



# SOS Academy Charter Middle School

## Board of Directors Meeting

### MINUTES

Thursday February 3, 2017, 6:00 pm

SOS Academy Board members present: Marva Salary, Chair - Bobby Orange, Vice Chair - Lillian Haywood, *Secretary* - Linda Lewis, Member, and Genell Mills, Ex-Officio

#### I. CALL TO ORDER/VERIFICATION OF QUORUM

The meeting was called to order at 6:21 pm. A quorum was present.

#### II. WELCOME/PRAYER/PLEDGE OF ALLEGIANCE

Lillian Haywood offered prayer. Everyone recited the Pledge of Allegiance.

#### III. APPROVAL OF November 3, 2016 MINUTES



##### MOTION

It was 1<sup>st</sup> moved by Linda Lewis and 2<sup>nd</sup> by Bobby Orange to approve the November 3, 2016 minutes. Motion carried.

#### IV. ANNOUNCEMENTS/PRESENTATIONS/INTRODUCTIONS

##### A. National Test for 8<sup>th</sup> Graders today

Notices went home to parents regarding the National Assessment of Educational Progress. SOS was chosen as one of the schools to test 8<sup>th</sup> graders.

#### V. PUBLIC INPUT

##### A. Ms. Nina Trice

Members of the Board (Mrs. Salary, Mr. Orange, Ms. Haywood and Mrs. Mills) met with Nina Trice to hear her concerns. Mrs. Hill and Ms. Mobley were also present.

## **VI. COMMENTS FROM PARENT ORGANIZATIONS - Dr. Sharolyn Price**

### **A. 2016 - 2017 PTSO/SAC Information**

### **B. Recent Activities**

- Parent Portal Workshop, Thursday, 12-8-16, 5:00 - 7:30

Parent Portal is an online tool that enables parents to become informed and involved partners in education. The parent portal can keep informed about what is happening at school, track their child's attendance, view student schedule and review achievement report cards in a secure online environment. The portal is a tool which should facilitate discussion between the student teacher and the school.

- Workshop, Saturday, 12-10-16, Academic Preparation: FL State Assessment for Parents

FL Standard Assessment measures student's achievement of FL education standards, which were developed and implemented to ensure that all students graduate from high school ready for success in college, career and life.

- Tuesday, January 24, 2017 at 6:00 pm, SOS conducted 8<sup>th</sup> Grade Parent Night - Transitioning to High School. This workshop was held to make sure that students are on schedule to enter high school. Parent attendance was outstanding Spaghetti dinner was served to parents.

- End of the year Parent Review is scheduled for Monday, April 4, 20147. This will be a discussion/review of the past year and the upcoming year's activities.

## **VII. OLD BUSINESS**

- A. Reminder that it was voted on and approved to move Board public meetings to quarterly (4 @ year: August, November, February & May) and Board working meetings to a mandatory semi-annual (2@ a year: January & June) which may be phone conferences) others will be scheduled as needed and called by the Chair.

## VIII. NEW BUSINESS

### A. SOS renewal Update

The renewal update was on Tuesday, January 24, 2017. Director Mills, Ms. Hills, Ms. Bradley and Dr. Young attended the meeting at the school board building. Director Mills was required to do a presentation which had to include finances, governance board, curriculum assessments, and instruction.

SOS was fully compliant with finances and governance board. SOS was Partial compliance with Instruction and Assessment/Accountability because SOS didn't earn the grade of "C".

Director Mills explained that from 2015-2016 that SOS had an increase in total points achieved from 33 % to 37% of total points possible. In order to earn a C, we needed to get 41% of the total points possible which was quite an improvement.

### B. Renewal timeline and other information.

Director Mills and the staff will continue working on the Conformed application which is due April 2017. Only a few minor changes will be needed before submission.

### C. New Board Members information

SOS Board of Directors received letters from three potential candidates who expressed interest in joining SOS Academy's Board of Directors: Councilman Reginald Gaffney, Brenda Wims, retired Professional Development Director and Senator Stephen Wise.



