



North County Charter Elementary School
Board Meeting
August 14, 2023
Financial Packet

Balance Sheet

As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1112 - CHECKING-SEACOAST	100,810.63
1113 - PETTY CASH-SEACOAST	200.70
1118 - MONEY MARKET SEACOAST	3,173,241.96
Total Checking/Savings	3,274,253.29
Other Current Assets	
1220 - DUE FROM OTHER AGENCIES	13,846.78
1230 - Prepaid Expense	27,739.93
Total Other Current Assets	41,586.71
Total Current Assets	3,315,840.00
Fixed Assets	
1310 - LAND	749,237.74
1320 - IMPROVE OTHER THAN BLDG	326,686.82
1330 - BUILDINGS & FIXED EQUIP	6,963,216.47
1340 - FURNITURE, FIXT & EQUIP	643,329.36
1350 - MOTOR VEHICLES	3,000.00
1360 - CONSTRUCTION IN PROGRESS	11,500.00
1370 - PROPERTY UNDER CAP LEASE	36,828.54
1382 - COMPUTER SOFTWARE	5,185.60
1390 - LOAN COSTS	63,109.40
Total Fixed Assets	8,802,093.93
Other Assets	
1400 - OTHER DEBITS	
1410 AMT AVAIL FOR DEBT SER	1,445,835.26
1440 - AMT TO BE PROV FOR CAP L	24,378.49
Total 1400 - OTHER DEBITS	1,470,213.75
Total Other Assets	1,470,213.75
TOTAL ASSETS	13,588,147.68
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	19,979.67
Total Accounts Payable	19,979.67
Total Current Liabilities	19,979.67
Long Term Liabilities	
2312 - Mortgage Payable	783,917.73
2313 - Mortgage Payable	661,917.53
2315 - OBLIG UNDER CAP LEASE	24,378.49
Total Long Term Liabilities	1,470,213.75
Total Liabilities	1,490,193.42
Equity	
2769 - UNDESIGNATED	3,199,154.08
2790 - INVEST IN FIXED ASSETS	8,802,093.93
Net Income	96,706.25
Total Equity	12,097,954.26
TOTAL LIABILITIES & EQUITY	13,588,147.68

NORTH COUNTY CHARTER SCHOOL, INC.

Profit & Loss

08/11/23

July 2022 through June 2023

Accrual Basis

	Jul '22 - Jun 23
Ordinary Income/Expense	
Income	
3200 - FEDERAL THRU STATE	
3230 - IDEA	67,639.27
3240 - CARES ACT GRANT	609,967.19
3260 - NATIONAL SCHOOL LUNCH AC	20,723.00
Total 3200 - FEDERAL THRU STATE	698,329.46
3300 - REVENUE THRU STATE	
3397 - CAPITAL OUTLAY	165,182.00
3398 - VPK Funds	105,957.43
3399 - Other Misc State Revenue	66,944.76
Total 3300 - REVENUE THRU STATE	338,084.19
3400 - REV FROM LOCAL SOURCES	
3431 - INTEREST ON INVESTMENTS	16,239.01
3440 - GIFTS, GRANTS & BEQUESTS	
3440.1 - YEARBOOK SALES	1,461.00
3440.2 - FIELD TRIP FUNDS	8,489.00
3440.3 - GIFTS, DONATIONS	2,054.92
3440.4 - REFUNDS	12.00
3440.5 - UNIFORMS	15,882.60
Total 3440 - GIFTS, GRANTS & BEQUESTS	27,899.52
3441 - FUNDRAISERS	16,260.79
3451 - STUDENT LUNCHES	2,916.22
3452 - STAFF MEALS	3,241.75
3470 - OTHER FEES	
3470.1 - BEFORE/AFTER PROGRAM	79,683.00
3470.2 - WRAP CARE	85,179.00
3470 - OTHER FEES - Other	181.50
Total 3470 - OTHER FEES	165,043.50
3400 - REV FROM LOCAL SOURCES - Other	0.00
Total 3400 - REV FROM LOCAL SOURCES	231,600.79
IRCS D PASS-THROUGH	
3000 - IRCS D - FUNDING	2,188,355.48
3336 - INSTRUCTIONAL MATERIALS	275.11
Total IRCS D PASS-THROUGH	2,188,630.59
Total Income	3,456,645.03
Cost of Goods Sold	
Cost of Goods Sold	0.00
Total COGS	0.00
Gross Profit	3,456,645.03
Expense	
5100 BASIC (K-12)	
310 - PROFESSIONAL & TECHNICAL	1,210,318.26
310A - DAY CARE PROF/TECH	63,980.83
310B - PRE-K PROF/TECH	110,668.54
310D - TUTOR PROF/TECH	5,955.00
320 - INSURANCE & BOND PREMIUM	1,359.00
330 - TRAVEL	5,294.46
390 - OTHER PURCHASED SERVICES	3,047.00
510 - SUPPLIES	19,971.66
510A - DAY CARE SUPPLIES	1,634.90
510B - UNIFORMS	19,055.62
520 - TEXTBOOKS	191.88
590 - OTHER MATERIALS AND SUPPL	68,239.99

