

# North County Charter Elementary School 23-24 Annual Budget (DRAFT)

Board Approved: /2023

		FY24
Projected Students		324
Average Students		321
<b>Income</b>		
<b>3200 - 3200 - Federal Funds</b>		
3230000	3230 · 3230 · IDEA	46,373
3240000	3240 · 3240 · Title 1	147,815
3260 · 3260 · NSLP		
3269000	Other Food Service Income	-
<b>3260000</b>	<b>Total 3260 · 3260 · NSLP</b>	<b>-</b>
<b>3290000</b>	<b>Total 3290 · 3290 · Federal through State</b>	<b>-</b>
<b>3200000</b>	<b>Total 3200 · 3200 · Federal Funds</b>	<b>194,188</b>
<b>3300 - 3300 - State Sources</b>		
<b>FEFP</b>		
3310001	1 FEFP Base Funding	1,571,708
3310002	2 FEFP ESE Guarantee	45,666
3313000	4 FEFP Supplemental Academic Instruction	72,621
3316000	6 FEFP Digital Classroom	2,021
3314000	7 FEFP Other SAFESCH	22,159
3312000	8 FEFP Instruct. Materials Allocation	23,379
3319000	9 FEFP Mental Health Assistance Allocation	14,844
3310009	10 FEFP Total Funds Compression Allocation	1,111
3317000	12 FEFP Reading Allocation	15,813
3310014	13 FEFP Discretionary Local Effort	302,463
3310013	15 FEFP Teacher Salary Increase (WFTE share)	48,150
3355000	16 FEFP Class Size Reduction Funds	341,550
<b>3310000</b>	<b>Total FEFP</b>	<b>2,461,486</b>
3397000	Capital Outlay Funds	174,520
<b>3300000</b>	<b>Total 3300 · 3300 · State Sources</b>	<b>2,636,006</b>
<b>3400 - 3400 - Revenues from Local Sources</b>		
<b>Taxes</b>		
3413000	Local Capital Outlay	88,133
<b>3410000</b>	<b>Total Taxes</b>	<b>88,133</b>
3411000	Interest	100,000
3440000	Gifts, Grants, Bequests	2,000
3473000	School-Aged Child Care Fees	250,800
<b>3470000</b>	<b>Total 3470 · 3470 · Fees - Other</b>	<b>250,800</b>
<b>Other Misc. Local Sources</b>		
3495000	Other Misc. Local Sources	4,284
<b>3490000</b>	<b>Total Miscellaneous Local Sources</b>	<b>4,284</b>
<b>3400000</b>	<b>Total 3400 · 3400 · Revenues from Local Sources</b>	<b>445,217</b>
<b>Total Income</b>		<b>3,275,411</b>
<b>Expense</b>		
<b>5100 - Basic Instructional</b>		
5100120	Classroom Teacher Salaries	1,078,660
5100140	Substitute Teachers	11,250
5100160	Other Support Personnel	5,000
5100210	Retirement	16,180

5100220	FICA	83,761
5100230	Group Insurance	122,418
5100240	Workers Compensation	4,270
5100250	SUI	4,064
5100330	Field Trips, Sports and Club Expenses	3,672
5100360	Annual Software Licenses or Subscription	288
5100510	Supplies	129,977
5100642	Furniture, Fixtures (Non Capitalized)	1,355
5100649	Technology-Related (Non Capitalized)	10,407
5100692	Noncapitalized Software	120
<b>5100000 Total 5100 - Basic Instructional</b>		<b>1,471,422</b>
<b>5200 - Exceptional</b>		
5200120	Classroom Teacher Salaries	52,238
5200130	Other Certified Staff Member	57,468
5200210	Retirement	1,646
5200220	FICA	8,392
5200240	W Comp	428
5200250	SUI	378
5200230	Group Insurance	11,957
5200310	Professional and Technical Services	84,660
5200510	Supplies	1,024
<b>5200000 Total 5200 - Exceptional</b>		<b>218,191</b>
<b>6100 - Pupil Services</b>		
6100130	Other Certified Staff Member	32,500
6100160	Other Support Personnel	23,520
6100210	Retirement	488
6100220	FICA	4,286
6100240	W Comp	218
6100250	SUI	284
6100230	Group Insurance	2,847
6100310	Professional and Technical Services	-
6100510	Supplies	78
6130160	Nurse	50,004
6130210	Retirement	750
6130220	FICA	57
6130240	W Comp	195
6130250	SUI	189
6130230	Group Insurance	5,694
6130510	Clinic Supplies	1,863
<b>6100000 Total 6100 - Pupil Services</b>		<b>122,972</b>
<b>6300 - Instructional/Curriculum Development</b>		
<b>6300000 Total 6300 - Instructional/Curriculum Development</b>		<b>-</b>
<b>6400 - Instructional Staff Training</b>		
6400310	Professional and Technical Services	-
6400330	Teacher Professional Development	11,985
<b>6400000 Total 6400 - Instructional Staff Training</b>		<b>11,985</b>
<b>6500 - Instructional-related Technology</b>		
6500310	Professional and Technical Services	36,720
<b>6500000 Total 6500 - Instructional-related Technology</b>		<b>36,720</b>
<b>7100 - Board</b>		
7100310	Professional and Technical Services	34,680
7100330	Travel	612
7100790	Miscellaneous Expenses	204
<b>7100000 Total 7100 - Board</b>		<b>35,496</b>
<b>7200 - General Administration</b>		
7200393	District Fee	102,648

