

MEETING MINUTES

ASCEND CAREER ACADEMY

SPECIAL MEETING DATE: June 30, 2017

5251 Coconut Creek Parkway Margate, FL 33063

Greg DuMont, as Chairman of the Governing Board, called the meeting to order at 11:10am.

Roll call was taken with the following present: Board Chair Greg DuMont, Board Members Tony Calatayud (via phone call), Sayra Hughes, Cheryl Leonti, Principal of ACA Vincent Alessi; and confidential secretary of ACA Denise Garcia.

No members of the public attended the meeting.

I. AGENDA ITEM TITLE: Approval of custodial services contract

REQUESTED ACTION: Approve the vendor who will conduct the services as outlined in the contract for the 2017-2018 school year.

SUMMARY EXPLANATION AND BACKGROUND: Each year the school must conduct a bid process for services provided to the school. The board must then approve the selected vendor.

FINANCIAL IMPACT: Approx. \$33,000 annually

EXHIBIT I: Tic Tock cleaning proposal

EXHIBIT II: Capital Contractors cleaning proposal

EXHIBIT III: Citywide Maintenance cleaning proposal

Board Action Taken in Open Meeting On: June 30, 2017

Approved X

Disapproved

Tabled

Discussion: All Board Members in agreement that proper procedure was followed in obtaining fair bids and most competitive pricing for ACA custodial services was found to be Tic Tock cleaning.

Mr Alessi explained that they already have experience and are familiar with our facility.

There being no further comments, It was put to a vote:

Mr. DuMont made a motion to approve the appointment of Tic Tock cleaning under the terms provided in their proposal

Ms. Hughes and Ms. Leonti seconded the motion.

The Motion was carried unanimously.

II. AGENDA ITEM TITLE: Approval of Internet and phones service contract

REQUESTED ACTION: Approve the vendor who will conduct the services as outlined in the contract for the 2017-2018 school year.

SUMMARY EXPLANATION AND BACKGROUND: Each year the school must conduct a bid process for services provided to the school. The board must then approve the selected vendor.

FINANCIAL IMPACT: Approx. \$20k annually

EXHIBIT I: Comcast service proposal

EXHIBIT II: Call sprout proposal

EXHIBIT III: Net2Phone proposal

Board Action Taken in Open Meeting On: June 30, 2017

Approved X

Disapproved

Tabled

Discussion: All board members in agreement to continue using Comcast as the internet and phone provider. We will be upgrading to fiber optics to suit the needs of a growing school. Financial impact is within a reasonable amount and in line with the current budget.

III. AGENDA ITEM TITLE: Approve ACA annual school operating budget for 2017-2018.

REQUESTED ACTION: Review the schools preliminary operating budget, analyze expenses and income and approve projected amounts.

SUMMARY EXPLANATION AND BACKGROUND: To maintain fiscal responsibility and profitability.

FINANCIAL IMPACT:

EXHIBITS: 2017-2018 Operating budget

Board Action Taken in Open Meeting On: June 30, 2017

Approved _____

Disapproved _____

Tabled _____

Discussion: The board discussed projected enrollment and anticipated revenue/expenditures to maintain an effective budget for the upcoming school year. Current enrollment projections are 225 for first day count and 250 to 300 by February 2018.

IV. AGENDA ITEM TITLE: Approval of annual audit services contract.

REQUESTED ACTION: Approve the vendor who will conduct the services as outlined in the contract for the 2017-2018 school year.

SUMMARY EXPLANATION AND BACKGROUND: School requires an annual audit which must be prepared by an auditing professional.

FINANCIAL IMPACT: Approx. \$8,000 annually

EXHIBIT I: ACA RFP for Auditing Services

Board Action Taken in Open Meeting On: June 30, 2017

Approved X

Disapproved _____

Tabled _____

Discussion: Board approved the use of King & Walker for annual auditing services. The company continues to offer a competitive price with great knowledge and familiarity of ACA's finances.

V. AGENDA ITEM TITLE: Teacher/Staff salaries

REQUESTED ACTION: Discuss salaries for all full-time salaried staff members and all new incoming staff/teachers.