NORTH COUNTY CHARTER SCHOOL, INC.

Profit & Loss

08/11/23

July 2022 through June 2023

Accrual Basis

	<u>Jul '22 - Jun 23</u>
622 - NONCAPITALIZED AV MATERIA	1,360.64
641 - CAP. FURN. FIX	3,537.00
642 - NON-CAP FURN, FIXT & EQUIP	3,130.78
643 - CAP COMPUTER HARDWARE	8,541.00
691 - CAPITALIZED SOFTWARE	2,136.00
692 - NONCAPITALIZED SOFTWARE	10,169.76
790 - MISCELLANEOUS EXPENSES	47,636.40
790A - DAYCARE MISCELLANEOUS	4,850.73
Total 5100 BASIC (K-12)	1,591,079.45
5200 - EXCEPTIONAL	
310 - PROFESSIONAL & TECHNICAL	118,756.38
510 - SUPPLIES	782.24
Total 5200 - EXCEPTIONAL	119,538.62
6130 - HEALTH SERVICES	
310 - NURSE PROF/TECH	42,149.18
310A - PSYCH PROF/TECH	35,287.87
310B - SPEECH PROF/TECH	28,925.00
310C - OCC THER PROF/TECH	26,048.75
510 - NURSE SUPPLIES	2,934.93
510A - PSYCH SUPPLIES	967.28
510B - SPEECH SUPPLIES	338.00
Total 6130 - HEALTH SERVICES	136,651.01
6400 - INSTRUCT STAFF TRAINING	
310 - PROFESSIONAL & TECHNICAL	1,260.00
330 - TRAVEL	2,574.72
790 - MISCELLANEOUS EXPENSES	250.00
Total 6400 - INSTRUCT STAFF TRAINING	4,084.72
7100 - BOARD	
310 - PROFESSIONAL & TECHNICAL	11,822.00
320 - INSURANCE & BOND PREMIUMS	5,460.00
730 - DUES AND FEES	2,268.82
Total 7100 - BOARD	19,550.82
7200 - GENERAL ADMINISTRATION	
790 - MISCELLANEOUS EXPENSES	2,300.00
Total 7200 - GENERAL ADMINISTRATION	2,300.00
7300 - SCHOOL ADMINISTRATION	
310 - PROFESSIONAL & TECHNICAL	377,449.08
310A - PROFESSIONAL & TECH (SRD)	53,358.00
320 - INSURANCE & BOND PREMIUMS	7,215.00
330 - TRAVEL	848.91
370 - COMMUNICATIONS	4,495.09
390 - OTHER PURCHASED SERVICES	21,943.63
510 - SUPPLIES	7,392.76
642 - NON-CAP FURN, FIXT & EQUIP	3,121.24
700 - OTHER EXPENSES	37.80
730 - DUES & FEES	1,300.61
731 - CREDIT CARD FEES	4,666.96
790 - MISCELLANEOUS EXPENSES	5,192.04
Total 7300 - SCHOOL ADMINISTRATION	487,021.12

NORTH COUNTY CHARTER SCHOOL, INC.