<b>7200000</b>	<b>Total 7200 - General Administration</b>	<b>102,648</b>
<b>7300 - School Administration</b>		
7300110	Administrator Salaries	247,934
7300160	Other Support Personnel	88,008
7300210	Retirement	5,039
7300220	FICA	25,700
7300240	W Comp	1,310
7300250	SUI	945
7300230	Group Insurance	28,469
7300310	Professional and Technical Services	255
7300320	Insurance and Bond Premiums	-
7300330	Travel	1,530
7300360	Rentals and Copier Lease	7,452
7300370	Communications	3,070
7300393	Marketing	7,650
7300510	Supplies	1,221
7300519	Technology-Related Supplies	13,467
7300642	Furniture, Fixtures (Non Capitalized)	-
7300730	Dues and Fees	684
<b>7300000</b>	<b>Total 7300 - School Administration</b>	<b>432,735</b>
<b>7400 - Facilities Acquisition</b>		
<b>7400000</b>	<b>Total 7400 - Facilities Acquisition</b>	<b>-</b>
<b>7500 - Fiscal Services</b>		
7500310	Fiscal Professional Tech	36,720
<b>7500000</b>	<b>Total 7500 - Fiscal Services</b>	<b>36,720</b>
<b>7600 - Food Services</b>		
7600160	Other Support Personnel	122,688
7600210	Retirement	1,840
7600220	FICA	9,386
7600230	Group Insurance	22,776
7600240	Workers Compensation	4,135
7600570	Food	132,201
7600642	Furniture, Fixtures (Non Capitalized)	-
<b>7600000</b>	<b>Total 7600 - Food Services</b>	<b>293,025</b>
<b>7800 - Pupil Transportation</b>		
7800390	Bus Service	40,800
<b>7800000</b>	<b>Total 7800 - Pupil Transportation</b>	<b>40,800</b>
<b>7900 - Operation of Plant</b>		
7900110	Administrator Salaries	55,000
7900160	Other Support Personnel	50,000
7900210	Retirement	750
7900220	FICA	3,825
7900230	Group Insurance	17,082
7900240	Workers Compensation	3,539
7900310	Security Guard Services	44,064
7900320	Insurance and Bond Premiums	61,215
7900361	Plant School Safety & Security	1,763
7900370	Communications	22,032
7900379	Telephone And Communications	7,344
7900380	Water, Sewage and Garbage Collection	18,788
7900390	Other Purchased Services	128
7900430	Electricity	48,960
7900510	Supplies	9,792
7900519	Technology Related Supplies	175
7900644	Computer Hardware (Non Capitalized)	617
<b>7900000</b>	<b>Total 7900 - Operation of Plant</b>	<b>345,073</b>

<b>8100 - Maintenance of Plant</b>		
8100350	Repairs and Maintenance	25,000
<b>8100000</b>	<b>Total 8100 - Maintenance of Plant</b>	<b>25,000</b>
<b>8200 - Administrative Technology Services</b>		
<b>8200000</b>	<b>Total 8200 - Administrative Technology Services</b>	<b>-</b>
<b>9100 - Community Service</b>		
9100160	Other Support Personnel	160,504
9100210	Retirement	1,830
9100220	FICA	12,279
9100230	Group Insurance	22,776
9100240	Workers Compensation	626
9100330	Sports Bus and Other Travel Expenses	612
9100510	Supplies	612
<b>9100000</b>	<b>Total 9100 - Community Service</b>	<b>199,238</b>
<b>Total Operational Expenses</b>		<b>3,372,025</b>
<b>Net Operating Income (Loss)</b>		<b>(96,614)</b>
7300648	Admin Technology-Related Capitalized	8,412
	<b>Total Computers - Hardware</b>	<b>8,412</b>
7300641	Admin Furniture, Fixtures (Capitalized)	12,240
7600641	Furniture, Fixtures-Capitalized	-
	<b>Total FF&amp;E Capitalized</b>	<b>12,240</b>
<b>Total Capitalized Expenditures</b>		<b>20,652</b>
<b>9200 - Debt Service</b>		
9200710	Principal	271,819
9200721	Interest	55,431
<b>9200000</b>	<b>Total 9200 - Debt Service</b>	<b>327,250</b>
<b>Surplus/(Deficit) After Debt Service</b>		<b>(444,516)</b>
<b>Fund Balance</b>		<b>2,555,484</b>



## -- 4100 -- NCA Accounting Policies

### **A. Accounts Payable, Cash Disbursements and Accrued Expenses**

Proper internal control will be followed to ensure that only valid and authorized payables are recorded and paid. Accounting procedures will be implemented to ensure the accuracy of amounts, coding of general ledger accounts and appropriate timing of payments.

#### **Cash Handling**

The school does not accept cash. Electronic collection methods, such as credit or debit cards, shall be used for the collection of all fees, costs, and receivables. Checks may be accepted where electronic methods are not available. No petty cash or similar on-site funds are permitted.

### **B. Bank Account Reconciliations**

#### **Review and Approval**

The monthly bank/financial institution reconciliation for each account is prepared by the financial services vendor and should be reviewed and approved by the business manager or designee (an individual who did not prepare it).

### **C. Bank Loan Applications**

#### **Assessment of Capital Requirements**

The chairman of the governing board will be responsible for directing the executive director in developing borrowing and financial plans to meet the needs of the organization's operations. These plans shall take into account current and projected business conditions and can include the following criteria:

- Capital requirements to satisfy the organization's growth in relation to risk.
- Ability of the organization to meet present obligations as well as new debt under worse case conditions.
- Appropriateness of capital or debt structure.
- Level or type of debt does not preclude future borrowing or funding capacity.
- Cost of capital in relation to return on investment from use of funds obtained.

### **D. Capitalization & Depreciation of Fixed Assets**

Assets acquisitions with a useful life expectancy of greater than one year and with a material unit cost of over \$1,000 will be capitalized by the organization and depreciated.

#### **Capitalization**

Capitalization is the process of recording the purchase of a fixed asset that is generally recorded individually on an asset schedule. Examples of capital expenditures are purchases of land, buildings, machinery, office equipment, leasehold improvements, computer software and vehicles.

All assets with a useful life of greater than one year and a material unit cost of over \$1,000 will be capitalized and (except for land) will be recorded in the depreciation records. Any asset that does not meet the above criteria will be expensed such as small tools and equipment or repairs and maintenance.

The cost basis of furniture and equipment assets will include all charges relating to the purchase of the asset including the purchase price, freight charges and installation if applicable.

Leasehold improvements are to be capitalized if they relate to the occupancy of a new location or a major renovation of an existing location. Expenditures incurred in connection with maintaining an existing facility in good working order should be expensed as a repair.

The cost of buildings should include all expenditures related directly to their acquisition or construction. These costs include materials, labor and overhead incurred during construction and fees, such as attorneys and architects and building permits.

### **Depreciation**

Depreciation represents the write-down or write-off of the cost of the asset over its estimated useful life.

In general, the depreciation methods/lives for assets should be selected for consistent financial reporting and tax purposes. The following depreciation methods and useful lives should be used for the following asset classifications for financial reporting purposes:

<b>Asset Class</b>	<b>Useful Life</b>	<b>Method</b>
Computers	Three Years	Straight Line
Office Equipment	Five Years	Straight Line
Textbooks	Three Years	Straight Line
Vehicles	Five Years	Straight Line
Furniture and Line Machinery	Seven Years	Straight Line
Leasehold Improvements	Remaining Life of Lease Term, Including Option Renewals	Straight Line
Buildings	Thirty Years	Straight Line

The lowest life permitted by tax regulations for asset classes should be selected to optimize depreciation deductions.

