to even be there in the first place.
Bus Barn recognition – *Julie Ehnle*
5 year bus barn anniversary. Also assisted during Hurricane IRMA.

Auditor Updates – *Nick Adams and Nancy DiSalvo, BKHM*
Update given on audit status; final to be delivered to PCSB on Tuesday, October 17. The draft was reviewed with the audit committee in detail prior to the full board meeting. The auditors expressed a clean opinion. The primary discussion was the finding reported as a material weakness in the financial statements. There were no findings related to federal awards. All employees were paid appropriately, but there is an adjustment to an accrual in a prior period. Any time there is an adjustment to the prior period, it's automatically a finding per professional standards.
Motion: Privileged Motion brought forward from Audit Committee to recommend to accept audit as presented, with caveat that Julie approves final version of the response to this finding. Moved by Michael Peeples on behalf of audit committee, seconded by, Phillip Walker.
Motion Carried

New Position – Alan Black

Transition Office needs a person for data entry to better track and utilize Naviance software and for overall administrative duties in the transition office.

Motion: Motion moved by Taylor Caffey, seconded by Michael Peeples to approve the creation of this position.

Motion Carried

Corporate Secretary

Cathy Reigner officially resigned due to family issues. Jean Eisenhardt will continue her current duties, but will also work for Alan as his secretary when needed. Further, Ms. Eisenhardt will handle open enrollment for TSMA. It is desired that she also fulfill the duties of corporate secretary.

Motion: Motion brought forward to elect Jean Eisenhardt as Corporate Secretary by Seth McKeel, seconded by Michael Peeples.

Motion Carried

Director Compensation

At the July board meeting, a committee was created to research compensation for the Director. The committee shared their findings. They determined the Director's compensation was fair. There were two non-instructional staff raises that the Director did not receive. The motion includes the Director receiving those raises retroactively. (1.7% in December 2014 and 3% in July 2017)

Motion: Privileged motion brought forward by Michael Peeples on behalf of the personnel committee to retroactively pay Alan for raises that non-instructional staff received in Dec 2014 at 1.7%, and in July of 2017 at 3%. Further, amend the Director's current employment contract as follows:

The EMPLOYEE shall receive salary increases that mirror the non-instructional staff of The Schools of McKeel Academy with the potential of an annual bonus to be determined through a performance evaluation. The current board chair will create a committee comprised of other board members to administer the EMPLOYEE's performance evaluation based on measurable goals and accomplishments agreed upon by EMPLOYER and EMPLOYEE. The process of this evaluation shall begin every July and completed for full board approval no later than the September scheduled board meeting. For the current school year, the performance evaluation committee will meet with EMPLOYEE in January 2018 to set measurable goals for an evaluation in July 2018.

Julie to contact legal entities to make an addendum right now to Alan's contract.

Motion carried

IRMA pay exception memo – Julie Ehnle

FEMA application has been initiated to receive a grant to pay for expenses caused from Hurricane Irma damage and/or due to being a shelter. We are waiting to have a FEMA representative officially assigned. The primary source of reimbursement is related to being a shelter and not sustained damages.

Ms. Ehnle requested board approval for the "Memo to file IRMA.pdf" document which outlines paying exempt employees at straight time for any hours worked outside of a normal work day. The total hours and associated dollars were reviewed. Salaried employees at straight time totals \$26,609.88. Hourly employees at straight time totals \$2,135.47.

Motion: Motion made by Taylor Caffey to pay salary people straight time, hourly people, pay time and 1/2 for hours worked, and Julie continue efforts to recover funds from FEMA. Michael Peeples seconded.

Motion carried

SMA PTO Donation – *Kim Benson*

PTO donated \$27K and change towards classroom teacher grants. The funds will go into internal funds to be designated to the grade levels accordingly.

Motion: Motion brought forward by Kim to accept these funds, seconded by Andrew Snyder.

Motion Carried

Charter School conference – *Alan Black*

Alan invited all board members to attend if they were able.

➤ **Department Updates**

South McKeel and McKeel Central news – *Kim Benson*

The Florida Department of Education has named SMA and MAC as Schools of Excellence for the 2016-2017 school year.

Transportation

The other 2 buses previously voted on have arrived.

Still the possibility of buses coming off lease from Lake Wales; we would like to have the opportunity to purchase the gently used ones. Negotiating with Bluebird/Florida Transportation.

➤ **Adjournment**

There being no further business, the meeting was adjourned at 1:22 p.m.

ATTEST:

Stephanie L. Campbell

Stephanie L. Campbell, Chair

Katy Wibert

Katy Wibert, Interim Secretary