



## Board of Directors Meeting Minutes

Wednesday, June 14, 2023

VIA ZOOM/CONFERENCE CALL/NOTIFICATION PROVIDED

Join Zoom Meeting

<https://us02web.zoom.us/j/84971909572?pwd=OEROL1lFalnWMDBaNjJtSzNOYW5mdz09>

### **Board members in attendance:**

Tara Evans, Board Chair

Kristine Hank

### **Staff in Attendance:**

Kimberly McCarten, CEO

Russell Greene, Chief Financial Officer

Bairbre Flood, Sr. Dir. of Education and Family Services

Pearlitha Williams, Admin. Assistant

### **Quorum: Achieved**

**Call to order:** the meeting was called to order by Tara Evans at: 8:36AM

### **Review and Approval of SAIL April 20, 2023, Meeting Minutes:**

**Correction to Minutes:** In Financial Reports, all “Statement of Financial Position” should be changed to “Interim Financial Statement.” Kristine Hanks moved to approve the minutes, seconded by Tara Evans. The Motion was carried unanimously.

**Public Comments:** None

**Parents Comments:** None

## **FINANCIAL REPORTS**

By Russell Greene, CFO

### **I. Review and Approval of SAIL and Potentials FY 2023-2024 Budgets**

#### **A. Potentials Charter School**

The CEO informed the board that charter school reporting must be in a detailed manner, by Funds and function of revenues and expenses of the schools. The role and responsibility of an employee will determine the function. He further stated that there are several functions that are applicable to charter schools.

The budget was presented to the board in a timely manner as it must be approved by the board prior to July 1, 2023, for submittal to the district on July 30, 2023.

A balanced budget was presented to the board for approval. All funds, except for the depreciation fund, were balanced.

The budget makes provision and allocates a salary for an operations manager, a non-instructional position, that will be responsible for the scheduling of transportation, liaison to operations team, and overseeing instructional aides, ensuring school is clean. etc.

A motion to approve the Potentials Charter School Operating Budget for FY 2023-2024 was made by Kristine Hanks and seconded by Tara Evans. The motion passed unanimously.

**B. Seagull Academy (SAIL)**

SAIL's detail budget was presented in the same format as Potentials but with less line items and dollar value. The budget was based on 21 full-time equivalent (FTE) students.

The CEO and Bairbre expressed concerns about the current enrollment. The CEO suggested that the budget should be based on the anticipated number of students rather than the current number. She also emphasized the need for recruitment of new students for the new school year. However, Mr. Greene continued his report by informing the board that the budget is a compliance budget and can always be amended.

In response to a query regarding the Operation of Plant, Mr. Greene explained that SAIL's building is owned by the ARC, but that the "rental" item relates to building expenses.

A motion to approve the SAIL Operating Budget for FY 2023-2024 was made by Kristine Hanks and seconded by Tara Evans. The motion passed unanimously.

**II. Amendment of Referendum Expenditure Plan**

At the beginning of the year, a referendum plan was approved with an Art teacher and health services included in the budget. However, the Potentials Art teacher has been relocated to the music Department and the school does not have a nurse on staff. Consequently, the CEO requested that the monies that can no longer be spent in the Art and Health category be allocated to the music teacher's category to build referendum dollars under the fine arts category.

The motion to approve the Amended Referendum Expenditure Plan 2023 was approved by Kristine Hanks and seconded by Tara Evans.

**SCHOOLS REPORT**  
**By Bairbre Flood**

Amanda Cole is a new board member. She has completed the requisite 4-hour FLDOE Governance Training. However, her fingerprinting process is still ongoing.

**Potentials:** One student and his family will relocate to Tennessee, at the end of the month. However, another parent has indicated that she wants to register her child for the new school year.

**SAIL:** 21 FTE students.

**Construction Update:** The construction project is going smoothly. New windows were installed in different areas of the building and one teacher's classroom got a new door that leads to the courtyard. Funding was received for the purchase of new furnishings for the classroom.

**Team Update:**

- Bairbre Flood, Senior Director of Education and Family Services, announced her resignation from her position, effective July 30, 2023.
- Sara Rudolph, Occupational Therapist, ended her contract.
- The contract SLP will continue for another school year.
- Recruitment is on the way for an instructional aide and several resumes have been received for the position.

**Old Business:** None

**New Business:** None

**Announcements:**

1. Extended School Year begins June 26, 2023, but the team returns June 22, 2023. 14 students signed up for the program. 3 weeks, Monday through Thursday for students; at the Courim Building.
2. June 30<sup>th</sup> is Bairbre Flood's last day of work at the Arc.

**Meeting adjourned at: 9:20AM**

**Next meeting: To be Announced.**

Respectfully Submitted by:

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**Chairperson**

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**Date**