Profit & Loss

08/11/23

July 2022 through June 2023

Accrual Basis

	Jul '22 - Jun 23
7400 - FACILITIES ACQ & CONST	
630 - BUILDINGS AND FIXED EQUIP	11,500.00
641 - CAP FURN. FIXT.	6,120.00
642 - NON-CAP FURN, FIXT, EQUIP	4,078.05
670 - IMPROVE OTHER THAN BLDG	220.00
680 - REMODELING & RENOVATIONS	21,416.63
790 - MISCELLANEOUS EXPENSE	327.68
Total 7400 - FACILITIES ACQ & CONST	43,662.36
7500 - FISCAL SERVICES	
310 - PROFESSIONAL & TECHNICAL	40,840.00
Total 7500 - FISCAL SERVICES	40,840.00
7600 - FOOD SERVICES	
310 - PROFESSIONAL & TECHNICAL	93,305.06
390 - OTHER PURCHASED SERVICES	2,689.26
510 - SUPPLIES	10,925.30
570 - FOOD	118,742.70
642 - NON-CAP FURN, FIXT & EQUI	251.92
730 - DUES & FEES	265.00
790 - MISCELLANEOUS EXPENSES	3,128.77
Total 7600 - FOOD SERVICES	229,308.01
7800 - TRANSPORTATION	
360 - RENTALS	39,516.96
Total 7800 - TRANSPORTATION	39,516.96
7900 - OPERATION OF PLANT	
310 - PROFESSIONAL & TECHNICAL	122,779.76
320 - INSURANCE & BOND PREMIUMS	39,615.00
350 - REPAIRS AND MAINTENANCE	16,106.82
370 - COMMUNICATIONS	2,361.18
380 - UTILITIES	9,812.41
390 - OTHER PURCHASED SERVICES	23,834.03
430 - ELECTRICITY	39,911.84
510 - SUPPLIES	10,459.75
790 - MISCELLANEOUS	4,893.40
Total 7900 - OPERATION OF PLANT	269,774.19
8100 - MAINTENANCE OF PLANT	
350 - REPAIRS AND MAINTENANCE	14,626.87
510 - SUPPLIES	6,514.34
630 - BUILDINGS AND FIXED EQUIP	24,504.00
642 - NON-CAP FURN, FIXT & EQUIP	4,732.25
Total 8100 - MAINTENANCE OF PLANT	50,377.46
9200 - DEBT SERVICE	
720 - INTEREST EXPENSE	74,426.75
790 - MISCELLANEOUS	251,807.31
Total 9200 - DEBT SERVICE	326,234.06
Total Expense	3,359,938.78
Net Ordinary Income	96,706.25
Net Income	96,706.25

NORTH COUNTY CHARTER SCHOOL, INC.

Statement of Cash Flows

July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
OPERATING ACTIVITIES	
Net Income	96,706.25
Adjustments to reconcile Net Income to net cash provided by operations:	
1140 - DUE FROM OTHER FUNDS:1145 - DUE FROM LOCAL SOURC...	37,343.00
1220 - DUE FROM OTHER AGENCIES	-13,846.78
1230 - Prepaid Expense	-27,739.93
Accounts Payable	19,979.67
2400 - OTHER CREDITS:2416 - DEFERRED REVENUE-ESSER	-16,801.60
Net cash provided by Operating Activities	<u>95,640.61</u>
INVESTING ACTIVITIES	
1330 - BUILDINGS & FIXED EQUIP	-36,004.00
1340 - FURNITURE, FIXT & EQUIP	-18,198.00
1400 - OTHER DEBITS:1410 AMT AVAIL FOR DEBT SER	273,167.19
Net cash provided by Investing Activities	<u>218,965.19</u>
FINANCING ACTIVITIES	
2312 - Mortgage Payable	-273,167.19
2769 - UNDESIGNATED	291.45
2790 - INVEST IN FIXED ASSETS	54,202.00
Net cash provided by Financing Activities	<u>-218,673.74</u>
Net cash increase for period	95,932.06
Cash at beginning of period	<u>3,178,321.23</u>
Cash at end of period	<u><u>3,274,253.29</u></u>

NORTH COUNTY CHARTER SCHOOL, INC.

