

Access Charter School  
Hybrid Meeting of the Board of Directors  
April 12, 2023

## MINUTES OF MEETING

### Call to Order

The hybrid Access Charter School Board of Directors meeting was called to order by Chairman, Kyle Havill, at 5:01 P.M. Notice of the hybrid Board meeting was provided to the public via the school communication system, school marquee, and school calendar prior to the meeting date.

### Roll Call

Board Members participating in person: Kyle Havill

Board Members participating via the web: Marisa Bradbury, Alice Fairfax, Bert Fonseca, and Tina Webster

Board Members not participating: Lori Georganna

Non-Board Member participating in person: Roger Watkins, Executive Director

### Review and Approval of Minutes

The minutes of November 16, 2022 had been presented through email. No corrections were provided. Marisa Bradbury made a motion to approve the minutes, and Bert Fonseca seconded. Motion passed; minutes approved.

### Director's Report

Enrollment is at 127, two students graduated in December. Open enrollment ends Friday April 14<sup>th</sup> with 42 applications currently completed and under review. An additional 50 applications are pending for final documents to be received by the school. Anticipated to accept 27 new students.

Significant increase of resignations in the Paraprofessional team. Most are due to other employments or leaving field all together for higher salary options. Ads for employment are posted through the school website and Indeed.

No update on the pending case which is still in discovery and no movement forward.

Reviewed documentation provided by the OCPS Charter office regarding the Spring visit. Feedback was provided to show good standing within the OCPS evaluation process. The school received an "A" rating in compliance.

The school held the first Transition Fair in February. The event welcomed 18 vendors from the Orange/Seminole county communities and focused on planning for transition into adulthood. There were over 100 attendees that participated in the event and provided positive feedback.

Open house in March had an astounding turn out with 48 families in attendance. The next open house is scheduled in May to finalize new enrollment.

Spring assessments are underway requiring a lot of individual testing to be completed by teachers.

Graduation, Prom, SAC/PAC meetings are scheduled for the end of the school year. Anticipate holding a summer camp program for parents/families based on participation. Due to budget needs the school will require a minimum of 21 students participate to hold the summer camp.

Tina Webster made a motion to accept the Director's report. Bert Fonseca seconded. Motion carried.

#### Treasurer Report

Bert Fonseca summarized the budget describing it as healthy and improving. There was a small decrease in FTE funding due to a decrease of students. The spending has also decrease since the last report as the school year is ending. Future proposals to increase the building reserve funds were discussed.

Marisa Bradbury made a motion to accept the Treasurer Report. Tina Webster seconded. Motion carried.

#### Action Items

- The Director reviewed the results of the annual Public Safety Tour which included First Responders from both OC Fire and Sheriff's office. Recommendations from the tour included increased security cameras, improved fencing in some areas of the school, landscaping, PA system and window replacement in some areas. The Director provided quotes received for the installation of campus wide security cameras as well as an electronic door lock for the gym. This will include a key card system for the gym door and the addition of 10 security cameras along the outside of the property.

Bert Fonseca made a motion to approve addition of the gym door lock installation along with purchase and installation of the security cameras. Alice Ramadan seconded. Motion carried. Bert Fonseca will provide the contact information for fencing companies to gather more quotes.

- Home Harvest quote was reviewed. This program will provide a Greenhouse program to students to develop vocational skills training in horticulture. The school advisory committee (SAC) has researched this project for the school and gathered quotes. SAC has started a fundraising drive to off-set the cost of this project and is requesting an amount to support covering the costs of this project.

Marisa Bradbury made a motion to commit up to \$8,000.00 of the school budget towards building the greenhouse through Home Harvest. Alice Ramadan seconded. Motion carried.

#### Board Member Matters:

- Organization Planning. The Director reviewed research of other charter programs and the number of administrative staff compared to instructional staff. On average schools' administrative staff make-up 7%-12% of the employees. Access' administrative staff currently make up 8%. The Director proposed adding one position to the current administrative team and the addition of one instructional staff to oversee curriculum and testing. A review of the job description for each position was shared.
- Alice Ramadan provided an outline of the annual leadership review process that will begin in August and carry on throughout the school year. A request to nominate an assessor by the board was requested.

Tina Webster motioned to approve the request to add both the administrative and instructional positions to the roster. Alice Ramadan was nominated to take on the role as leadership assessor for the coming school year. Bert Fonseca seconded the motion. Motion carried.

Adjournment: A motion to adjourn the meeting was made by Marisa Bradbury. Bert Fonseca seconded. Motion passed. Meeting adjourned at 6:05 P.M.

FOR CORRECTIONS, PLEASE CONTACT Lori Georganna at [lgeorganna@AccessCharterSchool.org](mailto:lgeorganna@AccessCharterSchool.org)  
2022-2023 Board Meeting Schedule – All meetings are at 5:00 P.M. Next meeting scheduled June 14 at the campus.