

MINUTES

Belmont Academy Governing Board

Meeting of the Board of Directors

Date | time: 6/17/2019 7:00 PM | Meeting called to order by: Luke Sparks, Chairman

In Attendance

Governing Board:

Luke Sparks, Chairman – present

Jonny Handy, Treasurer - present

Will Myers, Secretary – present until 8:30

Jay Poole, board member – present

Shellie Young, board member – present

Katie Tyler, board member – present

Jessica Klanderud, board member – present

Belmont Academy:

Lawton Unrau, CEO

Ron Barker, Principal

Drew Sloan, Staff

Mandi Jackson, Staff

Guest:

Jim Zuber, All Seasons Planning and Design

A Quorum was present.

Public notice has been confirmed regarding this board meeting

Agenda

General Business:

1. Call meeting to order and take attendance
2. Confirm public notice for the meeting has been established and welcome visitors
3. Opportunity provided to move any Consent Item to the Action Item agenda for board discussion and review.

Mr. Sparks requested that Consent Agenda Item 12 “Approve Updated Salary Schedule 2019-2020” and that Item 7 on the Principal Report “2019-2020 Proposed After Care program update with draft budget” be added to the Action Item Agenda.

4. Close and adopt the agenda
With no further requests, Jonny Handy made a motion to accept the changes and close and adopt the agenda, Shellie Young seconded the motion and with no further discussion the motion passed unanimously.
5. Invitation for Public Comment on any Action Item
No public comments on Action Items

Presentations:

1. Jim Zuber with All Seasons P&D to provide results of construction planning progress, cost estimates and any recommendations with possible timeframes.

Mr. Zuber presented construction time frames with possibility of open date 2021 based on a modular construction plan. Parking lot requirements, land purchase needs and planning, verifying that the fire system can be extended to new construction were all discussed. The service road access to CR240 would need to be a minimum of 60' up to 100' in width as available. Consideration for a left turn lane and/or traffic signal was discussed along with the value of conversation with Columbia County. Mr. Zuber will mark out key parking and access areas late this week. Mr. Zuber agreed his current work is part of his contract but once any type of build-out is approved to proceed and/or a site plan is required, then a new scope of work will need to be negotiated. Mr. Zuber recommended that Belmont learn how it could acquire the original engineering/design CAD files. Mr. Zuber agreed to draft basic concept building designs and revised construction estimates this week. Mr. Handy requested to see some sample photos of similar school facilities that have used modular construction. A discussion regarding an improved AC solution for modular buildings be evaluated, up to and including use of a chiller plant.

Consent Agenda: The administration recommends approval of the consent agenda. Items with a * have supporting documentation.

1. Appoint Ron Barker to be the Representative to Facilitate Parental Involvement per FS 1002.33(9)(p)(2) currently held by Principal Ron Barker
2. *Approve School Board Meeting Notes May 13, 2019
3. *Ratify Approval of increased coverage to \$2M for the School Board Legal Liability and Employment Practices Insurance Policy
4. *ESS Temporary Services (substitutes) contract approval for 2019-2020
5. *Mobile Modular lease renewal 2019-2020 (17 units - 1 year each)
6. *Approve FLVS BLC and VLL contracts renewal 2019-2020
7. *Approve FGC articulation agreement renewal 2019-2020
8. *Approve Melissa Boone Speech and Language Therapy Contract Renewal 2019-2020
9. *Approve Marcia Schneider Occupational Therapy Contract Renewal 2019-2020
10. *Approve Kimberly Carpenter-Herring Mental Health Contract Renewal 2019-2020
11. *Approve WW Gay Mechanical HVAC and other mechanical equipment contract renewals for

2019-2020

12. *Approve Landwise lawn mowing contract renewal for 2019-2020
13. *Approve Belmont Academy Protocol for Assisting Students in Distress (School Violence Prevention)
14. *Konica Minolta lease BizHub 368E to replace existing of similar configuration (48-month lease)
15. Approve Mandi Jackson and Dawn Carboni to attend Train the Trainer event June 27-June 29, 2019 for Belmont Academy Mental Health Training Support
16. Appoint Katie Tyler Board Representative for the PTO 2019-2020
17. Governing Board Calendar Dates 2018-2019 to be set as 3rd Monday monthly unless modified otherwise

Mr. Poole made a motion to approve the items on the consent agenda, Mr. Handy seconded the motion and with no further discussion the directors voted unanimously to approve the items on the consent agenda as motioned.