08/11/23

Profit & Loss Budget vs. Actual

Accrual Basis

July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
3200 - FEDERAL THRU STATE	698,329.46	649,505.00	48,824.46	107.5%
3300 - REVENUE THRU STATE	338,084.19	401,988.00	-63,903.81	84.1%
3400 - REV FROM LOCAL SOURCES	231,600.79	509,666.00	-278,065.21	45.4%
IRCS D PASS-THROUGH	2,188,630.59	2,840,220.00	-651,589.41	77.1%
Total Income	3,456,645.03	4,401,379.00	-944,733.97	78.5%
Cost of Goods Sold				
Cost of Goods Sold	0.00			
Total COGS	0.00			
Gross Profit	3,456,645.03	4,401,379.00	-944,733.97	78.5%
Expense				
5100 BASIC (K-12)	1,591,079.45	1,825,568.00	-234,488.55	87.2%
5200 - EXCEPTIONAL	119,538.62	316,783.00	-197,244.38	37.7%
6130 - HEALTH SERVICES	136,651.01			
6150 - PARENTAL INVOLVEMENT	0.00	500.00	-500.00	0.0%
6400 - INSTRUCT STAFF TRAINING	4,084.72	14,000.00	-9,915.28	29.2%
7100 - BOARD	19,550.82	9,723.00	9,827.82	201.1%
7200 - GENERAL ADMINISTRATION	2,300.00			
7300 - SCHOOL ADMINISTRATION	487,021.12	682,603.00	-195,581.88	71.3%
7400 - FACILITIES ACQ & CONST	43,662.36	41,000.00	2,662.36	106.5%
7500 - FISCAL SERVICES	40,840.00	18,500.00	22,340.00	220.8%
7600 - FOOD SERVICES	229,308.01	250,000.00	-20,691.99	91.7%
7800 - TRANSPORTATION	39,516.96	30,000.00	9,516.96	131.7%
7900 - OPERATION OF PLANT	269,774.19	328,493.00	-58,718.81	82.1%
8100 - MAINTENANCE OF PLANT	50,377.46	55,500.00	-5,122.54	90.8%
9200 - DEBT SERVICE	326,234.06	316,931.00	9,303.06	102.9%
Total Expense	3,359,938.78	3,889,601.00	-529,662.22	86.4%
Net Ordinary Income	96,706.25	511,778.00	-415,071.75	18.9%
Net Income	96,706.25	511,778.00	-415,071.75	18.9%

North County Charter School, Inc.
Board of Directors Regular Meeting
Monday, August 14, 2023, @ 9:30AM (Board Room, Bldg. 5)
AGENDA

- I. **Call to order/Attendance:** President, Mrs. Simchick
- II. **Pledge of Allegiance/Invocation:** Vice President, Mr. Tyson
- III. **Approve/Amend today's agenda:**
- IV. **Citizen/Parent input/concerns:**
- V. **Consent Agenda:**
 - A. **Approve minutes of July 10, 2023 Regular Meeting-**Recommended Approval by Mrs. Simchick and Mr. Potter
 - B. **Approve Principal/Director Nominations for Ms. Lindsey Damon, Playground Monitor (Part-Time-Budgeted) & Mr. Landis Stanfield, School Counselor (Part-Time-MHlth Grant Funded)-**Recommended Approval by Mr. Potter
 - C. **Approve additional compensation for Marcy Mumper to provide afternoon Art Enrichment on a daily basis (\$4,000 added to hourly comp for the year)-**Recommended Approval by Mr. Potter
- VI. **Action Agenda:**
 - A. **Approve Recommendation to Add Additional Paid Holidays for Hourly Employees and Allow Payout for Unused Time in July, OR Carry Some Forward to the Next Year, Accruing over time to a Maximum of 20 Days (See Handout List by Category)-**Recommended Approval of holiday pay by Mr. Potter, but wait on accrual issue pending cost outs.
 - B. **Discuss Recommendation to Add 3 Additional Paid Personal/Sick Days for Teachers (Total to be 8 for 23-24) and Allow Annual Payout or Accrual Over Time to a Maximum of 20 Days-**Recommended by Mr. Potter to wait an additional month pending cost out for approval.
 - C. **Approve Recommendation to Allow Employees to Compassionately Donate Sick/Personal Time to Others, Under Special Circumstances, with a Maximum of 1 Day in any Single Circumstance-**Recommended Approval by Mr. Potter
- VII. **Reports:**
 - A. **Parent Involvement Committee:** Mrs. Bryant
 - B. **Business & Finance Manager Report:** Mrs. Bakos
(To Include June Financials, FY23 Audit Prep & Schedule, ESSER III & Class Wallet (NEW))
 - C. **Principal/Director Report:** Mr. Potter
- VIII. **Board Member Matters:**
 - A. **22-23 Thank You & Proclamations Update:** Mrs. Simchick / Mrs. Irons
 - B. **Protecting School Fiscal Assets/FDIC & Investment Strategies-**Mrs. Simchick
 - C. **Mr. Potter's Annual Review Update:** Mrs. Simchick
- IX. **Adjournment:**

