



BOARD MEETING MINUTES

Location Innovation Charter School
600 SW 3rd St., Pompano Beach, FL 33060

Date | time 4/12/2018 1:00 PM

Attendance

Board of Directors	School Representatives
Paul Walker	Susan Alexander (Principal)
Nicole Johansson	Janet Yates (Assistant Principal)
David Salvatelli	Marisa Anderson (Executive Assistant/Registrar)
Tylena Adudu	
Tammy Hoskins	

Call to Order

The meeting commenced at 1:03pm with a Call to Order by Chair Paul Walker. Roll call was taken and a quorum was established.

Minutes for Approval

Paul Walker presented the minutes for the February 15, 2018 board meeting and the April 4, 2018 recruitment committee meeting.

MOTION: made by Nicole Johansson to approve the minutes for all three of these meetings. David Salvatelli seconded. Motion was approved unanimously.

Items to be Added – Close Agenda

Tammy Hoskins asks that information regarding ways to honor Tiffanie Holm be added to the agenda. Nicole requests that enrollment and marketing for the 2018-'19 school year, that 2018-'19 staff contracts to be drafted, and that budget adjustments needing review and approval be added to the agenda.

MOTION: made by Tammy Hoskins to add these items to the agenda and that the agenda be closed. David Salvatelli seconded. Motion was approved unanimously.

Principal's Report

Susan Alexander shares the following report and updates:

- **Enrollment**- 369 students currently enrolled.
 - **Finances**- Forecast budget is currently balanced and an item in new business will be proposed. 2018-'19 school year budget is being drafted. Bathroom renovation proposals will be requested with contacts made to BCPS approved vendors.
 - **Grants**- eRate technology reimbursement grant funds were received for acquiring and installing needed access points to facilitate instruction. Fifty-four (54) students are enrolled in the 21st Century Community Learning Center program with Dr. Enger, the contracted external evaluator, having visited to being evaluation of the program.
 - **Academics, Assessments, ESE, ELL & MTSS**- FSA testing is being conducted with students approaching them with positive attitudes. David Salvatelli comments that anomalies experienced due to technology issues be documented. Information contained in the OSPR under Old Business in the agenda details report on ESE, ELL and MTSS
 - **Title 1**- Two hundred and seventy-one (271) surveys were received. Action items as a result of feedback from the surveys will be to increase communication, re-activate Google translate on website, add more alternate meeting times to increase attendance and engagement.
 - **Staff**- Rebecca Correa and Marisa Anderson have been added.
 - **On-site Programmatic Review (OSPR)**- Implementation of all action items and corrections needed has occurred.
 - **Upcoming Events & Calendar Items**- Teacher appreciation week is May 6-12. The parents will treat the teachers and staff to a breakfast, and The Grill is contributing an appreciation meal for the teachers and staff.
- MOTION: made by Tammy Hoskins to accept the Principal's Report and Updates. Tylena Adudu seconded.**

Motion was approved unanimously.

New Business & Discussion

- **HB 7055 Summary & Implications-** David Salvatelli reviews and presents a brief on this information.
- **Safety & Security Plan Review-** Susan Alexander offers details of the report as created by BSO. David Salvatelli recommends that an administrative team member be tasked with safety and security, and have annual goals regarding the same.
- **2017-'18 Forecast-** Susan proposes that \$10,000 be allocated for marketing and that a \$3,500 custom expenses line item be added.

MOTION: made by Paul Walker to update the forecast as recommended pending review of the forecast with the board secretary. David Salvatelli seconded. Motion was approved unanimously.

- **2018-'19 Faculty/Staff Recruiting-** Mrs. Alexander presents the offer letters for current staff and informs that vacancies for any positions not filled will be posted to teachers-teacher.com and indeed.com.
- **2018-'19 Student Recruitment & Enrollment-** An independent contractor has been secured to work up to 200 hours

- **2017-'18 Audit Firm-** Nicole Johansson recommends engaging Keefe McCullough to conduct the audit.
MOTION: made by Nicole Johansson to engage Keefe McCullough to conduct the 2017-'18 audit. Tylene Adudu seconded. Motion was approved unanimously.

- **2018-'19 Budget-** A preliminary budget has been drafted with additional work to be done before presenting it to the board at the next meeting.

- Cleaning Services Proposals are reviewed with discussion of City Wide as being the best value for the services to be rendered.

MOTION: made by Nicole Johansson to approve the City Wide proposal. Tammy Hoskins seconded. Motion was approved unanimously.

- **Tiffanie Holm Commemoration-** A work group to determine how best to honor Tiffanie Holm as the founding principal is needed.

MOTION: made by Tylene Adudu for Nicole Johansson and Tammy Hoskins to serve in this capacity. Paul Walker seconded. Motion was approved unanimously.

Old Business

- **On-site Programmatic Review (OSPR)-** presented earlier.
- **Hazardous Walking Conditions-** David Salvatelli recommends further review of the response received to clarify the denial.

Public Comment

None

Next Meeting

May 24, 2018 at 1:00pm

Adjournment

MOTION: made by Tylene Adudu to adjourn the meeting at 2:40pm. Paul Walker seconded. Motion was approved unanimously.

Tammy J. Hoskins
Tammy Hoskins, Board Secretary

5/24/18

Date