

**North County Charter School, Inc.
6640 Old Dixie Hwy. Vero Beach, Florida 32967**

Board of Directors Meeting Monday May 03, 2021

MEETING MINUTES

Call to order/take attendance: President Tyson called the meeting to order at 9:30 am. Board members in attendance were Joel Tyson, Ernie Wilson, Claudette Pelletier and Kevin Kim. This constitutes a quorum. Susan Adams, Robert Russel and Devon Dupuis were absent. Principal Dr. Jessica Keaton and Business/Finance Director Ken Miller attended.

Approve/amend agenda: Ms. Pelletier moved to accept today's agenda, seconded by Mr. Kim and carried unanimously.

Approve minutes of February 08, 2021 meeting: Mr. Wilson moved to approve the minutes as presented, seconded by Mr. Kim and carried unanimously.

*Ms. Adams joined the meeting at this time.

Parent/public input: none

Financial report: Mr. Miller presented the Board with a current balance sheet as of today, bank statements showing activity since last board meeting and the CPA's financial report ending February 28, 2021. The report will be filed for audit.

Approve leave of absence policy: Mr. Miller presented the Board with a policy that was a consensus of our payroll company's H.R. Department input and Mr. Miller's suggestions. Ms. Pelletier suggested striking the term Company and replacing it with North County Charter School, Inc. Mr. Wilson made a motion to accept the policy, seconded by Mr. Kim and carried unanimously. Mr. Miller said he would make the suggested corrections to the policy.

Approve budget amendments: Mr. Miller presented budget amendments for both revenue and expense line items. Ms. Adams moved to approve the budget amendments, seconded by Mr. Wilson and carried unanimously.

Approve new phone system: Mr. Miller presented the Board with material and costs of switching our phone system from AT&T to a V.O.I.P. system with RingCentral as the provider, which will be more cost effective over time. Motion was made by Mr. Wilson to approve the new system, seconded by Mr. Kim and carried unanimously.

Approve new Crisis Alert System (Alyssa's law): Mr. Miller presented the Board with an alert system by Centegix. The vendor and system is approved by the Florida DOE. Any staff member of the school will be able to notify the proper law enforcement agency with this system. Mr. Wilson moved to approve the system, seconded by Ms. Pelletier and carried unanimously.

Approve Procare System: Mr. Miller presented the Board with a system, which will make it easier and more accurate to take attendance and collect fees for the extended day and VPK programs. Ms. Adams moved to approve the system, seconded by Mr. Kim and carried unanimously.

Approve authorization letter: Mr. Miller explained that Ms. Borsse was retiring effective April 30, 2021. Mr. Miller said that both he and Dr. Keaton had interviewed and agreed to hire Ms. Maria Smith to be the new administrative assistant to replace Ms. Borsse. Ms. Smith will start her employment on June 15, 2021. A letter authorizing Ms. Smith to sign documents on behalf of NCCS with the National School Lunch Program and The Early Learning Coalition was presented to the Board for their approval. Motion was made by Ms. Adams to approve the letter, seconded by Ms. Pelletier and carried unanimously.

Transportation agreement revision: Mr. Miller showed the Board the changes that were presented to us for revision of the Transportation Agreement we recently approved. The District wants to extend the agreement to (3) years and they want the right to cancel anytime for any reason. Mr. Miller has already notified the District that we are declining those changes.

Board members reports/concerns: President Tyson told the Board that he understands why we recommend not coming to the school during dismissal time. He stopped by the other day and was caught in the parking lot and could not leave until the car line dissipated.

Principal's concerns/reports: Dr. Keaton updated the Board on the FSA testing and the Boot Camp (tutoring) that was underway now.

*Ms. Adams excused herself from the meeting at this time.

Business/Finance Director reports/concerns: Mr. Miller updated the Board regarding the current Florida legislative session and how it may affect the school this year.

Mr. Miller told the Board that he had been in communication with Board Member Robert Russell's wife and she relayed to him that Mr. Russell was very ill and would not be able to continue to serve on the Board of Directors.

Mr. Miller said that he had talked with Shawn Frost and asked if he would be interested in filling Mr. Russell's position. After some deliberation with his family Mr. Frost said that he would be honored to serve on the Board. Mr. Kim moved to accept Mr. Frost as a Board Member, seconded by Mr. Wilson and carried unanimously. Mr. Miller will notify Mr. Frost of his acceptance to the Board.

Adjournment: meeting adjourned at 11:20 am