August 14, 2023

To: NCCS Governing Board

Fr: Gregory G. Potter, Director & Principal

Re: Monthly Report

It is hard to believe that school has started! A lot has happened since the July meeting, so I will try to encapsulate the highlights here for you:

1. We have had a successful opening of school, and have completed the following trainings: Franklin-Covey's 7 Habit's of Highly Effective People (All Staff and two Board members...Brian and Sean), HMH Reading and Science (K to 5, intervention & ESE teachers), Read-180 Intervention Program (3-5 Intervention and ESE teachers), Cengage Big Ideas Math (K to 5, intervention & ESE teachers), Branching Minds MTSS Platform (MTSS Leadership Team), and NWEA Assessment Program (3 to 5, Intervention and ESE teachers). In addition, NCCS staff will complete 7 mandatory courses in Vector (required annually), and all staff have had both safety and mandatory reporting training.

***I am SUPER EXCITED about the TEAM we have put together this year, especially in that the level of intervention support and extra help for struggling students is going to be so much stronger, thorough and consistent. Once we have our fall diagnostics done, we will be targeting a state-determined learning gain for every student!

2. Orientation on the 8th and Opening Day on the 10th went quite smoothly! I have had multiple people comment to me that opening of school was extremely smooth. I have received no complaints (knock on wood). I give a lot of credit to the entire office group, Mrs. Irons, the Parent Involvement Committee, our Custodial/Maintenance staff and a host of others! It really is a wonderful team that we have at NCCS!
3. Title I compliance tasks are quite numerous and very time consuming; however, we presently have drafted our Parent and Family Engagement Plan...again with the help of the PIC. There is a schedule of events laid out now for the entire year! They have been amazing! I have drafted a School Improvement Plan (SIP) that I will present to the Board next month. I think this is something we should do every year, whether we are a Title I school, or not. The reason is that it requires us to look at a large amount of performance data, and identify the most important goals to work on. This is due to the district by September 30th. We have completed and distributed a parent-school compact for Title 1 as well. There will be an "Annual Title I Parent Meeting" on September 27th. At that meeting, we will share information on the program, and lots of data and plans regarding this program.
4. Enrollment has not changed much from last month. I have 4 tours to schedule this week, and presently we anticipate the following: VPK @ 28, K @ 51, 1 @ 46, 2 @ 43, 3 @ 48, 4 @ 39, 5 @ 44. Total: 299.
5. I have completed the annual FL School Safety Assessment...a lengthy doc. This included a walkthrough with Police and Fire Dept reps. The only recommendation that came of it was to alarm a door that is outside of the perimeter fence. We are doing that this week. We looked very good on this. We will also be completing a door lock project as part of a district grant. This will allow teachers to lock doors from inside their classrooms.
6. On other notes, we are completing a project to re-coat the roof of building 2 and we have re-done our property and casualty, errors and omissions and liability policies, worked on open enrollment plans with CoAdvantage (our overall costs shared between employees and the board are up just under 12%...a little over 20K, so well within budget).

