

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

**MEETING MINUTES**  
**Board of Directors Meeting**  
**Monday January 09, 2023 9:30 am**

**I. Call to order/attendance:**

President Frost called the meeting to order at 9:35AM. All Board members, including Shawn Frost, Ernie Wilson, Joel Tyson, Kevin Kim and Dale Simchick were present. Principal, Greg Potter, Asst. Principal Kerrian Irons and Business & Finance Director, Ken Miller were also present.

**II. Pledge of Allegiance/invocation:**

Mr. Frost led the group in the Pledge of Allegiance and Mr. Tyson gave an invocation.

**III. Approve/amend today's agenda:**

No changes were made. Mr. Frost shared that a consent agenda has been included this month.

**IV. Citizen/parent input/concerns:** None were provided.

**V. Consent Agenda:** The consent agenda was presented as follows:

**A. Approve minutes of November 28, 2022 meeting:**

**B. Approve New 3<sup>rd</sup> Grade Teacher Nomination of Alycia Anglin:** (To Replace Mrs. Waite)- Recommended Approval by Mr. Potter

**C. Approve Transportation Contract with SDIRC-** Recommended Approval by Mr. Miller

**D. Approve CPA retention letter-** Recommended Approval by Mr. Miller.

Mrs. Simchick moved to approve the consent agenda as written. Mr. Wilson seconded the motion and it carried unanimously.

**VI. Action Agenda:**

**A. Suggested Academic Improvement Plan presentation:**

Mr. Potter made a presentation to the Board, including winter STAR and FAST data with comparisons to elementary schools in IRC. VPK to grade 2 performance on STAR Early Literacy and Math overall was higher than all other IRC schools, while grade 3 to 5 Math ranked at 5<sup>th</sup> and ELA at about 8<sup>th</sup> overall. He particularly noted a significant need for assistance with 3<sup>rd</sup> grade, given the number of students that scored a level 1 on the winter FAST for ELA, and advocated for permission to obtain additional intervention support for the 2<sup>nd</sup> semester. He also advocated for Board approval of a job description and supplemental compensation (at \$2000 each per annum) for seven (7) teacher leaders (VPK to grade 5) to serve on a new

instructional leadership team and to act as grade level Professional Learning Team (PLT) leads for conducting important work on the curriculum at NCCS.

**B. Approval of Teacher Leader Job Description & Fiscal Impact:**

Mrs. Simchick made a motion to approve the job description and \$2000 supplement for each teacher leader. Mr. Kim seconded the motion. During a discussion regarding whether a \$2000 per annum supplement was enough, a caveat was suggested that the Principal could meet with the new team and bring back a plan for potential bonus compensation (tied to student performance) for the Board to consider at a later date. The motion carried unanimously.

**C. Approval of Academic Interventionist Job Description & Fiscal Impact:**

Following a discussion of the job description presented, Mr. Wilson made a motion to approve up the \$20,000 (for salary) for the Principal to seek additional intervention support for the remainder of the current year. Mr. Kim seconded the motion, and the motion carried unanimously.

**D. Final Approval of Board Policy Series 1000:**

A motion was made by Mrs. Simchick to approve the entire series as edited. Mr. Kim seconded the motion, and it carried unanimously.

**E. Board Policy Drafts-Student Welfare Complaints, Student Dismissals & FERPA:**

Mr. Potter pointed out that there were three additional policies in the Board packet to review prior to the next meeting. No actions were taken and no specific discussion of them was held.

**F. Proposals for an Operational Audit**

Mr. Frost suggested that, given Mr. Miller's impending retirement, that it might be a good idea for the Board to seek proposals for an "Operational" Audit of the school's major functions. Following a discussion of the idea, Mr. Wilson moved to approve. Mr. Kim seconded the motion and it carried unanimously.

**VII. Reports:**

**a. Parent Involvement Committee:**

Mrs. Bryant shared that Mrs. Bryant would again run the annual Scholastic Book Fair, and that the PIC had a meeting on the Media Center plan this week and would be seeking additional volunteers to assist with the work. She also shared that the PIC was holding discussions on possible additional fundraisers for the school. More information would be shared at a later date.

**b. Business/Finance Director's reports/concerns:**

**i. Enrollment Fiscal Turnaround Plan**

Enrollment presently at 286, including VPK, or 246 without. Mr. Miller thought that 345 was estimated for the current year budget (not counting VPK). An analysis of exact impact was yet to be done; however, Mr. Miller shared that the school should be able to weather the FTE loss without a problem given that debt is low and that the school has a strong fund balance.

**ii. Lunch Program Deficit**

Mr. Miller shared that the school had not yet received reimbursements owed and cited issues with approvals from Tallahassee. He would continue to work on it, explaining that there would likely need to be additional training for him and/or Food Service staff.

**iii. Income Statement / Balance Sheet**

Mr. Miller shared an asset statement at 3.7 million, and pointed out that debt was at 1.5 million. He also stated that he provided the last CPA report (for October) and bank statement information for all accounts, including grants. There were no questions; however, Mrs. Simchick asked if it might be possible to consider investing some funds in CDs, given that rates would likely be in the high 4's or low 5's.

**c. Principal's Report:** No additional report was made.

**VIII. Board Member Matters:** Mr. Frost

**a. Board Member Selection Process**

Mr. Frost shared that the group should discuss this process soon to ensure a thoughtful and effective approach.

**b. Board Member Administrative Support**

Note not available. This section may be amended, if necessary.

**IX. Adjournment:** The meeting was adjourned at 12:25PM.