SUMMARY EXPLANATION AND BACKGROUND: Analyze school budget and current salaries to decide on upcoming staffing needs and resources.

FINANCIAL IMPACT: TBD

EXHIBIT: Current salary schedule and projected operating budget.

Board Action Taken in Open Meeting On: June 30, 2017

Approved X

Disapproved _____

Tabled _____

Discussion: After reviewing ACA's current financial position, the board decided to hold all salary increases for the upcoming school year. Teacher contracts will be reevaluated January 2018 where increases will be discussed. Additional instructional positions have been added to the budget to accommodate student growth.

VI. AGENDA ITEM TITLE: Board Member changes

REQUESTED ACTION: Approve the resignation of board member Tony Calatayud and approve new Board Member Cheryl Leonti.

SUMMARY EXPLANATION AND BACKGROUND: Due to the pending resignation of board member Tony Calatayud, it is necessary for another Board Member to take his place.

FINANCIAL IMPACT: N/A

EXHIBIT: N/A

Board Action Taken in Open Meeting On: June 30, 2017

Approved X

Disapproved

Tabled

Discussion: Tony Calatayud expressed his interest in remaining a Board Member to ACA. Tony will remain an active board member and all members agree to add Cheryl Leonti as an additional member.

VII. AGENDA ITEM TITLE: Healthcare benefits and 401k discussion.

REQUESTED ACTION: Review healthcare proposals and decide on benefits package for upcoming school year.

SUMMARY EXPLANATION AND BACKGROUND: We would like to consider a roll-back of the current 7k healthcare stipend into a employer covered health plan. We would also like to begin offering a 401k package to all eligible employees.

FINANCIAL IMPACT: savings of 5k annually

EXHIBITS: 2017-2018 Operating budget

Board Action Taken in Open Meeting On: June 30, 2017

Approved_____

Disapproved_____

Tabled X

Discussion: After reviewing all healthcare options/expenses the board has decided to hold off on making any decisions regarding health benefits. We will reintroduce the idea January 2018.

VIII. AGENDA ITEM TITLE: Apex Learning contract for 2017-2018 SY

REQUESTED ACTION: Approve the contract for Apex Learning.

SUMMARY EXPLANATION AND BACKGROUND: Digital curriculum for the upcoming school year must be approved by all members of the governing board.

FINANCIAL IMPACT: Approx. \$30,000

EXHIBIT: All Apex Learning proposal for 2017-2018 SY

Board Action Taken in Open Meeting On: June 30, 2017

Approved X

Disapproved_____

Tabled_____

Discussion: Upcoming student enrollment projections were reviewed and the board has decided to renew 250 student licenses with our current provider (Apex). It was agreed that the current curriculum is effective and well received by students. The pricing continues to remain competitive and we have been given the best available rate per license.

IX. AGENDA ITEM TITLE: Approval of student laptop purchases

REQUESTED ACTION: Approve the purchase of 60 laptops for the 2017-2018 school year.

SUMMARY EXPLANATION AND BACKGROUND: Each year the school must conduct a bid process for services provided to the school. The board must then approve the selected vendor.

FINANCIAL IMPACT: \$16,000

EXHIBIT I: Promevo proposal

EXHIBIT II: Titans Cabling proposal

EXHIBIT III: Best Buy Quote

Board Action Taken in Open Meeting On: June 30, 2017

Approved _____

Disapproved _____

Tabled _____

Discussion: Promevo continues to offer the most competitive pricing for our computer hardware. We will add another 75 laptops to our inventory to accommodate a growing student population. All members in agreement.

X. **AGENDA ITEM TITLE:** Approval of Smart Horizons Learning Curriculum

REQUESTED ACTION: Approve the purchase of online curriculum for the upcoming school year.

SUMMARY EXPLANATION AND BACKGROUND: Each year the school must conduct a bid process for services provided to the school unless it is item is determined to be a sole source. The board must then approve the selected vendor.

FINANCIAL IMPACT: TBD

EXHIBIT I: Smart Horizons estimate

Board Action Taken in Open Meeting On: June 30, 2017

Approved _____

Disapproved X

Tabled _____

Discussion: The board has decided to consider other options for our online career curriculum. It was agreed that our current budget cannot support the expense of Smart Horizons. Mr. Alessi will research comparable alternatives for the upcoming school year.