### **E. Check Signing Authority**

A limited number of employees and board officers will be authorized to sign checks, and there shall be no fewer than two individuals at all times.

#### **Authorized Check Signers**

Authorized check signers must be approved in writing and require governing board authorization. The executive director and principal will have check signing authority. Additional individuals with or without dollar limitations may be authorized as necessary.

#### **Signature Levels Required**

The following signature levels will be required according to the dollar amount of the check:

- Less than \$1000 - A payment issued for an amount less than \$1,000 requires only one signature.
- Greater than \$1,000 but less than \$10,000 - A payment issued for an amount less than \$10,000 requires a separate approver and signer.

- Greater than \$10,000 - A payment issued for greater than \$10,000 requires a separate approver and signer.
- Equal to or greater than \$25,000 - A payment issued that is equal to or greater than \$25,000 requires a separate approver and two signers, one of which must be a board member with the exception of the treasurer.

#### **Prohibition from Reconciliation**

Individuals who are authorized check signers on any school bank account shall not be permitted to conduct the monthly bank reconciliation.

#### **Segregation of Financial Duties for CSP**

Financial tasks shall be completed by the designated person responsible for the specified duties as assigned by the executive director.

Cash receipts or deposits require the involvement of two individuals.

Individuals approved to sign checks may not maintain the general ledger or reconcile monthly bank statements.

### **F. Recording Transactions in the General Ledger**

The business manager or designee is responsible for the proper posting of journals and entries to the general ledger and for the maintenance of the accounts to ensure accuracy, validity and reliability of financial records.

### **G. Corporate Credit Card Policy**

The governing board may approve the use of corporate credit cards for key employees and directors. Cardholders shall be required to sign an agreement indicating the terms of credit card use are accepted. Individuals who do not adhere to these policies risk revocation of the credit card privileges and/or disciplinary action. Only individuals authorized by the governing board may use corporate credit cards.

### **H. Deteriorating Financial Condition or Financial Emergencies**

The school's governing board is dedicated to sound and efficient financial management. It is the intent of the board that the organization's finances will be managed in such a way as to ensure fiscal stability for the organization. However, in the event that the school has been determined to be in a state of deteriorating financial condition or within a financial emergency, as described by Florida Statute and Administrative Codes, the following policies will be implemented.

#### **Determination**

Consistent with Florida Statute 218.503(1) and Administrative Code 6A-1.0081 the school's sponsor or auditor may determine that the school is in a deteriorating financial condition based on the criteria outlined in Administrative Code 6A-1.0081. Florida Statute 1002.345(2) provides the Commissioner of Education the ability to declare the school in a financial emergency.

#### **Developing Corrective Action Plan**

If a corrective action plan is required, the board's treasurer and the school operations manager shall meet with the school's business manager within fourteen (14) days of the notice to clearly define the conditions which have caused the deteriorating financial condition, and to recommend actions to be taken to resolve

these conditions. These recommendations will become the draft Corrective Action Plan to be presented to the governing board and must include:

- Clearly define the cause for the condition
- Description of actions to be taken to correct the condition, including specific deadlines
- A list of procedures for monitoring the implementation of the actions to be taken
- A schedule for providing reports to the sponsor
- Any other information or plans as deemed necessary to address the condition

Within fourteen (14) days of the development of the draft plan the governing board meeting shall hold a meeting to discuss, finalize and approve the plan.

#### **Submission of Plan**

Once approved, the corrective action shall be submitted to the sponsor within two (2) days. In the event that the Commissioner has declared a state of financial emergency, the plan shall also be submitted to the Commissioner.

#### **Monitoring Corrective Action Plan**

Until the financial condition which caused the concern has been resolved and the finances show a health fiscal trajectory, the governing board shall meet at least monthly to review financial reports, monitor the plan of the Corrective Action Plan, and provide any necessary reports to the sponsor and/or commissioner.

Copies of the Corrective Action Plan, and any monitoring reports and data shall be retained by the school for inclusion in the school's annual report and be made available for public inspection if requested.

Adopted: May 5, 2020

Amended: December 2, 2020

Amended: October 11, 2021





## -- 4200 -- NCA Fixed Asset Control

Proper control procedures will be followed for all capital asset acquisitions, transfers and dispositions in order to provide internal control of capital equipment and to assist in reporting. The school operations manager is responsible and accountable for furniture, equipment, machinery and any other capital assets and will maintain some type of control over capital assets. The school operations manager or designee will assist and evaluate the capital asset control procedures.

### **A. Acquisitions**

All purchases of assets costing more than \$1,000 and authorized within the annual operating budget must be approved by the school operations manager, principal, or executive director. Assets that are over budget by 30% require board approval.

All purchases for items over \$1,000 must include a completed purchase order, with the form indicating that the item is a capital purchase. When the bookkeeper is entering the records into the accounting system, the item will be recorded in the official school inventory documentation as well.

Any internally constructed or donated equipment will be reported to the bookkeeper if the item cost or has a FMV of \$100 or more. A complete description of the property, date manufactured or received, number of items, cost or estimated value and a statement that it was internally constructed or donated will be included on the organization's in-kind contributions log/records.

### **B. Dispositions**

Capital assets may be sold or traded-in on new equipment. An Asset Disposition Form is to be completed and approved by the school operations manager. Any assets with an original value greater than \$1,000 will also require the board of director's approval.

### **C. Asset Records**

Upon any asset acquisition, the school operations manager or designee is responsible for assigning and attaching asset number labels to the property where it can be readily located. The school operations manager or designee will then maintain a detailed inventory of school assets.

On an annual basis, the inventory should be reviewed by the school operations manager or designee to verify the accuracy of the log. Any discrepancies noted should be reported to the business manager to be resolved.

### **D. Inventory of CSP Grant Purchases**

All items purchased with Charter School Programs (CSP) grant funds must be logged and inventoried upon receipt, and then at least twice annually. All capital outlay purchases (all line items with 600 series object codes) must be labeled with an inventory label that includes the following wording:

Property of the School District of [School District]

[School Name]

[Inventory ID/Serial Number]

Purchased with Federal CSP Funds

The school shall institute an inventory system to tag and track all capitalized materials and items purchased with federal funds as well as other specific grant sources. The items identified on the inventory label must match the identification number of the inventory system, and each item must be listed individually. The inventory must also include the following information for each item:

- Item/ID Serial Number
- Funding Source
- Item Description
- Location/Room Number
- Date Acquired
- Date Inventoried
- Item Condition (new, used, damaged, lost/stolen, sold, etc.)

