

# Access Charter School Meeting of the Board of Directors

August 17, 2016 at 5:00 P.M.

## MINUTES

### 1. Call to Order

The meeting at Access Charter School Governing Board of Directors commenced at 6:00 p.m. Roger Watkins called the meeting to order.

### 2. Roll Call

The following board members were present:

Heidi Peckham

Kyle Havill

Bert Fonseca

Patrick Smith

Roger Watkins – non-board member

Board member Herb Smetheram and Joseph Thairu were not in attendance.

### 3. Review and Approval of Minutes

The meeting minutes from June 15, 2016 were reviewed. Patrick Smith motioned to accept the minutes. Heidi Peckham seconded the motion. All Board Members were in favor.

### 4. Director's Report

The school director, Roger Watkins presented the Director's Report.

Students: Enrollment of 125 students for 2016-2017. Currently reviewing candidates for 2016-2017 school year. At time of the meeting 21 students were on the wait list for High/Middle School.

Staff: Orange County Public Schools employment processing has been extremely slow in clearing new employees. Currently waiting for clearance of 7 staff members. Open positions include 2 Teachers and 2 Behavior Technicians. Director continues to schedule interviews for qualified candidates.

Events: Facility Dedication was held on August 12 with a small but well attended group. Parent meetings were held on August 11<sup>th</sup> for new and returning families. Upcoming events include Parents Activities Committee (PAC) meeting on 8/26/16, School Advisory Council (SAC) meeting on 9/2/16. Planning continues for parent volunteers training and the Fall Festival. The 2015-2016 Financial Audit is expected to be completed in the coming weeks. The school is kicking off a new campaign this year to identify a school

mascot. School Director, Roger Watkins, has scheduled upcoming Professional Crisis Management training for staff members and an Open House for the community and perspective students on September 14, 2016 at 9:00 am. Heidi Peckham motioned to accept the Director's report. Kyle Havill seconded the motion. All were in favor.

#### **5. Treasurer Report.**

Kyle Havill presented the Treasurer's Report. The budget for the end date of July 31, 2016 was reviewed. The July report included beginning of the year payments for furniture and equipment. The cost of the new Promethean white boards was cleared. Bert Fonseca moved to accept the budget report. Patrick Smith seconded the motion. All board members were in favor.

#### **6. Action Items:**

- A) Building D – HV/AC Items - Director, Roger Watkins, shared a need to replace the condenser and handler for two air conditioning units at the high school. Costs to replace/fix these two units will be \$8,965.00. These items were not considered part of the original maintenance budget for the HVAC system. Kyle Havill motioned to move forward with replacing the items in order to assure all units are in working order. Bert Fonseca seconded the motion. All board members were in favor.
- B) Organization By-Law Review – A copy of the By-Laws were provided to all board members prior to the meeting for review. Kyle Havill motioned to table to the review of the by-laws until all members were able to attend. Bert Fonseca seconded the motion. All members were in favor.
- C) 2016-2017 Out of Field Teachers – Currently one teacher is out of field and working towards completing the Autism Spectrum Disorder Endorsement through the University of Central Florida. The teacher is Greg Prado. Heidi Peckham moved to provide the Teacher a continued contract identifying the expectations to complete the out of field requirements within the time frame of one school year while maintaining the position of Teacher. Patrick Smith seconded the motion. All board members were in favor.
- D) Florida Charter Conference – The Florida Charter School conference is being held in Daytona Beach this November 2-4. Director, Roger Watkins, requested anyone interested in attending to provide notice by the next board meeting.

#### **7. Board Member Matters**

- A) Nomination of Board Members – Ms. Liani Steenekamp is no longer a member of the Access Charter board. Currently, new members are being considered and will be

- vetted by the school Director before being reviewed by the Board of Directors. Kyle Havill will continue follow up with colleague being considered.
- B) Board Secretary – With Ms. Steenekamp’s departure the position of Board Secretary is left open. Patrick Smith motioned to nominate Heidi Peckham as the new Board Secretary. Kyle Havill seconded the motion. All board members were in favor.
  - C) Conflict of Interest/Financial Disclosures – All board members completed updated forms for this school year requirements.

**8. Adjournment**

Next board meeting is scheduled for October 19, 2016 at 5:00 pm. Patrick Smith motioned to adjourn and Kyle Havill seconded. All board members were in favor. The meeting adjourned at 7:00 pm.

**2016 - 2017 Board meeting schedules**

(Regular meeting time on Wednesdays at 5:00 pm)

Wednesday October 19, 2016

Wednesday December 14, 2016

Wednesday February 15, 2017

Wednesday April 19, 2017

Wednesday June 14, 2017