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North County Charter School, Inc.
Board of Directors Regular Meeting
Monday, July 10, 2023, @ 9:30AM (Board Room, Bldg. 5)
****DRAFT-MINUTES-DRAFT****

- I. **Call to order/Attendance:** President, Mrs. Simchick called the meeting to order at 9:30AM. In attendance was also: Mr. Tyson, Vice President; Mr. Wilson, Member; Mr. Prescott, Member, Mr. Cook, Member; Mr. Potter, Principal; Mrs. Bakos, Business & Finance Manager.
- II. **Pledge of Allegiance/Invocation:** Vice President, Mr. Tyson gave and invocation, and led the group in the Pledge of Allegiance.
- III. **Approve/Amend today's agenda:** Mrs. Simchick asked to add the resignation of Mr. John McIntosh to the consent agenda as Item E. Passed 5-0 unanimously.
- IV. **Citizen/Parent input/concerns:** None shared.
- V. **Consent Agenda:** A motion was made by Mr. Wilson and seconded by Mr. Cook to approve items A through E on the consent agenda (below) as a group, and as written. Passed 5-0 unanimously.
 - A. **Approve minutes of June 12, 2023 Regular Meeting**-Recommended Approval by Mrs. Simchick
 - B. **Approve Principal/Director Nominations for Mr. Jay McLaughlin, Title I Math Interventionist Teacher; Ms. Margaret Pitz, Title I Reading Interventionist Teacher; Ms. Karen Petrun, VPK Teacher; Ms. Theresa DiSisto, VPK Assistant;; Ms. Taylor Munden, Playground Monitor (Part-Time)**-Recommended Approval by Mr. Potter
 - C. **Approve Egis Property & Liability Insurance Binder for 23-24**-Recommended Approval by Mrs. Simchick, Mr. Potter & Mrs. Turner
 - D. **Approve Submission of 22-23 Mental Health Grant**-Recommend Approval by Mr. Potter
 - E. ****Added 7/10/23-To Approve the Resignation of Mr. John McIntosh, Grade 3 Teacher**-Recommended Approval by Mr. Potter
- VI. **Action Agenda:**
 - A. **Approve Optima Proposals Supporting Grant Work for ESSER/IDEA & NSLP Project Application**-Recommend Approval by Mrs. Simchick and Mr. Potter. Upon a motion by Mr. Tyson and a second by Mr. Cook, the grant and NSLP proposals by OptimaEd were approved by a vote of 5-0, unanimously.
 - B. **Discuss Granting Additional Annual Paid Time Off Days in 2023-24 (10 for all Staff), Accrued at 1 Per Month (Aug to May), Including an Option to Carry-Forward up to 50% of Annual Total to Accrue Over Time to a Maximum of 10 Days. Employees Will Be Paid (in for Days Exceeding 10 Annually in the Last Check of the Fiscal Year. *Note: Staff May Also Have the Option to Donate Days for Compassionate Circumstances to Others from Time to Time**-Recommended Approval in August by Mr. Potter (more financial analysis needed). Following a discussion, Mr. Cook motioned to provide hourly staff with 5 paid sick/personal days for the 23-24 Fiscal Year, and directed administration to "cost out" scenarios for holiday pay and additional days for teachers if they were to increase from 5 to 8 days this year, 8 to 9 the following and 9 to 10 the year after that. The motion was seconded by Mr. Wilson and it passed 5-0 unanimously.
 - C. **Approval of Updated Health, Safety & Welfare Policies-2150**-Recommended Approval by Mrs. Simchick & Mr. Potter Due to New Legal Requirements. Upon a motion by Mr. Tyson, which was seconded by Mr. Wilson, policy 2150 was approved 5-0, unanimously.
 - D. **Approval of Finance Policy Series DRAFTS-4100 through 4800**-Recommended Approval by Mrs. Simchick, Mr. Potter & Mrs. Turner. Following a discussion of the finance policy series, Mr.