In the event the school wishes to dispose of any items purchased with CSP funds, the school will also notify the sponsor. All proceeds from the sale of CSP-funded items must go towards the purchase of like items. The proceeds cannot go into the general fund. This provision remains in effect throughout the life of the equipment even after the CSP grant expires.

When the school enters into a lease agreement, the school shall ensure that the lease does not include provisions for the landlord confiscating capital outlay items purchased with CSP funds in the event of a default of the agreement.

Adopted: May 5, 2020



## -- 4300 -- NCA Payroll Process

### **A. Payroll Records and Procedures**

Payroll will be processed to ensure accuracy validity of transactions and proper internal control procedures will be maintained to assure that all disbursements are for valid services performed.

### **B. Payroll Processing**

Payroll processing performed in accordance with all local, state, and federal rules and required withholding and filings. Payroll processing may be completed by separate entity.

Adopted: May 5, 2020



## -- 4400 -- NCA Release of Financial Information

The release of financial, personnel, statistical or other information that may be of a confidential nature will be controlled and every request will be referred to the business manager or designee.

### **A. Written Request**

Typical requests are for additional information concerning details of the published financial statements, litigation progress, insurance coverage, personnel, students, etc. If the request is by letter or written correspondence, the materials shall be forwarded to the business manager or designee who will review the information to be released and who will be authorized to reply. All legal requirements regarding public records, and the policy regarding public records requests elsewhere in this policy manual will be adhered to.

### **B. Telephone/Personal Request**

If the request is by telephone or a personal visit to our office, the requester will be referred to the business manager or designee. If either one is unavailable, the requester should be asked to provide their name, organization, telephone number and address, if possible. Also, they should be asked the reason for the request and a brief description of the information desired. This information should be written down and forwarded to the business manager or designee for follow-up.

Adopted: May 5, 2020

## -- 4500 -- NCA Year-End Closing

An orderly, timely and comprehensive closing of all accounts will be performed by the business manager or designee to assure an accurate representation of the organization's financial statements and to provide the necessary documentation for the organization's independent auditors.

### **A. Assets**

Assets should be fairly stated, generally at realizable amounts. Work papers should show the basis and when required, how the amounts were calculated.

- **Cash** - Prepare bank reconciliations for year-end of balance per bank to the balance per books for each account. Show original dates and descriptions of each reconciling item. Prepare necessary journal entries and adjust the reconciliations. Prepare a summary of all petty cash and change funds. Totals must agree with the general ledger.
- **Investments** - Prepare a list of all securities on hand at year-end by location held such as broker or bank. Use full names and show the face amount or number of shares and date of acquisition. Determine cost and market values. Calculate accrued interest.
- **Accounts Receivable** - Obtain aged trial balances and reconcile to general ledger. Calculate possible allowance for uncollectible accounts and obtain approval of treasurer. Adjust allowance to calculated amount. Write off any unallocated differences.
- **Other Receivables** - Prepare schedule of grants and other miscellaneous receivables and reconcile to general ledger. Comment on collectability, if material.
- **Inventories** - Prepare a summary of all properties held in inventory. Reconcile inventories from physical inventory to year-end balances. Explain significant variations from prior year.
- **Fixed Assets** - Prepare a schedule of assets and related allowances for depreciation. Reconcile allowance additions to total depreciation expense. Trace disposals to capital gain and loss schedule or to expense if items were scrapped or discarded.

### **B. Liabilities and Net Assets**

Liabilities are shown as the amount to be paid in the subsequent period. Overstatement rather than understatement is the rule for liabilities. If in doubt, record the liability.

- **Accounts Payable** - Determine that all items paid through year-end are not shown on the accounts payable list. Accounts payable shall be kept open for 45 days after year-end in order to receive invoices and record in the accounts payable list. After this 45-day period, maintain a list of any items over \$1,000 that are received or paid that are not included in accounts payable but relate to that year-end period.
- **Accrued Payroll** - Calculate accrued payroll and vacation pay due by the number of days outstanding at year-end. Include any incentive bonuses or other special payroll payments.
- **Other Accrued Expenses** - Review accruals for payroll taxes, payroll deductions payable, interest expense on short term borrowings and long-term debt. Determine cost of audit and legal services through year-end and record.

- **Income Taxes Payable** - The Federal tax payable schedule will be prepared with the assistance of the auditors. (This is applicable only if the organization has unrelated trade or business income, which does not relate to its exempt purpose).
- **Current Liabilities** - Prepare a schedule of debt and calculate and record the current portion due within one year and accrued interest.
- **Contingent Liabilities and Commitments** - Prepare a schedule of any outstanding litigation and possible loss. Prepare a schedule of all long-term rental agreements.
- **Net Assets** - Bring permanent file of all net asset accounts up to date.

### **C. Revenues**

Prepare a schedule of all revenues and compare amounts to prior year. Evaluate and comment on any significant differences. Prepare a memorandum on new revenue accounts. Also prepare a schedule of revenues by program for inclusion in the annual report.

### **D. Expenses**

Each expense total should be compared to the prior year and unusual variances reviewed and explained.

- **Payroll** - Prepare a schedule of all payroll and employer taxes and reconcile to payroll expense. Prepare a schedule of annual payroll and benefit levels for each organization employee for the auditors and annual report.
- **Legal and Professional Fees** - Prepare a schedule of all legal invoices with the amount and brief description of services rendered. Reconcile total to legal expense.
- **Bad Debt Expense** - Prepare a list of all accounts written off during the year. Note specifically any additions to the allowance for uncollectible accounts.
- **Interest Expense** - Prepare a schedule of interest expense by source. Reconcile amounts to short term borrowing and long-term debt.

Adopted: May 5, 2020



## -- 4600 -- NCA Files and Record Management

The organization will retain records in an orderly fashion for time periods that comply with legal and governmental requirements and as needed for general business requirements.

### **A. Record Retention and Long-Term Storage**

Storage of archived records will be maintained in the locked storage area of the organization or on the designated shared drive. Access to this area will be limited to the school operations manager or designee.

Adopted: May 5, 2020



## -- 4700 -- NCA Chart of Account

To facilitate the record keeping process for accounting. All ledger accounts will be assigned a descriptive account title and account number consistent with the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (The Red Book).

Adopted: May 5, 2020





## -- 4800 -- NCA General Financial Policies

### **A. Property and Supplies**

Office equipment and supplies are to be used for official business only. All property and supplies should be stored in a secure location.

