



## **Donna J. Beasley Mission Statement**

To support students in achieving a high school diploma and prepare them for college and career success through an individually-paced, technology-based, flexibly-scheduled program.

## **Minutes**

### **OF THE BOARD OF DIRECTORS: Wednesday, February 28, 2018**

**The meeting was called to order by board president, Mark Stichter at 4:20 PM .**

1. Roll Call- all board members present: Mark Stichter, Fred Richards, Walter McDonald, also in attendance Dr. Joseph Torregrasso, and Ronald Renna.
2. Review of Public Notice- A notice was posted on the school's web site.
3. Public Comments: None
4. The minutes from the November 15, 2017: approved with a 3-0 vote.
5. Reports:
  - a. Enrollment:
    - i. Number: 138 at the FTE count in February (special thanks to Ms. Peters for all her hard work). We are currently at 144.
    - ii. Plans to increase enrollment: Kids keep coming in every day. Would like to be at 160 by the end of the year. We will keep advertising the school with our street signs, and open houses. This will be our smallest graduating class. Out of 24 eligible, we will have 9 or 10 graduate.
  - b. Staff changes: None. We are looking for a social studies teacher.
  - c. Site report:
    - i. Damage from hurricane (rent to the church) update: everything is back to normal
    - ii. Insurance: Ron to work with Mark on our Worker's Compensation insurance for the past 5 years. We already are getting a rebate for overpayments for the 2016-2017 year.
    - iii. Signage: Joe to look into the cost of putting our name on the side of the church building. More to come.
    - iv. Pat and Bob Lambert recognition: Joe to look into doing something special for them. He will get back to the board with ideas and cost.
    - v. Lorena Peters: Joe suggested that we do something special for her because of all the hard work and her commitment to the school. It was

decided to give her a \$2,000.00 raise on the next payroll, and at the end of the year another \$2,000 raise.

- d. Trades: Building needs- Bob has fixed the garage so that it can be used for classes. Joe is working on a possible culinary grant so that we can do a culinary class with the kids. Joe would also like to offer a CAN (Certified Nursing Assistant) class.
  - e. Financials: Mr. Renna- review and approval of financials
    - i. Financial for January tabled until more information is acquired.
    - ii. Approve 3% raises for staff beginning in August 2017 based on reaching 125 student enrollment.
    - iii. 5 year budget that was submitted to the district as part of our renewal application was approved with the stipulation that it will be revisited/revised each year with an annual review.
    - iv. Mr. Renna and Dr. Torregrasso are approved to enter into contracts for the school as needed. Limited to \$5,000.00 or below.
    - v. Cash flow shows the school ending with a fund balance of \$127,000.00. There was some discussion of the importance of making sure we had at least \$50,000 to carry over to the next year so that we would not have to borrow funds again. We talked about how we always start the year with a small enrollment and have to wait for our funds as enrollment increases. Dr. Torregrasso stated that he plans on reporting to the district 100 students at the beginning of the year.
6. New items:
- a. Renew contract with school board: update Mr. Renna submitted the renewal application.
  - b. Renew contract with CSCSI (Ron's company): Approved 3-0
  - c. Need for portables: see spreadsheet  
The board reviewed the different companies listed on the spreadsheet. It was agreed that Dr. Torregrasso and Mr. Renna will work with the two finalist selected and make their final decision to the board in the next week.
7. Board Member Matters: Still working on getting the grant of \$3,000.00 from Multi Gen Advisory Group, A financial advisory practice of Ameriprise Financial Services, Inc.
8. Public Comment on Non-Agenda Items: None
9. Set next board meeting: To Be Determined based on the situation with the portables.
10. Adjournment: 5:57



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## Minutes

### MEETING OF THE BOARD OF DIRECTORS: Thursday, May 17, 2018 4:30 PM at the School

1. Roll Call: Mark Stichter, Fred Richards, Walter McDonald, all present. Additional people at the meeting: Lorena Peters, Joseph Torregrosso, Ms. Chiles, Mr. Lambert, Mr. Renna
2. Review of Public Notice- A notice was posted on the school's web site.
3. Public Comments: Anyone wishing to address the board is given 3 (three minutes). If it is an issue that the board needs to discuss, it will be placed on the next agenda.  
None.
4. Approval of the minutes from the February 28, 2018. Minutes approved with one corrections CNA and not CAN.
5. Reports:
  - a. Enrollment:
    - i. Number: Dr. Torregrosso reported that our "real" number is 131
    - ii. Plans to increase enrollment: Hold open house meetings, continue working with guidance counselors and social workers at the other high schools. Continue our program of gift cards to student.
  - b. Staff
    - i. Changes: Adding a new math and social studies teacher.
    - ii. Full salary problem: Some staff members were not paid their full correct salary for the year. The problem has been taken care of.
    - iii. Raises for next year (Salary Schedule): approved by board
    - iv. Health coverage: approved to give employees the following: pay 100% of their health insurance, dental, vision, and life insurance.
  - c. Site report:
    - i. Portables
      1. Financing: couldn't get approved to purchase the new portables
      2. Two sessions: We will consider going to two sessions if our enrollment increases to where we reach our maximum capacity for the building. To avoid extra cost, those students who drive, or walk to school, will be asked to attend the afternoon session.
    - ii. Signage: Joe will work on getting quotes for new signage.
    - iii. Security guards: We are working on making sure that we are in compliance with all new laws regarding security guards. If we go with the Sheriff's Department, it will cost us an additional \$20,000 above what we are current paying for security guards (\$30,000).
    - iv. Transportation contract/changes: Approved
    - v. Purchase a shed: approved to purchase a shed.

