



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 ANNUAL MEETING OF THE BOARD OF DIRECTORS OF DJB TECHNICAL ACADEMY, INC. DBA: DONNA J. BEASLEY TECHNICAL ACADEMY

Wednesday, June 7, 2023, at 4:00 PM at school:

1. The meeting was called to order at 4:00 PM by the board chairman, Mark Stichter. Mr. Stichter welcomed everyone and read the school mission statement out loud. He thanked everyone for all their hard work and announced that we had finished our first 10 years as a school.
2. All board members were present: Mark Stichter, Walter McDonald, Robert Hurst (by phone then arrived a little late for the meeting), Lutgarda Padron (board member/parent liaison), and Pastor Jhon Freddy Correa.
3. The board chairman welcomed all visitors.
4. A notice was posted on the school's website.
5. The chairman asked if there were any public comments for the board. Hearing none, he continued with the agenda.
6. The board approved the minutes from the Meeting on February 22, 2023, and the Zoom meeting on April 17, 2023, regarding purchasing a new bus. Vote to approve 5-0 in favor. No additions or corrections were noted.
7. The annual election of officers took place. There was a motion to allow the current officers to continue in their positions with the addition of Pastor Jhon Freddy Correa to be the vice chairman. Results: Chairman- Mark Stichter, Vice Chairman- Pastor Jhon Freddy Correa, Secretary- Walter McDonald, Treasurer- Robert Hurst, Parent Liaison- Lutgarda Padron.
8. All board members were asked to fill out and turn in the written affirmation by board members that they received a copy of the Conflict-of-Interest Policy of DJB Technical Academy. All forms were turned in for the school files.
9. Reports:
 - a. Student enrollment:
 - i. End of the year: Dr. Torregrasso reported that we finished the year with between 250-260 students.
 - ii. Graduation: He reported 31 students graduated with a high school diploma and 16 with a certificate of completion. This was our biggest graduating class ever!

Comments were made congratulating the principal and the staff on this accomplishment.

- iii. Projections for next school year: 250 to 275 students.
- b. Staffing update: We will be losing one teacher (English) at the end of the year. There are plans in the approved budget to replace the English teacher and hire an additional math teacher for the school year.
- c. Dr. Torregrasso gave an update on this year's testing. He explained that a new testing coordinator, Ms. Kristie Crews (current science teacher) was placed in charge of testing. The school also implemented an attendance policy headed by Heidi Thomas (secretary/attendance coordinator) who in conjunction with Ms. Crews, Ms. Peters, staff, and Dr. Torregrasso worked on getting students in to be tested. Dr. Torregrasso stated that the school tested at least 90% of our eligible students. He assured the board that the school would be getting a school grade this year.
- d. Site report:
 - i. Lease- done.
 - ii. Purchase- Mr. Renna reported that he has been working with the church since November 2022 on the sale. Things have progressed to the point where both attorneys for the church and school have worked out 95% of the issues. He stated that we should have a signed agreement within the next 3-4 weeks. FYI: Mr. Renna works closely with Mr. Hurst (appointed board member) and Dr. Torregrasso on all matters of the lease and purchase.
- e. Financials:
 - i. Review and approve financials for April 2023 (attached) approve 5-0
 - ii. Purchase a school bus: Mr. Renna reported that the new bus has been purchased.
 - iii. Audit for the 2022-23 school year: Mr. Renna wanted the board members to know that in the next few months, our audit will come out. The board is required to approve the audit. However, there probably won't be a board meeting just to approve the audit. He will be sending the audit to all board members for review and approval (by email). At the next official board meeting, the audit will be on the agenda for approval.
 - iv. The board voted 4-0 (Pastor Correa left early) to renew the contract with School Financial Services, our accounting company.
 - v. Review and approve the budget (attached) for the 2023-24 school year. After reviewing and asking questions about different line items in the budget, the board

voted 5-0 to approve the budget. However, related to a later item in the agenda, the budget will be changed to reflect the contract with CSCSI (see minutes on this matter later in the minutes).

10. New/Old items:

- a. The board discussed the issue of officially making Ms. B. Lorena Peters the assistant principal of the school. The board voted 5-0 in favor. Mr. Renna and Dr. Torregrasso need to address the organizational chart of the school, consult with the school attorney, and notify the district of her appointment. The issue is that charter school law does not permit a person in “decision-making authority” to oversee a relative. Seeing how Ms. Peters is directly related to both Heidy Thomas and Brianna Thomas, this could be an issue. The school’s contract with the district requires notification if anyone is appointed that might conflict with this law.
- b. The board voted 4-0 to approve the school policy and procedures manual.
- c. Dr. Torregrasso’s reported that he met last month with representatives from the district regarding the school allowing students to come back and complete testing after they have graduated. Dr. Torregrasso was asked to provide the district with a policy to avoid this happening again. He reported that he sent the required document to the district but has not heard back from them.
- d. Mr. Renna presented Dr. Torregrasso’s annual evaluation (copy attached). The evaluation of the principal was accepted by the board in a 5-0 vote. Dr. Torregrasso was commended for the excellent job he did this year.
- e. Fundraising
 - i. Ms. Padron reported that she has met with a local pizza company, Papa John’s, to help with a fundraising project. The school will purchase \$10 pizza discount cards. We receive \$8 back on each card. The campaign will start at the beginning of the school year. It was proposed and approved that the funds raised by this project be put into the school snack account to help with expenses during the year. CSCSI committed to purchasing \$500.00 worth of cards to be used at the schools’ discretion.
 - ii. CSCSI reported that they had attended a conference recently on fundraising. They gave a brief overview of the conference and have committed to incorporate a new responsibility in their contract. They will be implementing this new software program this year. CSCSI pledged to raise at least \$10,000 toward fundraising for the school.

- f. The board voted 4-0 to approve the new by-laws. The board secretary, Mr. McDonald, signed the new by-laws for the school records.
- g. CSCSI/Proposal:
There was an extended discussion of Dr. Torregrasso's proposal (attached) and CSCSI's renewal contract. The board voted 5-0 to approve CSCSI's contract for five (5) years, at 8% of FTE funding (not 8% of all funding) plus 8% of any grant funds received by the school. Mr. Renna will contract SFS (accounting firm) to have them change the budget to reflect this change. The board also voted to approve a new five (5) year contract (see attached) for Dr. Torregrasso.

11. Board Member Matters:

- a. Fingerprinting--- Walter- DONE, Pastor Correa will get with Dr. Torregrasso to take care of this ASAP.
- b. Training: Ms. Padron- is done, Mr. Hurst- reported that he will finish the training by the end of June. Pastor Correa reported that he has finished the training and will request a certificate.
- c. Reminder Sunshine Laws- board members cannot communicate through phone calls, text messages, emails, or in person with each other regarding all matters regarding the school.
- d. Hire a professional website designer. Mr. Renna suggested that the board consider hiring a website designer for the school. He sent the board a proposal. However, he stated at the board meeting that after consulting with Dr. Torregrasso we should postpone this decision until the new facility is built.

12. Set the next board meeting: Mr. Renna and Dr. Torregrasso will work on a yearly board meeting schedule and send it to the board for their review and approval. Once established, it will be published on the school website.

13. Adjournment: 6:30 PM.