The clerical support staff will maintain an inventory of basic office supplies used. Request for supplies should be submitted for approval through the school operations manager or designee.

### **B. Purchasing**

All equipment and supplies must be ordered through the school operations manager or designee. Once a purchase has been approved, the documentation required by specific grantors and/or the bookkeeper will be prepared and executed by the school operations manager or designee. Any purchase over \$9,999 will include written/printed documents indicating price estimates or quotes from the vendor. This documentation will be maintained in a secure file for review when needed. Purchases below \$9,999 will include approvals and receipts.

Purchase orders are required for purchases over \$9,999 and will include:

1. Date
2. Purchase Order Numbers
3. Vendor Name
4. Vendor Telephone Number
5. General Description
6. Amount (Estimated)
7. Preparer's Signature and Date

#### **Micro Purchases**

The school operations manager, or designee is authorized to make purchases under \$10,000 to purchase commodities or contractual services where the total amount does not exceed the applicable appropriation in the academy budget.

#### **Small Purchase Procedures (Simplified Acquisition)**

Any purchase between \$10,000 and \$250,000 will include documentation of price quotes by three different vendors, unless waived, as described in the waiver section below.

#### **Competitive Procurement Procedures**

Any purchase over \$250,000 will adhere to the following formal bid process, unless waived, as described in the waiver section below:

1. A written Request for Proposal (RFP) will be sent to a minimum of three vendors.
2. The RFP will include clear and accurate description of the material, product or service to be procured without unnecessary requirements which unduly restrict competition.
3. The RFP will include descriptions of any technical requirements.
4. The RFP will include specific features of brand name or equivalent descriptions that bidders must meet.

5. The business or contractor selection process will consider their ability to perform to the fullest extent possible, as well as, their integrity, record of past performance and financial and technical resources.
6. All received RFPs will be documented, price compared and maintained in a secure file for review when needed.

### **Sole Source Procurements**

If a sole source procurement is made, a written justification must be documented and approved by the school operations manager.

A contract may be awarded for a supply or service without competition when the school operations manager or a designee, determines in writing that there is only one source for the required supply or service. This method of procurement involves no competition and should be utilized only when justified and necessary to serve the needs of the academy.

### **Waivers of Small Purchase Procedures and Competitive Procurements**

The requirement for requesting three quotes or competitive solicitations for commodities or contractual services from three or more sources is hereby waived as authorized by section 1010.04(4) (a), F.S., for:

1. Purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements. When the proposer awarded a contract by another entity defined herein will permit purchases by the academy at the same terms, conditions, and prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the academy.
2. The purchase by the academy of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to Section 218.391, F.S.; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration.
3. When acquiring, whether by purchase, lease, with option to purchase, rental or otherwise, information technology, as defined in Section 282.0041(14), F.S., may make any acquisitions through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the academy.
4. The purchase of educational services and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, DVDs, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.
5. Except as otherwise required by statute, when purchasing insurance, entering risk management programs, or contracting with third party administrators, may make any such acquisitions through the competitive solicitation process as described herein or by direct negotiations and contract.
6. A contract for commodities or contractual services may be awarded without competitive solicitations if state or federal law, a grant or federal agency contract prescribes with whom the academy must contract or if the rate of payment is established during the appropriations process.
7. A contract for regulated utilities or government franchised services may be awarded without competitive solicitations. Purchases made pursuant to exemptions from competitive solicitations shall follow procedures as established by the school operations manager.

## **C. Contracts**

A limited number of employees and board officers will be authorized to sign contracts, and there shall be no fewer than two individuals at all times. This policy applies to all regular contracts on behalf of the school.

### **Authorized Signers**

The board of directors shall provide authorization to individuals to be able to sign contracts on behalf of the school. Such approvals will be documented in the meeting minutes. Any person who is no longer entitled to approve contracts on behalf of the school will be notified in writing.

### **Signature Levels Required**

All contracts will require one signature as designated by the board, contingent that contracts are within the approved budget line items. Contracts that are over budget require board approval.

Adopted: May 5, 2020

**North County Charter School, Inc.  
Board of Directors Regular Meeting  
Monday, June 12, 2023, 9:30 am**

**AGENDA**

(Updated Version Published June 12, 2023)

- I. **Call to order/Attendance:** President, Mr. Frost
- II. **Pledge of Allegiance/Invocation:** Vice President, Mr. Tyson
- III. **Approve/Amend today's agenda:**
- IV. **Citizen/Parent input/concerns:**
- V. **Renewal of All Members for Additional 1 Year Terms (Annual Requirement in By-Laws):**
- VI. **Selection of Board Officer Positions (Annual Requirement in By-Laws)-President, Vice President, Treasurer & Secretary:**
  
- VII. **Consent Agenda:**
  - A. **Approve minutes of June 5, 2023 Special Meeting (Budget Workshop)-Recommended**  
Approval by Mr. Frost
  - B. **Approve minutes of May 8, 2023 Regular Meeting-Recommended** Approval by Mr. Frost
  - C. **Approve \$2/hr. pay increase (from \$15 to \$17) for Mr. Mike Harrell, Custodian-**  
Recommend Approval by Mr. Potter
  
- VIII. **Action Agenda:**
  - A. **Approve FY2024 Revenue & Expense Budgets for Submission to IRC**
  - B. **Approve Revised Staff Organizational Chart for NCCS**
  - C. **Approve Amended Organizational By-Laws (Requires 2/3rds Vote)**
  - D. **First Reading of Finance Policy Series DRAFTS-4100 through 4800 (No Action)**
  
- IX. **Reports:**
  - A. **Parent Involvement Committee:** Mrs. Bryant
  - B. **Interim Business & Finance Report:** Mrs. Turner of OptimaEd  
(To include FY23 Financials-Update Through May 31<sup>st</sup> and FY23 Audit Schedule/Plan Update)
  - C. **Principal's Report:** Mr. Potter  
(See PPTX Re: 2023-24 Budget)
  
- X. **Board Member Matters:**
  - A. **All Pro Dad Program:** Mr. Frost
  - B. **Mr. Potter's Annual Review & Retention:** Mr. Frost
  - C. **Mr. Frost's Resignation:** Mr. Frost
  
- XI. **Adjournment:**

# Bylaws of the North County Charter School, INC.

(a Not-For-Profit Florida Corporation)

## Article I

### Name

**Section 1.1 Name.** The name of the Corporation shall be North County Charter School, Inc., (the "Corporation").

## Article II

### Organization

**Section 2.1. Statement of Purposes.** The purposes of this Corporation, as expressed in its Articles of Corporation, shall be for the purpose of transacting all lawful business for which corporations may be incorporated under the Florida Not For Profit Corporation Act and to distribute the whole or any part of the income therefrom and the principle thereof exclusively for charitable, religious, scientific, literary or educational purposes, either directly or by contributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code and Regulations issued pursuant thereto, as they now exist or as they may be amended.