Principal Report:

1. Any matters related to facilitating parental involvement or representative duties to be presented
No new matters were presented
2. Principal updates regarding the condition of the school, staff and/or student body
Mr. Barker provided updates regarding recent Belmont Professional Development and its success.
3. Update regarding student enrollment for 2019-2020
Mr. Barker reported that current enrollment is 550 but target enrollment is likely to be around 555.
4. Review of 2018-2019 volunteer program: total hours, performance reporting and notices
Mr. Barker reported that current volunteer hours are 21, 625 for 2018-19 however volunteering is continuing through the summer. Additionally, parents/guardians have been notified if they have not met the minimum required.
5. Presentation of FSA and EOC testing results 2018-19
Other than third grade FSA ELA the results for FSA are still pending release. Mr. Poole requested that once the results are in that the directors be emailed a summary of the outcome.
6. Presentation of Belmont staffing structure

Mr. Barker presented a DRAFT organization chart for 2019-2020 and after discussion the board directed Mr. Unrau and Mr. Barker to re-evaluate and bring back a proposal that would provide additional administrative support for the Principal.

CEO Report:

1. Updated budget 2018-19 review and comments including financial summary
Mr. Unrau provided a review of changes to the budget and related highlights.
2. Overview of 2019-2020 Draft Budget; Discussion of admin position
That missing data piece. Mr. Unrau provided a review of the 2019-2020 budget and highlights.
3. Facility to revenue cost overview (spreadsheet provided)
Mr. Unrau explained how the comparative data form other charter schools in this report may be useful for budgeting for Belmont's possible facility construction project currently being evaluated.
4. Discuss need for additional intercom/speaker systems and additional campus safety upgrades. Review SERT Team review of fire alarm response May 2019.
Mr. Unrau provided an overview of the highlights of this SERT team response to staff input and plans for getting additional work quoted to improve campus safety and communications.
5. School Resource Deputy plan 2019-2020 (Campus safety and security).
Mr. Unrau advised the school board that the district had provided information that the plan for providing and funding and staffing the current School Resource Deputy for 2019-2020 will continue in place as is and according to the 2018-2019 terms.
6. Safe School survey results
Mr. Unrau provided a review of the recent safe school survey polling that was done. Mr. Handy pointed out that the indicator value did not appear on the report. Mr. Unrau offered to share out that missing data point.

Additional Governing Board Discussion:

1. Land lease/purchase negotiations
The directors agreed that this topic has already been discussed to everyone's satisfaction earlier in the meeting as part of Mr. Zuber's presentation. No further comments were made.

Action Items: Items with a * have supporting documentation.

Note: Mr. Myers was not in attendance for Action Item voting

1. *Evaluate Food Service Provider for 2019-2020 based on bid(s) submitted in accordance with the ITB
Mr. Unrau explained that Belmont had received only one bid package to provide this service to Belmont; however, the per meal pricing from FDACS has not yet been made available to assess the bid properly. Mr. Handy made a motion recommending that the decision regarding this bid

be deferred until such time that the revenue information becomes available. Mr. Poole seconded the motion and with no further discussion the directors voted unanimously to approve as motioned.