XI. **AGENDA ITEM TITLE:** Approval of NSLP food service vendor and wellness policy.

REQUESTED ACTION: Approve the vendor that will provide food service for the upcoming school year as well as the NSLP Wellness Policy that will be implemented by the school.

SUMMARY EXPLANATION AND BACKGROUND: Each year the school must conduct a bid process for services provided to the school. The board must then approve the selected vendor.

FINANCIAL IMPACT: We will have to pay up front costs for the lunch program and will begin reimbursement October 1, 2017 which will be retroactive to the first day of school. Price to be determined once final bid is approved.

EXHIBIT I: NSLP Invitation to bid

EXHIBIT II: ACA Wellness Policy

Board Action Taken in Open Meeting On: June 30, 2017

Approved X

Disapproved _____

Tabled _____

Discussion: Board members agree that Yummy in My Tummy is a fair and reasonable vendor. The NSLP contract has been approved along with corresponding Wellness Policy for ACA

XII. AGENDA ITEM TITLE: Discussion/Approval of Bonus Plan structure

REQUESTED ACTION: Approve a bonus structure based on enrollment.

SUMMARY EXPLANATION AND BACKGROUND: We will be discussing the employee bonus plan hinged to enrollment and Teacher Evaluations based on FCPCS evaluating system.

FINANCIAL IMPACT: N/A

EXHIBIT I: N/A

Board Action Taken in Open Meeting On: June 30, 2017

Approved X

Disapproved _____

Tabled _____

Discussion: Employees of ACA will assist in fundraising efforts. We will align career academies with fundraising corporations. No definite bonus structure was decided on. We will revisit the idea of a bonus tied to enrollment January 2018 or when 300 students are enrolled, whichever comes first.

XIII. AGENDA ITEM TITLE: Discussion of fundraising efforts for the 17/18 SY

REQUESTED ACTION: Implement a commission structure for staff that initiate fundraising efforts which result in additional income for the school.

SUMMARY EXPLANATION AND BACKGROUND: The school needs to begin generating additional income outside of regular operation income. This money will be used towards extracurricular items needed for the school.

FINANCIAL IMPACT: GOAL \$100k

Board Action Taken in Open Meeting On: June 30, 2017

Approved X

Disapproved

Tabled

Discussion: (overlapping topics) Employees of ACA will assist in fundraising efforts. We will align career academies with fundraising corporations. No definite bonus structure was decided on. We will revisit the idea of a bonus tied to enrollment January 2018 or when 300 students are enrolled, whichever comes first.

XIV. AGENDA ITEM TITLE: Approval of Dress Code opt-out

REQUESTED ACTION: The school would like to opt out of the dress code currently implemented.

SUMMARY EXPLANATION AND BACKGROUND: The constant monitoring of the dress code and/or discipline to children have a negative impact on the daily processes.

FINANCIAL IMPACT: N/A

EXHIBIT I: Current Student Dress Code document

Board Action Taken in Open Meeting On: June 30, 2017

Approved _____

Disapproved _____

Tabled _____

Discussion: ACA will opt-out of the ENFORCEMENT of the current dress code. The current dress code will remain the same as a suggested policy.

XV. AGENDA ITEM TITLE: Approval of PLS Locksmith Estimate for controlled access system

REQUESTED ACTION: We would like to approve the installation of a control access system at the front door and lobby of the school.

SUMMARY EXPLANATION AND BACKGROUND: The controlled access system would allow for additional security and increase the overall safety of the school.

FINANCIAL IMPACT: \$3,664.00

EXHIBIT I: PLS Locksmith Estimate

Board Action Taken in Open Meeting On: June 30, 2017

Approved X

Disapproved

Tabled

Discussion: After review of all bids, board members agree to use PLS Locksmith for installment of the control access system. We reduced the original invoice by 1k by removing some additional options. The final price is \$3,664.00 and the system will be installed before the upcoming school year. The board agrees that this security system is necessary for the safety of our students.

Signed By: _____

(Governing Board Chair)

(Governing Board Member)

(Governing Board Member)