**Section 2.2 Dissolution.** In the event of the dissolution of the corporation, the Board of Directors("Board") shall after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all the remaining assets of the Corporations, exclusively for charitable, educational, religious, or scientific purposes, as shall at the time qualify as an exempt organizations under Section 501(c)(3) of the Internal Revenue Code 1986(or the corresponding provisions of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of by the court having proper jurisdiction where the principal office of the Corporation is then located, exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## Article III

### Membership

**Section 3.1 Members.** This Corporation is a non-profit, non-stock corporation, and shall have a membership whose admission and qualifications shall be determined from time to time by the Board of Directors.

## **Article IV**

### **Board of Directors**

**Section 4.1 Management.** All powers of the Corporation shall be exercised by and under the authority of the Board, and the property, business and affairs of the Corporation shall be managed under the Board's direction. Except as specifically set forth to the contrary herein (e.g. Adjournments), the Board may not take any action, **except upon approval thereof by the affirmative vote of a majority of the members present, and no action may be passed without the affirmative vote of at least three members present.** A quorum necessary to hold any meeting can be no less than **three** members of the Board present. The affirmative vote of not less than two-thirds (2/3) of the full membership shall be necessary for all actions by the Board relating to the following:

- 4.1.1. Approval of charitable gifts, transfers, distributions, and grants by the Corporation to other entities;
- 4.1.2. Adoption of an amendment to the Articles of the Incorporation or the By-Laws;
- 4.1.3. Organization of a subsidiary or affiliate by the Corporation, and
- 4.1.4. Approval if any merger, consolidation or sale or other transfer of all or a substantial part of the assets of the Corporation.

**Section 4.2 Number of Directors.** The number of Board members **in active service** shall not be more than seven, or less than five.

**Section 4.3 Nomination of Directors.** The Board at its annual meeting in June shall nominate new members to the Board or renew current members for another term of one year.

**Section 4.4 Election of Directors.** Directors nominated by the Board at the June meeting shall take office at the first board meeting following the June meeting.

**Section 4.5. Term of elected Directors.** The initial Board of Directors named in the articles of Incorporation shall serve as Directors for an initial term to which they are elected. Each elected Director shall hold office for a staggered term of three (3) years.

**Section 4.6 Vacancies.** In the event of the death or resignation of any Director during the term of office, the President, with the approval of a majority of the remaining Directors shall appoint a successor, who shall serve for the unexpired term of such Director. In the event of more than one vacancy occurring at the same time, the Board for a period not exceed 45 days, may conduct business with no less than three (3) members present.

**Section 4.7 Resignation or removal of Directors.** A Director of the Corporation may resign at any time by tendering his/**her** resignation in writing to the Corporation, which resignation shall become effective upon the date specified therein, or if no date is specified, upon receipt by the

Corporation at its principal place of business. Any elected Director may be removed at any time without cause by a two-thirds (2/3) vote of the other Directors. Any Board member missing (3) consecutive meetings without good cause shall automatically be removed from the Board. For any resignation to be considered "official," a majority of remaining members must take a vote for the record to "accept" a member's resignation.

**Section 4.8 Annual Meeting of the Board.** The annual meeting of the Board shall be held during the month of June of each year, unless the Board by resolution, provides for a different time and place for the holding of such annual meeting.

**Section 4.9 Special Meetings.** Special meetings of Board may be called at any time by the President of the Corporation. Further, special meetings of the Board must be called by the President within fourteen (14) days of receipt of a written request of any two (2) or more other Directors. Written notice of special meetings shall be given to each Director not less than one (1) day prior to such meeting. The official posting of a special meeting shall be made at least one day in advance of the special meeting, including its single purpose, time and location. The Business to be transacted at any special meeting shall be limited to the single item set forth in the notice or waiver thereof.

**Section 4.10. Regular Meetings.** The Board shall meet no less than six times each year, including the annual meeting and the meeting intervals shall not exceed sixty (60) days.

**Section 4.11. Quorum and Action of the Board.** At least three (3) Directors must be present in person at a meeting to constitute a quorum for the transaction of business at such meeting. Except as otherwise provided by law, the Articles of Incorporation, or the Bylaws, the affirmative vote of a majority of the Directors present, whether or not a quorum exists, may adjourn any meeting of the Board to another time and place. Notice of any such adjourned meeting shall be given to the Directors who were not present at the time of the adjournment.

**Section 4.12 Voting Shares of Stock.** In the event the Corporation owns shares of stock in another Corporation, such shares shall be voted by the President, or his designee, as authorized by a vote of the Board as set forth in Section 4.1 herein above.

## **Article V**

### **Officers**

**Section 5.1. Number.** The Corporation shall have a President, Vice President, Secretary, and Treasurer, each of whom shall be elected by the Board. Such other officers and assistant officers may be deemed necessary may be elected or appointed by the Board. Any two (2) or more offices may be held by the same person. Officers must be residents of the State of Florida and United States citizens. The failure to elect an officer shall not affect the existence of the Corporation.

**Section 5.2. Election and Term of Office.** All officers of the Corporation shall be elected by a vote of the Board as set forth in Section 4.1 hereinabove at the annual meeting of the Board. A duly elected officer shall hold an office term of one (1) year, commencing at the close of the annual meeting, and until their earlier death, resignation or removal.

**Section 5.3 Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise (including removal in the event an officer is not reelected during his term in office) shall be filled by an election by the Board as set forth in Section 4.1 hereinabove.

**Section 5.4 Resignation or Removal of Officers.** An officer of the Corporation may resign at any time by tendering his/her resignation in writing to the President or the Secretary. Resignations shall become effective upon acceptance by majority vote of the Board at its next meeting. An officer of the Corporation may be removed at any time, with or without cause, at any meeting of the Board by a vote of the Board as set forth in Section 4.1 hereinabove.

**Section 5.5 President.** The President shall be the principal executive officer of the Corporation and, subject to the control of the Board, shall in general supervise and control all of the business and affairs of the Corporation and shall preside over meetings of the Board of Directors. He/she shall act as a duly authorized representative of the Board and the Corporation in all in which the Board has not formally designated some other person to act. He shall report as directed to the Board at each meeting. He may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board, deeds, mortgages, bonds, contracts or other instruments which the Board has authority to execute, except in cases where the signing and the execution thereof shall be expressly delegated by the Board or by these Bylaws to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed, and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board from time to time.