Cook made a motion to adopt 4100 through 4800. This was seconded by Mr. Prescott, and the motion passed 5-0, unanimously.

VII. Reports:

- A. Parent Involvement Committee:** Mrs. Bryant reported that the PIC has assisted admin with the development of the Title I Parent and Family Engagement Plan (PFEP), and that the group was working on a full schedule of activities for the year, that would be published very soon. They would also have a booth at Orientation Day, August 8 to seek new member sign up, and conduct some initial fundraising.
- B. Interim Business & Finance / New Finance Manager Report:** Mrs. Turner & Mrs. Bakos provided a report inclusive of May financials, also that bank balance exceeded 3 million, final FTE pass through check received in June from the district, work on ESSER III in process, as the school will have unexpended funds to end the year, with opportunity to expend remaining by September of 2024. More to come on this. Also, Mr. Cook would be added as a signer at Seacoast, and this would necessitate everyone presently on the forms to go over and re-sign when ready. Mr. Potter will let everyone know when the paperwork is ready.
- C. Principal/Director Report:** Mr. Potter provided a written report. See written report on website under Board Documents for the meeting.

**Mrs. Simchick called a brief recess for 5 minutes from 10:55 to 11:00AM.

VIII. Board Member Matters:

- A. 22-23 Thank You Proclamations:** Mrs. Simchick / Mrs. Irons-Mrs. Irons was on vacation out of state; however, Mrs. Simchick provided updated information on a plan to conduct some public recognitions in the Month of September. A list will be developed and she will meet with admin to finalize. Categories: Thanking recent past Board members for their service, plans for recognizing some employees for their help and dedication through last year, which was a challenging year.
- B. Mr. Potter's Annual Review Update & Performance Bonus:** Mrs. Simchick led a discussion as the group needed to understand the process. She will collect input from the other members based on the evaluation tool previously shared and to collate the data for the group, and report back to them in August. All agreed that the previously agreed upon performance bonus will be paid in the July payroll and thus ensured that Mrs. Bakos understood what was to be included to make that happen.
- C. Mr. Miller Dedication:** Mr. Tyson re-iterated his strong interest in planning a dedication for Mr. and Mrs. Miller. In particular, to dedicate the new Administrative / VPK complex (Building 5). Mrs. Simchick agreed to research the builder information and samples of similar ones, and report back. The Board will plan either a late fall, or early spring event. More to come on this.
- D. School Mission & Vision:** Mr. Cook shared that he had met with Mr. Potter to discuss having clear mission and vision statements developed from the school. Mr. Potter shared that he had begun the process with the Leadership Team already, and would develop drafts this fall with them to bring to the Board for consideration. This would also need to consider the existing charter contract language detailing the school's purpose.
- E. BOD Meeting Schedule/Times/Recordings:** Mrs. Simchick led a discussion which resulted in a decision (without formal vote) to hold monthly meetings through the year on the second Monday of each month at 9:30AM, with the exception of September and March meetings, which will be scheduled for 6PM in the evening.

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

For Board of Directors-August 14, 2023

Teacher Additional Sick/Personal Days Proposal:

Teachers would receive an additional 3 sick/personal days for 2023-2024, providing a total of 8 days. This would increase to 9 days in 2024-2025 and then 10 days in 2025-2026.

Rules for Use:

Teachers may opt to be paid for any number of their unused sick/personal days at the end of the school year (June paycheck), OR carry them forward into the next school year as accrued time, which may not exceed 20 days, when combined with the newly granted days for the subsequent year.

Example: After two annual cycles, a teacher that decides to accrue 10 days via carry-forward, begins the 2026-27 year with those 10 days, AND is then granted a new annual amount of 10 days in this proposal ($10 + 10 = 20$).

As 20 days is about 1 month of normal pay, it would help to cover an elimination period if the employee had signed up for short-term disability.

Further, should any employee experience a serious circumstance that would have them use all of their available days, other employees may grant up to one (1) of their days as a compassionate contribution. The Director-Principal shall not make such requests more than one time per annual cycle for any individual employee.