

Access Charter School-Meeting Minutes

June 19, 2014

I. Call to Order

The meeting of the **Access Charter School Governing Board of Directors** commenced at 6:00 p.m. on Thursday, June 19, 2014.

II. Roll Call

The following board members were present

**Kyle Havill
Herb Smetheram
Liani Steenekamp
Roger Watkins**

Board President, Joseph Thairu, Board Secretary Theresa Campbell, and Board Member Neil Middendorf were not in attendance.

III. Old Business / Open Items

- A.** The meeting minutes from the March 26, 2014 Board Meeting were reviewed. Kyle Havill motioned to approve the minutes. Herb Smetheram seconded the motion. All board members were in favor.
- B.** Roger Watkins presented the Director's Report. Some items mentioned include: the school currently has 105 students enrolled for 2014-2015. There are 19 on the waiting list. Upcoming activities include: Summer cleaning, interviewing new staff, enrollment of new students, and purchasing curriculum/equipment for new school year.
- C.** The transition to Brighthouse has been completed and TCR Technologies will be installing additional access points for Wi-Fi use in the coming month.
- D.** The proposal to hire on one of the previously contract Speech Therapists is being processed. Additionally, the school will contract with Speech Rehab Services for one full-time and one part-time therapist.
- E.** Kyle Havill presented the Treasurer's Report. The budget for the end date of May 30, 2014 was reviewed. Liani Steenekamp motioned to approve the budget. Herb Smetheram seconded the motion. All board members were in favor.

IV. Action Items

- A.** Roger Watkins has continued to work with Bob Feldman to visit possible facility options. Over the last month they have visited 15 sites. Roger Watkins has also reached out to another Commercial Real estate agent, Rajia Ackley. They have scheduled to visit two sites in the coming week.

- B.** Herb Smetheram nominated Heidi Peckham. Mrs. Peckham met with Roger Watkins and Herb Smetheram prior to the end of the school year to review requirements and expectations of board members. Kyle Havill motioned to approve the placement of Heidi Peckham on the board. Liani Steenekamp seconded the motion. All board members were in favor. Additionally, Herb Smetheram pointed out to the board the importance of continuing to seek out additional members for the board.

- C.** Kyle Havill reviewed the final 2013-2014 proposed budget amendment. The board reviewed the budget. Herb Smetheram motioned to accept. Liani Steenekamp seconded the motion. All board members were in favor.

- D.** Kyle Havill reviewed the proposed budget for the 2014-2015 school year. All increases in FEFP revenue were determined by the increase of student enrollment to 105. Additionally, increases in Instructional staff were due to the increased student enrollment. Instructional Support staff also increased due to hiring a full time Speech Therapist to the Access Charter staff. Liani Steenkamp motioned to accept the proposed budget. Herb Smetheram seconded the motion. All board members were in favor.

- E.** Board members reviewed the Tax Form 990 prepared by McCrady/Hess Accounting firm. All board members agreed the preparation was clear and accurate.

- F.** Brown & Brown Insurance Renewals are due. Based on the prepared renewals the overall increase in D&O, Liability, and Workman's Comp insurance will be below \$300.00 for the year. Kyle Havill motioned to approve the proposal from our current firm, Brown & Brown. Herb Smetheram seconded the motion. All board members were in favor.

- G.** Herb Smetheram shared with the board that on Wednesday June 18 along with Roger Watkins and Jennifer Mathis he met with the President and Vice President of SunTrust Banks. The meeting was scheduled to discuss volunteer opportunities SunTrust is interested in developing for their employees through the Community Diversity Council at SunTrust. Additionally, the discussion involved volunteer and training opportunities for students at ACS. Board members discussed the involvement SunTrust has established with the school and

their eagerness to support the school in future endeavors. Herb Smetheram recommended beginning the transition to move the school account from Florida Bank of Commerce to SunTrust. Kyle Havill seconded the motion. All board members were in favor.

- H.** At the end of this third year both Joseph Thairu and Theresa Campbell have fulfilled the three year term as officers. To remain in compliance with the school By-Laws it is necessary to nominate board members to replace these positions. Both Joseph Thairu and Theresa Campbell will remain on the board as members. Herb Smetheram nominated Liani Steenekamp as Board Secretary. Kyle Havill nominated Herb Smetheram as Board President. All board members approved. This change will take effect July 1, 2014.

The next Board Meeting is scheduled for August 21, 2014 at 6:00 pm. Kyle Havill motioned to adjourn the meeting. Herb Smetheram seconded the motion. All board members were in favor. The meeting was adjourned at 7:15 pm.

2014-2015 Board Meeting Schedule (all meetings are held on Thursdays at 6:00 pm)

August 21, 2014
October 23, 2014
December 18, 2014
February 19, 2015
April 23, 2015
June 18, 2015

Please note these dates on your calendar.

Prepared by School Director, Roger Watkins June 30, 2014