**Section 5.6. Vice-President.** The Vice-President shall act in place and stead of the President in the event of the President's absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

**Section 5.7 Secretary.** The Secretary shall keep or cause to be kept all of the records of the Corporation, records or cause to be recorded the minutes of the meetings of the Board, send out or cause to be sent out all notices of meetings of the Board and all Committees, attest to the seal of the Corporation where necessary or required, and keep or cause to be kept a register of the names and addresses of each Director. The Secretary shall perform such other duties as may be prescribed by the Board.

**Section 5.8 Treasurer.** The Treasurer shall insure or cause to be insured that a true and accurate accounting of the financial transactions of the Corporation is made and that such accounting is presented to and made available to the Board. The Treasurer shall perform such other duties as may be prescribed by the Board.



**Section 5.9 Other officers.** Other officers elected by the Board shall have such duties and responsibilities as the Board deems advisable.

## **Article VI**

### **Committees of the Board**

**Section 6.1 Committees of the Board.** The Board may, by resolution, establish standing committees and special committees of the Board. Unless otherwise specified by resolution of the Board or these Bylaws, the Board of Directors shall annually appoint the members and the chairman of the standing committees and shall fill vacancies of any standing committee. Appointments to the standing committees shall be made by the Board of Directors at the annual meeting. In addition, the President may, if so, authorized by the Board, appoint the members and chairman of such special committees as the Board may create, which members and chairman may include persons who are not members of the Board. All committee appointments and the chairman must be approved by a vote of the Board.

**Section 6.2. Standing Committee.** Standing Committees shall be created as required by resolution of the Board. The purpose, duties, number of members and reporting requirements of each standing committee shall be specified in the resolution creating the committee.

**Section 6.3. Special Committees.** Special Committees shall be created as required by resolution of the Board. The purpose, duties, number of members and reporting requirements of each special committee shall be specified in the resolution creating committee.

**Section 6.4 Committee Members Term of Office.** Unless otherwise specified by resolution of the Board, members of each committee shall continue in office until the next annual meeting of the Board and until their successors are appointed, unless the committees of which they are members shall be sooner terminated by resolution of the Board or until their earlier death, resignation or removal

## **Article VIII**

### **Contracts, Checks, Deposit Books and Records**

**Section 8.1. Contracts.** The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

**Section 8.2 Loans.** No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution accepted by **2/3rds of the full membership of the entire Board**, which authority may be general or confined to specific instances.

**Section 8.3. Checks, Drafts, Etc.** All checks drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by at least two (2) officers, or agents of the Corporation and in such manner as shall from time to time determined by resolution of the Board.

**Section 8.4. Deposits.** All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board may select.

**Section 8.5 Gifts.** The Board may accept, on behalf of the Corporation, any contributions, gifts, bequests or devise.

**Section 8.6 Books and Records.** The Corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its Board and committees of the Board. Any books, records and minutes may be in written form or in any other form capable of being converted into written form within a reasonable time.

**Section 8.7 Financial Statements.** Not later than two (2) months are the close of each fiscal year, the Corporation shall prepare a balance sheet showing in reasonable detail the financial condition of the Corporation as the close of its fiscal year, a profit and loss statement showing the results of the operations of the Corporation during its fiscal year, and any other financial statement as may be required by a resolution of the Board. The balance sheets and profit and loss statements shall be filed in the principal office of the Corporation, shall be kept for at least five (5) years, and shall be subject to inspection during business hours by any Board member.

## **ARTICLE IX**

### **CERTIFICATES FOR MEMBERS AND THEIR TRANSFER**

**Section 9.1 Certificates of Members.** The Board shall provide for the issuance of certificates evidencing membership in the Corporation. The form of such certificates shall be determined by the Board. The certificates will be signed by the President or a Vice-President and by the Secretary or an assistant Secretary. The certificates shall be sealed with the corporate seal and shall be separately numbered. The name and address of each member and the date of issuance of the certificates shall be recorded in the corporate records. If a certificate is lost, mutilated, or destroyed, it may be reissued in the manner determined by the Board. The certificates shall be non-transferable.

## **ARTICLE X**

### **FISCAL YEAR**

**Section 10.1 Fiscal Year.** The fiscal year of the corporation shall end on the thirtieth day of June of each year.

## **ARTICLE XI** **CORPORATE SEAL**

**Section 11.1 Corporate Seal.** The Board shall provide a corporate seal which shall be circular in form and shall have inscribed there on the name of the Corporation and the state of incorporation and the words “Corporate Seal”.

## **ARTICLE XII** **NOTICE**

**Section 12.1 General.** Whenever, under the provision of any statute, the Articles of Incorporation or these Bylaws, notice is required to be given to any Director or Officer, it shall not be construed to require personal notice, rather, such notice may be given unless otherwise required by these Bylaws, either personally or by depositing the same in a post office box in a postpaid envelope or by delivering the same via parcel delivery service, the cost thereof being prepaid, in either case addressed to such Director or Officer at his address as the same appears in the records of the Corporation; and three (3) days after the same shall be so mailed or delivered to the parcel delivery service shall be deemed to be the time of the giving of such notice.

**Section 12.2 Waiver.** Whenever by law, the Articles of Incorporation or these Bylaws notice required or permitted to be given to any Director or Officer, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice. Attendance of a person at a meeting shall constitute a waiver of notice of such meeting, except when the person attends a meeting for the express purpose of objecting at the beginning of the meeting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted and the purpose of any special meeting of the Board shall be specified in any written waiver of notice thereof.

## **ARTICLE XIII** **AMENDMENTS**

**Section 13.1 By Directors.** These Bylaws may be amended or repealed wholly or in part, consistent with any Bylaws adopted by the Board, at any meeting at which a quorum is present by an election by the entire Board in accordance with Section 4.1. hereinabove.