2. *Review proposals for chromebooks with consideration for purchase or lease
After some initial discussion regarding budgeting and the preferred type of lease, Mr. Poole made a motion to approve the lowest bidder quote, CDI in the amount of \$44,963.98, for the purchase of the chromebooks and licensing and that Mr. Unrau would make the most favorable \$1 buyout leasing selection from those quoted. Mrs. Tyler seconded the motion and with no further discussion the directors voted unanimously to approve as motioned.
3. *Review proposal to install additional fencing and gates
Mr. Poole made a motion to accept the proposal in the amount of \$39,043.10 from All Florida Fencing to provide additional fencing and entry gates for securing the campus. Ms. Klanderud seconded the motion and after an opportunity for discussion the directors voted unanimously to approve accepting the proposal as motioned.
4. *Review proposal Rave Panic Button Mobile Safety Proposal
After some discussion Mr. Poole recommended that consideration of this proposal be postponed to a future school board meeting. Mr. Handy seconded the motion and with no further discussion the directors voted unanimously to postpone consideration of the proposal as motioned.
5. *Review proposal Parent Messaging Proposal
Mr. Poole made a motion to accept the proposal in the amount of \$2,754.00 from West Interactive Services for parent messaging technology services as quoted. Ms. Klanderud seconded the motion and with no further discussion the directors voted unanimously to approve as motioned.
6. *Approve 2018-2019 Updated Budget
Mr. Poole made a motion to approve the 06.20.2019 updated 2018-2019 budget as drafted. Mr. Handy seconded the motion and with no further discussion the directors voted unanimously to approve as motioned.
7. *Approve 2019-2020 Draft Budget inclusive of stipends and open positions
Mr. Handy made a motion to approve the 06.20.2019 updated 2019-2020 budget as drafted. Ms. Young seconded the motion and with no further discussion, the directors voted unanimously to approve as motioned.
8. *Insurance vendor review and quotations. Select preferred quote to include Package Liability, Umbrella, Work Comp and Student Accident insurance.
Mr. Poole made a motion that Mr. Unrau make the final selection between the two preferred insurance providers (Gulfstream and Lamb Insurance) after he acquires the last of some pending details. Ms. Klanderud seconded the motion and with no further discussion the directors voted unanimously to approve as motioned.
9. *Review proposal for ice machine to be installed in the lunchroom

After some discussion, Ms. Young made a motion to delay consideration of this action item. Mrs. Tyler seconded the motion and after the opportunity for additional discussion the directors voted unanimously to delay consideration as motioned.

10. *Review proposal for emergency student shower station to be installed in boys and girls bathroom to facilitate nurse clinic.

After some discussion, Ms. Young made a motion to delay consideration of this action item. Ms. Klanderud seconded the motion and after the opportunity for additional discussion the directors voted by majority vote to delay consideration as motioned. The one dissenting vote being Mr. Handy.

11. *Review proposals for replacement of HVAC for large bathroom facilities (Building 9)

After some discussion Mr. Handy made a motion to approve the preferred quotation provided by Taylor'd HVAC in the amount of \$4,128.00. Mr. Poole seconded the motion and after some additional discussion the directors voted unanimously to approve as motioned.

12. *Approve updated Salary Schedule 2019-2020

Mr. Poole made a motion to approve the Salary Schedule 2019-2020 as updated. Ms. Klanderud seconded the motion and with no further discussion, the directors voted unanimously to approve the Salary Schedule as motioned.

13. *2019-2020 Proposed After Care program update with draft budget

Mr. Poole made a motion to approve Belmont to establish an After-Care Program for the 2019-2020 school year as a pilot program. Ms. Klanderud seconded the motion and with no further discussion, the directors voted by majority vote to approve the Belmont After Care Program as motioned. The one dissenting vote being Mr. Sparks.

Additional Governing Board Matters:

Mr. Poole expressed interest in opening seats for an additional Kindergarten class for 2019-2020 if the space could be allocated. After some discussion with consideration for the advantages if and disadvantages that come with increased enrollment and its feasibility, Mrs. Tyler made a motion to add 18 seats for an additional Kindergarten class for 2019-2020. Mr. Barker confirmed that he could work out the classroom logistics if the directors would like to see this accomplished. Ms. Young seconded the motion and with no further discussion the directors voted unanimously to open 18 Kindergarten seats as motioned.

Additionally, and after a brief discussion the directors voted unanimously to reschedule the currently scheduled July 15, 2019 school board meeting to be held on July 22 at the regularly scheduled time.

Closing Comments from Directors:

Mr. Sparks mentioned that he liked the idea of inviting CCSD to Belmont's Graduation ceremonies.

The meeting was adjourned at 10:20 pm by Mr. Sparks, Chairman.