

MINUTES OF MEETING OF BOARD OF DIRECTORS

OF

NEW ALTERNATIVE EDUCATION HIGH SCHOOL OF BROWARD COUNTY, INC.

September 13, 2018

A meeting of the Board of Directors of New Alternative Education High School of Broward County, Inc. ("Company"), a Florida not for profit corporation, was held at Main Street High School, 1100 N Main Street, Kissimmee, FL 34741 on September 13, 2018 at 4:30 P.M.

The following directors were present in person at the meeting: Bruce Gillett, Charlie Barnett and Jim McGregor.

The following Principal was present at the meeting: Christine Perez

Also present in person were Dr. Jeanette Jimenez and Pamela McCoy.

Present by video conference were Thom Jackson, Natalie Williams, Tom Bickart, John Holbrook and Luis Sullivan on behalf of Ralph Arza.

The meeting was called to order at 4:30 P.M.

A quorum was present.

Mr. Gillett chaired the meeting and Pamela McCoy, Board Liaison, recorded the minutes.

The first order of business was approval of the minutes of the June 12, 2018 meeting. It was noted that Mr. Howse's name was spelled incorrectly (Hausse) in the minutes. Upon motion made by Charlie Barnett, the Minutes of the June 12, 2018 meeting were unanimously approved.

The Out of Field waiver for Mr. Bodner as approved.

There was no public input.

Christine Perez provided her school report in accordance with the Board materials distributed prior to the Board meeting. Mr. McGregor asked about the students from Puerto Rico who moved to Osceola last year after Hurricane Maria. MSHS is assuming that most have returned to Puerto Rico, because Osceola has lost a lot of those students. The School Principal report was accepted as submitted.

Natalie Williams provided the Organizational report. She explained that the MSHS Dashboard tracks where students come from, the number of credits students have and if students are in cohort or not. Ms. Williams also noted that the dashboard has not been shared with Dr. Pace. Ms. Williams would like to schedule the next meeting with Dr. Pace and Mr. Gillett. She said we need to track students that are not in cohort but can still graduate, as it is better than getting a GED. A discussion ensued regarding the current enrollment, incentives to increase enrollment and what the enrollment may be at the end of FTE.

Mr. Jackson noted that MSHS missed its enrollment target, but that the MSHS team, including Mr. Arza, is engaged in various efforts to increase enrollment up to 400. Dr. J and Ms. Perez will be meeting next week to determine internal and external strategies to make up ground. Dr. J. stated that a current employee will start as the Admissions Coordinator tomorrow. There will be a team effort to reach out to students *via* phone who have not shown up during FTE as of yet. Mr. Gillett asked about staffing for 400 students, and Ms. Perez stated that a Math and Reading Teacher are needed. Mr. Jackson said that finances would be adjusted accordingly as enrollment increases. Mr. Gillett feels the school should be staffed in preparation for the additional students. Mr. Jackson said this will be brought back to the board for guidance and approval.

The Mental Health Plan was ratified and accepted. Mr. Barnett motioned and Mr. McGregor seconded. Vote carried.

Mr. Jackson informed the board that the Employee Handbook revisions are in process and it will be on the next meeting agenda for approval.

Parent Liaison – Kevin James and Board Liaison – Bruce Gillett were voted on by a motion from Mr. Barnett and a second by Mr. McGregor. Vote carried.

Ms. Williams stated that Dr. J. will be supporting MSHS directly from an operations standpoint and will also be overseeing enrollment. Also, she and Ms. Perez will be having weekly meetings to work on achievement. Ms. Williams said that they are continuing to evolve the dashboards with the first piece being graduation tracker.

Dr. J provided the Operational Report:

- The roof is repaired! Finance is working on the invoice. A portion of the roof was replaced and other areas were repaired. It is being watched closely for leaks.
- Jeff Wood and Mr. Jackson provided a revised lease to Mr. Howse, which he is reviewing. The plan is to eventually approach the board to purchase the building. Mr. Howse said he wants to give EdisonLearning the option to buy first. The current lease expires 06/30/19. The proposed lease will have EdisonLearning be the in between as Mavericks was, which Mr. Jackson thought was the boards pleasure. Mr. Gillett asked if there was an increase and Mr. Jackson said on the purchase side there would be a decrease.
- The Facilities Management Company contract is up for renewal Dr. J. said they are proposing a continuation of the contract at the same price. The contract includes cleaning, maintenance and lawn maintenance. Dr. J. said they have weekly calls with the Principals and Owner and daily calls with the workers. They are working on creating a checklist. Mr. Jackson confirmed that the budget allows for the contract amount. Mr. Gillett motioned and Mr. McGregor seconded. Vote carried.
- There was discussion regarding the discrimination claim. It was thought to be resolved but is not. The case is still in discovery. Arnold Law Firm offered to provide a shade session with a court reporter. Once information comes back the board will determine if it is time worthy to have the shade session.

Tom Bickart provided the Financial Report on behalf of Michelle Schmitt and John Doane. First, he briefed the board on the Audit and said that the auditor's reports states that it was a good report. Mr. Bickart explained that the revenue decrease is directly related to lower student enrollment. The expense for instruction increased 25% which is a big jump. Mr. Gillett asked what the difference between Program and General Revenues are. Mr. Bickart explained that Program Reviews are restricted funds. He then explained the actual vs. budgeted comparison. Mr. Jackson confirmed that the eRate money was received late and that this issue is corrected with the previous management company and will not happen again. Mr. Bickart said that he is happy that it was a clean report and that they should feel good receiving this type of report. He is impressed. He also said the report is due by 09/20/18 and will be filed. Mr. McGregor motioned and Mr. Barnett seconded the approval of the draft as long as there are no substantiated changes. Vote carried.

The next financial item is the July Financial Report. Mr. Bickart due to FTE differences (i.e., lower than expected enrollment) the payment from the District will be adjusted downward, which will cause budgeting challenges. As revenue adjusts down and expenses are spent to budget, there will be budget adjustments. Mr. Barnett asked if there are 2 empty positions. Ms. Perez said yes, and that she would have to cut academic coaches to add the positions to fill the master schedule. Mr. Gillett and Mr. Jackson suggested waiting until the next meeting to decide on cuts to allow time to get enrollment up. Mr. Barnett suggested that the board allow Mr. Gillett to make decisions on behalf of the board should they need to be made between November and December. Mr. Gillett accepted and will work with the school after the October count. Mr. Barnett motioned and Mr. McGregor seconded to accept the financials as presented. Vote carried.

Calendars and Board meeting dates were provided for the board members information. It was agreed that the meeting times will be at 4:30pm.

There being no further business, the meeting was adjourned at 6:09 p.m.

By: B. Mark Gillett
Secretary Chairman