**MOTION**

It was 1<sup>st</sup> moved by Linda Lewis that Board members vote individually for each candidate mentioned below. It was 2<sup>nd</sup> by Lillian Haywood. Motion carried.

SOS Board Members	Candidate	Candidate	Candidate
	Reginald Gaffney	Brenda Wims	Stephen Wise
Marva Salary	no	yes	yes
Bobby Orange	yes	yes	yes
Linda Lewis	yes	yes	yes
Lillian Haywood	no	yes	yes
F r e d e r i c k McClendon*	yes	yes	yes

\* Via phone tally

Director Mills said that each potential candidate approached her to ask how they could assist the SOS Academy. She also mentioned that each have a wiliness to work with SOS Board.

Dr. Price will call absent board member, Frederick McClendon to cast his vote. Once all votes have been casted, the board will be notified of the results. New members are required to be fingerprinted with the District.

**A. DIRECTOR’S/PRINCIPAL’S REPORT - Ms. Genell Mills**

**A. 2016 - FALL SITE VISIT - Update**

Director Mills said she requested a second visit from the District because she was very dissatisfied with the first visit. The second visit was held on January 25, 2017. SOS received 4 compliances and 4 non-compliances. Director Mills said the feedback on the second visit was very constructive.

Chair Salary asked if a rubric is received prior to the District's visit. Director Mills said the school did receive a rubric on the first visit, however on the second visit a rubric was not received until the District arrived to the school and it was different rubric than usual.

On the second visit from the District, SOS received 4 partial compliant and 4 fully compliant.

## **B. CURRICULUM DIRECTOR'S REPORT - Ms. Austrai Bradley**

### **A. ACHIEVE 3000 & I-READY - Updates**

Board members received a copy of SOS Data Trends of school grade compared to other schools, I-Ready Math and Achieve 3000 Data. Ms. Bradley explained that the data shows that students are progressing.

B. Mid- Year testing will begin Monday 2/6 thru Fri 2/10/17

## **C. CONSULTANT'S REPORT - Dr. James Young (Turnaround Solutions Inc.) - N/A**

1. Accompanied Ms. Mills to the District Renewal Presentation in January along with Ms. Hill and Ms. Bradley
2. Also spoke in favor of SOS academic performance and progress

## **D. DEAN OF STUDENT - Ms. Stacey Mobley**

### **A. Student Services (Current Enrollment) (Loss of 6 kids)**

1. **46 sixth graders; 52 seventh graders and 68 eighth graders = Total of 166**

The loss of students was due to relocating; 2 moved out of state and 4 moved to the other side of town.

Director Mills said her Conflict Resolution Team consists of the following:

**6<sup>th</sup>** grade-Ms. Brooks, **7<sup>th</sup>**, Ms. Bradley and **8<sup>th</sup>** grade-Ms. Mobley.

**E. District office - subheadings that may need to be approved by SOS Board: 1a&b; 4a&b; 5a; 6a&b**

1. Approval for Contract arrangements/Policy & Procedures - N/A
2. Approval for Purchases that should appear on fixed assist list - N/A
3. Approval for asset disposals - N/A

4. Approval for professional & H.R. Services

Ms. Hill stated to the board Mr. Jennings was highly qualified as a para professional due to fact that he held a bachelors and master's degree in Criminal Justice and recommended that the board approve hiring Mr. Jennings. Ms. Hill also stated that because SOS is a Title I school it is strongly suggested that its teachers be "highly qualified" and that if we have any teacher that is teaching in a subject area that is not listed on their teaching certificate, the board has to approve these individuals and parents have to be notified in writing after the board has approved the out-of-field teachers. Ms. Hill stated to the board that Ms. Matthews and Mr. Reed are both passionate about the subject area's they are teaching in and both are currently working on taking and passing their subject area exams.

a. New Hires for 2016 - 2017

Mr. Shaun Jennings, Para Professional, In School Suspension Program

**MOTION**



It was 1<sup>st</sup> moved by Lillian Haywood and 2<sup>nd</sup> by Bobby Orange to approve Shaun Jennings as a new hire for 2016-2017. Motion carried.

b. Out-of-field Teachers for FTE survey 3

Mr. Warren Reed (Science)

Ms. Celeste Matthews (ELA)

**MOTION**



It was 1<sup>st</sup> moved by Linda Lewis and 2<sup>nd</sup> by Bobby Orange to approve Warren Reed and Celeste Matthews as out-of-field teachers for 2016-2017 FTE Survey 3. Motion carried.

5. Approval of Business /Legal Services/Report

a. Potential New Board Members:

Brenda Wims, Councilman Reginald Gaffney & Senator Steve Wise

(See discussion in Section “C” above)

6. Approval for Financial Activities Report

a. Approval of *Amended* Audit Report - amended 11-16-2016

Ms. Hill presented the amended audit report to board; she stated that the original audit report was submitted to the Duval County School Board on September 29, 2016. After the district reviewed the audit, they concluded that the format of the audit was not acceptable because the “Capital Outlay Fund” was not presented separately. Ms. Hill stated that in prior years, the district has accepted SOS’s audit as presented, with capital outlay revenue and expenditures included in the “General Fund”; however this year’s audit per email received from Carolyn Parker, SOS’s finance contact in the Charter Office, the “Capital Outlay” had to be separated. Ms. Hill stated to the board that overall financial audit for fiscal year ending June 30, 2016 was good. The school ended the year with a total governmental fund balance of \$126,490. Ms. Hill also informed the board about the audit findings in the management letter regarding “transparency” and “fixed assets.” The auditor noted that in looking at the schools website the school’s financial audit, annual budget, academic performance and school grade were not listed on the website. Ms. Hill stated to the board that this finding has been corrected. The auditor also commented on the school’s “fixed assets” stating that fixed assets should be reconciled annually. Ms. Hill stated to the board that SOS inventories its assets each year, however a detailed reconciliation does not happen; however SOS has engaged with an accounting firm to come out each year in June or July and along with herself, Ms. Mills will look at all assets and make recommendations to the board to approve removal of assets that are on the books that have fully depreciated old, outdated and no longer being used. Ms. Hill ended by asking the board to take a moment to review the audit report because the audit would have to be board approved.

b. Monthly Financials

Ms. Hill presented to the board monthly financials as of December 31, 2016 and stated that the schools net income was \$39,887.03 and total fund balance as of December 31, 2016 was \$166,962.91. Ms. Hill informed the board that the school’s revenue would be changing in the second half of the school year due to loss of students. Enrollment dropped from 172 at the beginning of school year to currently 166 students and the board would

need to convene to review and approve a new budget that would have to be submitted to the charter office.

**MOTION**



It was 1<sup>st</sup> moved by Linda Lewis and 2<sup>nd</sup> by Bobby Orange to approve the Amended Audit Report (amended on 11-16-16). Motion carried.

7. Facility/Security Report - N/A

8. Extra-Curricular Activities/Athletics - Coach Kevin Clethen

- a. Basketball is wrapping up - practicing for play-off tournament(s)
- b. Athletic Fund Raising and Sponsorships continues

9. Board Information/Activities - N/A

**F. MOTION TO ADJOURN**

Meeting was adjourned at 7:20 pm.

Respectfully Submitted,

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Marva Salary, Chair

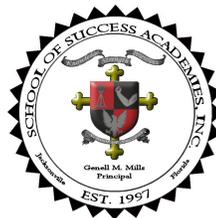
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Date

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Lillian Haywood, Secretary

\_\_\_\_\_  
Date

**Attachments:**

- Agenda, 2-3-17
- BOD Sign in Sheet
- Minutes, 12-3-16
- PTSO Flyers - 3 workshops
- Letter from 3 potential SOS Board Members
- SOS Academy Data Trends
- 12-31-16 Balance Sheet
- Financial Statements for year ended 6-30-16



**“School Of Success”**

**Expects** Nothing But **the**

**B**uilding

**E**ssential

**S**kills for

**T**omorrow