



Minutes for LLT Academy Executive Board Meeting

Date: November 26, 2018

Attendees:

Members: Mr. Jack Metz, Mr. Dave Magann, Mrs. Amber Council, and Mrs. Olga Nasthas

Also present: Mrs. Lesley Logan, Mrs. Sharla Austin, Mrs. Joanie Rutherford, Mrs. Shana Flores, and Mrs. Christina Buck

Location: LLT Academy Conference Room

Meeting was called to order at 5:37 and was properly noticed.

The agenda as presented was approved by consent.

Approval of Minutes

A motion to approve the minutes of the previous September 17, 2018 and October 22, 2018 meetings was made and seconded with a small change to the September minutes regarding the pending Replacement Reserve Account and its amount.

Reports

Mrs. Buck sent the variance report from July 2018 through September 2018 to the board via email.

Agenda Items:

1. A+ Dollars- Mrs. Austin shared with the board that \$60,990 were awarded by Hillsborough County to LLT Academy as recognition for receiving an "A" school grade. The school advisory council (SAC) decided on and approved a plan to share the financial award proportionally between the full time and part time staff of the 2017-2018 school year.

Action: The SAC plan was signed by Mr. Metz to distribute the award.

2. Sunbiz Document Update- Mrs. Logan presented the Sunbiz documents to be filed with the county showing the changes to the LLT Executive Board: changing the name of the CEO to Lesley Logan and removing Kim Edel and Jim Eggert from the board member list.

Action: Mr. Metz signed the updated Sunbiz documents.

3. New School Development Update and Documents -Mr. Metz and Mrs. Logan updated the board on the new school development plans and presented the interim pre-development consulting services agreement between LLT Academy and Facilities Services Corp. There is a preliminary due diligence budget of \$108,000 that would be passed on to the new landlord, but would be forfeited if LLT decides not to go through with the project. Mr. Metz and Mrs. Logan met and toured the school with the architect that will be working with Facilities Services Corp and explained to him the minimum requirements needed for the school. Nancy Phaneuf has identified 3 parcels of land so far that can accommodate the desired campus layouts, but will continue to search for more optimal sites.

Action: A second meeting with the architect will be set up to continue discussing the needs of the school's layout.



Minutes for LLT Academy Executive Board Meeting

4. Fun Run Update- Mrs. Austin briefed the board on the Fun Run results. The fundraising goal of \$30,000 (\$50/students for 600 students) was met and exceeded. Part of the success of the fundraising campaign was based on a plan developed by some staff members to focus on involving business sponsors. In addition, the percentage of families involved was around 90% and the highest so far. The money will be used by LLT's technology group to offer a second round of chrome books for the families. The Fun Run had a superheroes theme and a company was hired to decorate with a balloon arch and provide the superheroes. The campaign was successful in involving the students and providing a fun and safe activity. The final budget and costs will be presented to Mrs. Buck.

5. Leadership Day- Mrs. Rutherford informed the board of upcoming leadership activity dates. On February 6, 2019, LLT Academy will host the Leader in Me Symposium, and on February 14, 2019, it will be celebrating Leadership Day. Both events are scheduled for mid-morning. In addition, Leadership Brandon has chosen LLT as one out of its three stops on their Educational Day tentatively on February 13th, 2019. Board members are invited to attend all three events.

6. COO Proposal- Mrs. Buck informed the board that instead of retiring how she originally planned, she would rather reduce her workload. She requested to change her title from Chief Operating Officer to Chief Financial Officer. She will concentrate only on the responsibilities under the new title, which will allow her to also focus on the new development project. Her clerical duties will be distributed between Mike Clemmer and Missy Warburton. Mr. Clemmer has already taken over some of the tasks of managing the facilities. Ms. Warburton will be changing from working part time to working full time on December 1st, 2018, and will have the title of Accounts Supervisor. Mrs. Buck provided a list of the duties of the CFO, the Facilities Manager, and Accounts Supervisor to be performed respectively by her, Mr. Clemmer, and Ms. Warburton.

Motion: A motion was made and approved to change her title from Chief Operating Officer to Chief Financial Officer, to have the management of facilities reassigned to Mike Clemmer, and to have certain clerical payments and HR clerical duties performed by Ms. Warbuton.

Adjournment

Meeting adjourned at 6:25

Next meeting is scheduled for December 17, 2018.