- d. Trades: Thinking about adding a culinary program. Decision: wait until after October count to see what are numbers look like.
- e. Financials: Mr. Renna- Approved by board.

6. New items:

- a. Renew contract with school board: We have a new contract.
- b. TCAA loan agreement: it was suggested that we ask TCAA to forgive our loan and enter into a contract with them for future services in the same amount we owe them. Decision: not to go forward with this suggestion. Walter is to investigate this and other ideas to help with our credit.
- c. Dr. Torregrasso's contract: Tabled, he still has one more year on his current contract.

7. Board Member Matters: Worker's comp: Mark and Ron have been working on getting a refund for our worker's comp. We finally got a refund. They are keeping on eye on the current worker's comp policy to make sure it is correct.

8. Public Comment on Non-Agenda Items: None

9. Set next board meeting: Friday, October 26<sup>th</sup> ??????

10. Adjournment:



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## Minutes

**MEETING OF THE BOARD OF DIRECTORS: Thursday, October 25, 2018 4:00 PM at:**  
Ameriprise Financial Services, Inc., 12800 University Drive, Suite 105, Fort Myers, FL 33907

1. Roll Call: Mark Stichter, Fred Richards, Walter McDonald: all present. Also in attendance: Robert Hurst, parent liaison, Dr. Joseph Torregrasso, principal, Ronald Renna, consultant, Miranda Pugh and Janis Barton, School Financial Services representatives
2. Review of Public Notice- A notice was posted on the school's web site.
3. Public Comments: Anyone wishing to address the board is given 3 (three minutes). No public comments
4. Approval of the minutes from the May 17, 2018. Approved 3-0
5. Presentation from School Financial Services (our accounting services). The representatives went over our cash flow, financial statements, and budget. They gave an excellent presentation and answered all questions from the board. All financials were approved by the board 3-0.
6. Reports:
  - a. Enrollment:
    - i. Number: According to the principal, our enrollment is at 150.
    - ii. Plans to increase enrollment: same as always, contract the other high school guidance counselor, give students incentives to bring in other students.
    - iii. Rewards to three secretaries: each to receive a \$100.00 gift card.
  - b. Staff: we final have a full staff of teachers and support personnel. We are turning our insurance over to a local agency to take care of for us (Agent of record).
  - c. Site report: New partitions- we needed to create separate space for the classrooms, so we purchased partitions that are doing a great job! new wireless routers- we were having problems with our wireless internet, so we had to purchase new routers- the system has never worked this good in 5 years!
  - d. Two sessions: Still under consideration
  - e. Signage: Joe will work on doing something about this.
  - f. Security guards: approval of contract with Sherriff's department 3-0
  - g. Transportation contract/changes: We have had so many problems with our busing company.
    - i. Get out of current contract: Attorney's said we could with a 30 day notice.
    - ii. Purchase used buses: We propose to purchase three buses (new newer ones and one old one as a back up in case one of the others has to undergo repair. Decision: Joe and Ron are to keep looking for alternative solutions to this.
      1. Investigate the other busing company in the area.

2. Have the new company or the old one take half the current route and purchase one (1) used bus to provide transportation to the other half of the route.
  3. Provide the board with estimated cost of gas, insurance, maintenance, bus drivers (salary and benefits)
  4. Purchase 2 used newer buses and one older one.
  5. Ron to check on finances for buses.
  6. Board to decide once a final report is given.
- h. Purchase a shed: old business done
  - i. Trades: Need approval to enter into a contract with a civil engineer to design the plans to present to County. Need to get CO on garage to do the trades. Email from church willing to pay up to \$5,000.00 to help with the cost to get this done! Vote 3-0 approval.
  - j. Financials: Mr. Renna- review and approval of financials. Done earlier.
7. New items:
- a. TCAA loan agreement: Mark and Walter to meet with TCAA board to ask to forgive our loan, so that our audit/financials are better, which will give us a better chance to get financing in the future. Offer to enter into a contract 3-5 years for consultative services to cover loan.
  - b. Plans to find and purchase/build our own school. There was a discussion on future planning for the school. This is 2-3 years away.
8. Board Member Matters: None
9. Public Comment on Non-Agenda Items: None
10. Set next board meeting: March 6, 2018
11. Adjournment: