

INDIAN RIVER CHARTER HIGH SCHOOL, Inc.
BOARD OF DIRECTORS' MEETING

June 14, 2018

Attending: Pamela K. Bjorkman, Joan Johnson, Barbara Strader, Robert Brackett and Karl Zimmermann; Others present: Dr. Ray Adams, Jeremy Mezzina, and Shenoeck Berrios.

Acting Chairman, Robert Brackett, called the meeting to order at 3:20 PM.

The meeting began with an invocation given by Joan Johnson, which was followed by the Pledge of Allegiance led by Karl Zimmermann.

INFORMATION:

Minutes of May 10, 2018 Meeting

A motion was made by Barbara Strader and seconded by Pamela K. Bjorkman to approve the minutes of the May 10th meeting. The motion carried unanimously.

- Separations: None.
- New Hires: Jennifer Bayron – Receptionist, Vicki Von-Saman – Social Studies

OLD BUSINESS: None.

ACTION AGENDA:

May 2018 Financial Report

Shenoeck Berrios reviewed the Financial Reports for the month ending May 31, 2018. After review and discussion, a motion was made by Karl Zimmermann and seconded by Pamela K. Bjorkman to approve the May Financial Reports as presented. The motion carried unanimously.

Budget Amendments

After some discussion, this item was tabled for our next Board Meeting.

FY 2017-2018 Auditor Engagement Letter

Mrs. Berrios presented the Audit Engagement Letter from Morgan, Jacoby, Thurn, Boyle & Associates, P.A. to the Board. It was noted that the fee for the audit would be \$15,000.00, and the fee for preparation of the Federal Form 990 would be \$2,000.00. After a brief discussion, a motion was made by Joan Johnson and seconded by Barbara Strader to accept the audit engagement. The motion passed unanimously.

FY 2018-2019 Operating Budget – Second Draft

Mrs. Berrios presented IRCHS' Operating Budget for 2018-2019, noting that revenues were based on a student population of 639.35, with a base student allocation of \$4,204.42 (increase by 43.71 from the prior year). Furthermore, the Board was informed that the budget was created using the 1st Calculation Revenue Worksheet of the 2018-2019 school year as released by the Department of Education. The budget reflects an expected total income of \$4,802,629.46 and expenses of \$4,802,629.46.

After some discussion, a motion was made by Barbara Strader and seconded by Joan Johnson to approve the 2018-2019 Operating Budget request. The motion passed unanimously.

Security Committee

Mr. Brackett updated the Board on recent Security Committee meetings and issues relating to the safety and security of the school. After discussion, a motion was made by Karl Zimmermann to continue Indian River Charter High School's practice of being an open campus. The motion was seconded by Pamela K. Bjorkman. The motion carried unanimously.

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Employee Handbook

The administration team met and identified edits needed on the Employee Handbook. Mr. Mezzina reviewed page by page the edits. After some discussion, a motion was made by Karl Zimmermann to adopt the changes as presented by Mr. Mezzina, seconded by Joan Johnson. The motion passed unanimously. Mrs. Berrios was instructed to revise the current Employee Handbook and date the edits 06/14/2018.

Student Handbook

The administrative team met and identified edits needed on the Seven Point Student Contract and Student Handbook. Mr. Mezzina reviewed all edits and updates page-by-page. After some discussion, a motion was made by Karl Zimmermann to adopt the changes as presented by Mr. Mezzina, and seconded by Pamela K. Bjorkman. The motion passed unanimously. Mr. Mezzina was instructed to revise the current the Seven Point Student Contract and Student Handbook and date the edits 06/14/2018.

CONSENT AGENDA:

The Appeals Committee reported that one appeal meeting was heard on 6/14/18. The appeal request was accepted. The student will be allowed to remain at Indian River Charter High School and placed on a disciplinary contract beginning next semester.

DISCUSSION/DIRECTOR'S UPDATE(s):

Dr. Adams reviewed general Summer Projects updates for both IT Department and Maintenance Department.

No further business was discussed; the meeting was adjourned at 5:02 p.m.

Respectfully submitted,

Shenoeck Berrios,
Recording Secretary