**Revised:** These by-laws were revised by action of the Board of Directors on **June 12, 2023**.

NCCS will be able to de-implement the following programs (costs rounded based on 2022-2023 invoices):

- iReady Reading and Math Program Resources (Consumables), K to 5 (**\$40K annually**)
- Foundations Literacy Program Materials, with exception of a few supplementary items for K-1 (**\$2K annually**)
- Mystery Science Program (**\$1,325 annually**)
- Generation Genius Science Program (**\$995 annually**)
- Flocabulary Program (**\$3,125 annually**)
- Some Tutoring Materials, as we will focus AFTER SCHOOL tutoring on Read 180 3 to 5, Amira AI for K to 3, primarily (Comes with HMH) (**\$600 annually**)
- District Print Shop Orders Costs Reduced (**\$1,000 annually**)

**Total Cost annually= \$47,047 x 3 years = \$141,141**

Board of Directors of North County Charter School

June 12, 2023

Dear Board Members,

It has been an honor to serve with you through this transition. There have been ups and downs and we haven't always seen eye-to-eye on every matter, as we navigated these rough waters but that is a good thing.

I am proud of the work that we have done to build a leadership team to position the school for tremendous success.

Mr. Potter, every employee that comes back owes their job to you and you are responsible to the Board for their success. Remember, you owe your job to the Board.

Pressure and direction will come from those outside the school who are willing to sink the ship, just because they don't get to be captain. Remember, water only sinks a ship once it gets inside the boat. Guard against the dark destructive waters and protect the culture at all times.

The partnership between the Parent Involvement Committee, Mr. Potter (and everyone under his leadership), and the Board Chairman/ members is a healthy situation and as long as there is open honest communication and commitment to the shared vision, all is well. Keep your compasses aligned and keep sailing toward true north.

I hereby resign upon adjournment of the June 12, 2023 meeting.

If you need anything, just ask. I look forward to seeing everyone in much lighter circumstances.

For His Glory,

Shawn R. Frost

## MEETING MINUTES

Board of Directors Meeting

Monday, May 8th, 2023 @ 9:30 am

(Updated Version-Published 6/12/2023)

- I. **Call to Order/attendance:** Board President Shawn Frost called the meeting to order at 9:30AM. Other members present were Vice Chair, Mr. Joel Tyson, Mr. Ernest Wilson and Mrs. Dale Simchick. Others present: Principal, Mr. Gregory Potter and Assistant Principal, Mrs. Kerrian Irons.
- 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:** none
- IV. **Citizen/parent input/concerns:** none
- V. **Consent Agenda:** Joel Tyson made a motion to approve and Dale Simchick seconded the motion. It passed unanimously.
- VI. **Action Agenda:**
  - A. Mrs. Simchick made a motion, and Mr. Wilson seconded to allow Mr. Tyson to offer the Business & Finance Manager position to Ms. Jennifer Bakos, authorizing him to offer up to \$75,000 in salary with a standard benefit package. Further, a performance update will be required following the first 90 days of employment, and the start date for the position was to be July 1, 2023. The motion passed unanimously.
  - B. Mr. Wilson made a motion and Mr. Tyson seconded it to allow OptimaEd to set up PEX cards for use by key leaders in purchasing resources authorized by administration. The motion passed unanimously.
  - C. Mrs. Simchick made a motion, and Mr. Frost seconded it to allow the Principal to offer \$50 gift cards as a new student referral incentive (from non-governmental funds) for any parent or staff member making a referral leading to a new student's presence following the first 10-day count of the new school year. The motion passed unanimously.
  - D. Mrs. Simchick made a motion, and Mr. Wilson seconded it to formally adopt the remaining 2000 series student policies shown on the agenda and included in the Board packet, with the caveat that they be reviewed by the Board's attorney. The motion passed unanimously.
- VII. **Reports:**
  - A. OptimaEd: Susan Turner provided an update on the financial audit process, and the financial situation of the school. She also updated the Board on financials through end of April.
  - B. Parent Involvement Committee: Mrs. Bryant gave an update on the Activities for the last days of school, and invited members to attend the Patriotic Banner Parade and the Pirate Treasure Hunt events planned.
  - C. Principal's report: Mr. Potter made an initial powerpoint presentation on items to expect to see in the up-coming budget draft for 23-24, inclusive of a new teacher salary scale, a new playground monitor position, two Title I interventionist positions (Reading and Math), new curriculum materials via HMH and FL BEST Math, Franklin-Covey's Leader in Me Program and several other smaller items. He also shared a list of items that the school could de-implement to save money during the transition to new curriculum adoption for Math, ELA and Science.

**VIII. Board Member Matters:**

**A. Board Workshop on the 23-24 School Budget:** Mr. Frost suggested a need for a workshop prior to budget adoption in June. The Board decided to hold one on June 5<sup>th</sup> at 9:30 am.

**IX. Adjournment:** The meeting was adjourned at 12:22 pm

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

**MINUTES-Special Call Meeting (Budget Workshop)**

**Monday, June 5, 2023 @ 9:30 AM**

**Board of Directors Meeting**

- I. **Call to Order/Attendance:** The meeting was called to order at 9:31AM by Mr. Frost, Board President. The following other members were present: Mr. Joel Tyson, Vice President, Mr. Ernest Wilson, Member, Mrs. Dale Simchick, Member, Mr. Brian Cook, Member, Mr. Sean Prescott, Member. Also present were: Ms. Susan Turner, OptimaEd and Mr. Gregory Potter, Principal.
- II. **Approve/Amend Today's Agenda:** none
- III. **Citizen/Parent input:** Mrs. Bryant expressed that she hoped that the Board would consider establishing a budget for the Parent Involvement Committee and that there might be more transparency regarding where / how fundraised money was accounted for and managed. Mr. Frost assured her that these issues would receive attention and priority.
- IV. **Presentations of Anticipated 2023-2024 Revenue & Expense Budget Drafts:** These were made by Susan Turner of OptimaEd and Greg Potter, Principal (\*see Board handouts in packet).
- V. **Board Member Questions & Answers:** Anticipated revenues for 23-24 appear to fall short of anticipated expenditures. This is primarily due to student enrollment predictions being lower than desired, and the plan for the school being staffed as if anticipated to be full to capacity. Thus, general clarification questions were asked by members of the Board, and a discussion was held. The Board took no actions; however, asked for some additional analysis of projected expenses related to debt service be conducted, that a list of more specific savings related to curriculum / other materials that would not need to be purchased (given the new curriculum purchase plan) be created and shared. Also, OptimaED was asked to conduct further analysis of potential "carry-forward" funds from 22-23 that could be added to anticipated revenue for 23-24 and to conduct an analysis of ESSER 3 grant funds remaining and available for use in 23-24, since they don't have to be expended fully until September of 2024.
- VI. **Adjournment:** The meeting adjourned at 11:30AM.



**North County Charter School, Inc.**  
**Organizational Chart** (\*Adopted June 12, 2023)

