

# MINUTES

## Belmont Academy Governing Board

### Meeting of the Board of Directors

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Date | time: 6/18/2018 7:08 PM | Meeting called to order by: Will Myers, Acting Chairperson

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#### In Attendance

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##### Governing Board:

Jonny Handy, Treasurer – present

Will Myers, Secretary – present

Rick Bicknell, board member – not present

Luke Sparks, board member – present

Katie Tyler, board member – present

Jessica Klanderud, board member – present

##### Belmont Academy:

Lawton Unrau, CEO

Ron Barker, Principal

Dominique Ward, Assistant Principal

Sandra Heitzman, PTO President

A Quorum was present (5 directors of 6).

\*\*Public notice has been confirmed regarding this board meeting\*\*

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#### Agenda

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Mr. Myers, Acting Chairperson called the meeting to order at 7:08pm, Director and staff attendance was taken and recorded.

##### General Business:

1. Appoint the Representative to Facilitate Parental Involvement per FS 1002.33(9)(p)(2) currently held by Principal Ron Barker.  
Ron Barker was appointed and agreed to continue in this role.
2. Review the draft meeting notes from May 14, 2018  
The draft was accepted without changes

##### PTO Report:

Sandra Heitzman, PTO President presented a donation from the PTO to Belmont Academy to be used for playground equipment. The donation is for \$5,460.81.

##### Principal Report:

1. Any matters related to facilitating parental involvement or representative duties presented

2. Principal updates regarding the condition of the school, staff and student body.
3. Update regarding student enrollment for 2018-2019.  
The current K-12 enrollment target continues to be 500 students, which was the pre-planning value provided to Belmont's sponsor.
4. Review of 2017-2018 volunteer program; total hours, performance reporting and notices  
Those parent/families not meeting volunteer hours minimums have been contacted by Mr. Barker.  
Mr. Barker recommended the volunteer program continue as currently outlined with new emphasis placed on improved procedures and enhanced support to make the program even more successful.
5. Presentation of FSA testing results 2017-2018  
Mr. Barker provided a detail summary report of the 2017-18 FSA testing results. Results overall were positive.
6. Transition to new web site July 1, 2018

**CEO Report:**

1. Brief review of Consent Agenda Items. Opportunity provided to move any consent item as an action item for board discussion and review
2. Updated budget 2017-18 review and comments
3. Current financial summary
4. Update on package plant research process by All Seasons Planning, Inc.
5. Update on new classroom building construction progress and budget
6. Update on Florida Safe Schools Assessment Tool requirements
7. Update on Mental Health Assistance Allocation (email included)

**Action Items:**

1. 2018-2019 Draft Budget; Positions and pay review including stipends and any open positions

The directors approved the Mr. Barker and Mr. Unrau to make the best overall hire for any pending hard to fill position remaining open for the 2018-2019 school year with incentives as required.

Mr. Handy made a motion to approve the 2018-2019 Draft Budget. Mr. Myers seconded the motion and the directors voted unanimously to approve as motioned.

2. Review proposals for chrome books with consideration for purchases or lease

Mr. Handy made a motion to approve the Staples Advantage proposal with the plan that chrome books will be leased and charging carts will be purchased. Mr. Sparks seconded the motion and the directors voted unanimously to approve as motioned.

3. Review proposals to install exterior fence locking gates

The directors requested Mr. Unrau inquire about the ability to upgrade the security features of the locking gates and report back findings to the board.

4. Auditor Contract Renewal for 2017-2018 audit: Reddish and White includes IRS form 990 completion and filing

Mr. Handy made a motion to approve the Auditor Contract for the 2017-2018 audit by Reddish and White. Mrs. Tyler seconded the motion and the directors voted unanimously to approve as motioned.

5. Simque Construction change order #1: new classroom 2018

The directors requested to learn more about options relating to option 1 involving the partitioning of the room prior to making any decision to move forward with that item. Mr. Handy made a motion to approve items 2, 3 and 4 in the total contract amount of \$17,900 to be funded from the existing construction loan available resources. Mrs. Tyler seconded the motion and the directors voted unanimously to approve as motioned.

6. Review new applicants (3) for Belmont Academy Governing Board as received via email

The directors requested that Mr. Unrau invite the director applicants to attend the July meeting to meet the candidates and determine suitability and fit for the Belmont Governing Board.

7. Select Food Service Provider for 2018-2019 based on bids submitted in accordance with ITB

This item has been removed from the agenda pending response from FDACS. At the time of bid closing only a single bidder had responded.

**Additional Discussion:**

**Consent Agenda Vote:**

1. Meeting Notes May 14, 2018
2. Employee report including recent new hires and staffing changes including contracted and hourly staff
3. Update 2017-2018 Annual Budget
4. Approve DRAFT Request For Proposal for Belmont Lunch Program 2018-2019 as issued Tue May 15 as drafted
5. Kelly Services Contract Renewal 2018-2019
6. Mobile Modular lease renewal 2018-2019 (17 units - 1 year each)
7. Governing Board Calendar Dates 2017-2018: Set as the 3rd Monday monthly throughout 2018-2019.  
Note: The first meeting (July 2018) will be the 2nd Monday which is Monday July 9, 2018.
8. Insurance renewal 2018-2019 including Package Liability, Umbrella, Work Comp, Student Accident
9. Approve All Seasons Planning, Inc. lunch room sound proofing project
10. FLVS BLC and VLL contracts renewal 2018-2019
11. FGC articulation agreement renewal 2018-2019
12. Melissa Boone Speech and Language Therapy Contract Renewal
13. Appoint Katie Tyler Board Representative for PTO 2018-2019
14. Approval of new positions and/or updated job descriptions including:
  - i. Instructional Coach/Student Special Services Coordinator
  - ii. Discipline, Athletic and Facilities Director
  - iii. Guidance Counselor
  - iv. Nurse
  - v. Operations Manager and Facilities Support
15. 2018-2019 Teacher Handbook: Amend 2017-2018 Teacher Handbook to include Ethics Policy
16. WW Gay Mechanical HVAC and other mechanical equipment contract renewals for 2018-2019

17. Frontline Teachers-Teachers contract: Advertising open positions for teachers May 25, 2018 - May 24, 2019

Mr. Handy made a motion to approve the Consent Agenda as noted (see item 7). Mrs. Tyler seconded the motion and the directors voted unanimously to approve as motioned.

**Comments From Board Members:**

Mr. Sparks suggested Belmont offer a simple survey to all parents prior to school starting (near end of July). He recommended a very short survey with an opportunity for open comments.

With no further comments the meeting was adjourned at 9:36 pm by Mr. Will Myers, Secretary and Acting Chairperson.