

ACCESS CHARTER SCHOOL MEETING MINUTES

October 23, 2014

1. Call to Order

The meeting at Access Charter School Governing Board of Directors commenced at 6:00 p.m.

2. Roll Call

The following board members were present:

Heidi Peckham

Herb Smetheram

Liani Steenekamp

Joseph Thairu

Kyle Havill

Roger Watkins

Board members Neil Middeldorf and Theresa Campbell were not in attendance.

3. Review and Approval of Minutes

The meeting minutes from August 21, 2014 were reviewed. Kyle Havill motioned to accept the minutes and Heidi Peckham seconded the motion. All board members were in favor.

4. Director's Report

Roger Watkins presented the Director's Report.

Students: A total of 102 students are currently enrolled but 2 new students are going to be enrolled in next few weeks. 18 students still on the waiting list.

Staff: One teacher position available and one new teacher will be on board in next few days. IDEA may reimburse some of the staff positions. Assessment training for teachers ongoing.

Parents: PAC Fall Festival (10/22) was very successful and many families attended.

Events: Fundraiser committee booked May 5, 2015 for the Fiesta Success Celebration.

Other: A student incident that occurred during aftercare was reported to the Department of Children and Families. The case involved a student who exhibited self-injurious behavior during a tantrum. DCF investigated and the OCPS Charter Director was informed. All documentation was made available. No concerns were raised by DCF and case was dismissed. The student is still enrolled and continues to participate in after-care services.

Auditors: Audits that were completed revealed excellence.

Upcoming: Upcoming events include; ESE federal audit, Florida Charter School Conference, Autism Walk (Nov. 22), winter graduation (Dec 17), Applications to enroll for next year and recertification for PCM.

Joseph Thairu motioned to accept the Director's report and Heidi Peckham seconded the motion. All members were in favor.

5. Treasurer Report.

Kyle Havill presented the Treasurer's Report. The budget for the end date of the report is September 30, 2014 was reviewed. Liani Steenekamp motioned to approve the budget. Heidi Peckham seconded the motion. All board members were in favor.

6. Action Items:

Audit completed by McCrady/Hess: The Board reviewed the completed audit and agreed with the remarks from McCrady/Hess.

Due Diligence Period Results: Due Diligence Period ended 10/22/14. Herb Smetheram reported the results of ZHA's review of the property at 6000 East Colonial. Results of ZHA's review were conclusive to expectations. Closing date is scheduled for November 20, 2014. Occupancy date is set for June 1, 2015. All board members in agreement.

Review revised SunTrust Commitment Letter: The Board reviewed the commitment letter provided by Ryan Shirley of SunTrust bank.

Review Lease Agreements: The current lease agreements held with Faith University were discussed. Four churches have lease agreements and seven other groups have informal agreements. Groups without liability would not be able to continue using the facilities on this property and have been informed by the seller. The Seller has contacted three of the renters and gave notice to vacate by 11/20/2014. Only one church will stay till December 20th, 2014. The date of vacancy of this specific church was discussed. Due to the upcoming holidays motion was made by Kyle Havill to extend the amendment till December, 31, 2014. Liani seconded this motion, Joseph Thairu abstained from voting, all other board members in favor.

Groundkeeper Contract Review/Decision: Groundskeeper contract was discussed. Motion was brought up by Herb Smetheram and was supported by all board members to let groundskeeper stay in a legal manner. Groundskeeper and family will be offered a lease agreement to continue living in the house on the property for \$1,200 per month; November 20, 2014 - June 20, 2015. This agreement is offered because students will not be on the property and to provide security during the construction period. At the end of the lease agreement the lease will end and will not be renewed. Additionally, the current Groundskeeper will be offered a part-time maintenance position. The contract will be provided only after the applicant passes the federal background check and

required district screening. Employment contract will provide earnings of \$1,100.00 to \$1,300.00 per month to include taxes. Roger Watkins will develop a standard job description for a part-time maintenance employee. Renewal of the contract will be revisited in June, 2015. Kyle Havill motioned to accept and Joseph Thairu seconded. All board members were in favor.

Review McCree Construction Quote: At time of meeting McCree Construction quote not available.

7. Board Member Matters

New members: Roberto Francesco hasn't completed the certification training. Expect to complete prior to the December board meeting.

Property security: The property security was discussed. Board members in agreement that the groundkeeper will be expected to report any security concerns. Herb Smetheram discussed fencing possibilities and board members in agreement that it will be further discussed in upcoming board meetings.

8. Adjournment

Next board meeting is scheduled for December 18th, 2014 at 6:00 pm. Herb Smetheram motioned to adjourn the meeting. Heidi Peckham seconded the motion. All board members were in favor. The meeting was adjourned at 8: 20pm.

2014-2015 Board Meeting schedules (all meetings are held on Thursdays at 6:00PM).

December 18, 2014

February 19, 2015

April 23, 2015

June 18, 2015

Please note these dates on your calendar.