

**School for Accelerated Learning & Technologies, Inc., Charter High School  
Board of Directors Meeting**

January 7, 2015

**Jacksonville Job Corps Center  
4811 Payne Stewart Drive, Jacksonville, FL 32209  
Conference Room: Administration Building**

**Board Members Present:** *Evelyn Tukes, Angela Tompkins, Juan Gautreaux, Kevin Grant, Alvenia Derban*

**Board Members Absent:** *Monte King*

**Others Present:** *Principal, Michael LaRoche and Anthony Robinson, Job Corps Academic Manager*

**Agenda Item 1:**

- A. Meeting called to order at 5:30. Quorum established.

**Agenda Item 2:**

- A. Meditation by Minister Angela Tompkins

**Agenda Item 3: Public Comments:**

- A. Introduction and welcome of Mr. Robinson, who gave brief comments regarding the partnership and the benefit students receive from combined collaboration.

**Agenda Item 4: Approve Consent Items**

- A. **January 7, 2015 Agenda** – Motion to approve by BM Gautreaux. Second by Mr. Grant; motion carried
- B. **December 10, 2014 Meeting Minutes:** Page 2, line 7, adjusted to read ... contractor to bring report back to the Board regarding the number of AC units needed there and the number of additional units needed as well as estimated cost (high end and low end) for a roof; warranty information to be provided as well. Strike Item D, second sentence and insert – lenders would like for a contract to be in place before an attempt to underwrite. Kevin Grant moved and Alvenia Derban seconded. Minutes approved with the aforementioned corrections.

**Agenda Item 5: Board Finance**

- A. **Financial Monthly Report from Accountants** – Kevin Grant discussed financial monthly report. Need to prepare a look back for a full year of activities in accounting. A draft of this information is needed by Friday. Need additional information regarding number of students expected once building is completed and information regarding PECO dollars. Mr. Grant discussed the need for a Reserve Account and its use. Various scenarios presented and loan repayments were discussed. Discussion of potential period of time for interest only payments to build up cash flows to begin

making full loan payments. Discussion of an audit and building a scenario of our cash flow and potential enrollment figures. There is a standard of 3 months of interest only payments and for our discussion, there may be a potential of 9 months.

**Agenda Item 6: Board Business**

- A. General Contractor Contract Proposal:
- B. General Contractor Cost Summary:
  - a. Mr. LaRoche discussed Seller reducing the time to remove his materials from 90 days to 45 days.
  - b. SALTech will assume no liability for items the seller stores on the property. The Seller will need to purchase liability insurance to cover any losses on items stored.
  - c. Expanded version of construction estimate to be provided by next Monday.
  - d. There needs to be a stipulation to the contract providing specific contract language in the event of property being left in excess of 45 days.
  - e. Architect and Builder met with City for preliminary review of the Board intentions. There were no “Black Flags”, but there will need to be a formal review at construction drawing.
- C. Teachers Out of Field Approval: Mr. LaRoche provided insight into the requirements for an employee who is working out of field. Information has been posted online and individual has been advised to seek professional development courses in order to be compliant. An individual has one (1) year to become certified.
  - a. There remains a vacancy for an English teacher. Mr. Robinson advised that Teach for America has an Opportunity Fair where entities can pitch to those individuals who have finished their two (2) year commitment and offer them an opportunity to remain in the area and fill teaching vacancies.
- D. Earn PTO Days: Mr. LaRoche has suggested allocating 2 months up front, which would be equivalent to 4 days for staff in terms of PTO, which alleviates the end of the year PTO forfeit.
  - a. PTO will not carry forward due to the potential financial impact to the budget.
  - b. Further discussion on the issue of PTO days taken off by multiple employees at the end of the year. At present, there is not an issue with the end of the year problem being discussed.
  - c. After much discussion the recommendation for 1 personal day at beginning of year with accrual of PTO from day 1 and carryover of a one (1) week to alleviate the crunch at the end of the year. Mr. Grant provided discussion on budget and handling the carryover figures. ADP will be invited to the next Board meeting to provide input on this issue.

**Agenda Item 7: Administrative Services:**

None

**Agenda Item 8: Reports to the Board**

- a. Principal's Report: Articles of Incorporation Update. BP Tukes discussed the revised articles of Incorporation to include promoting economic development, job development, entrepreneurship and creating job opportunities, which is currently done, but not specifically included in current Bylaws. Proposed changes to the current Bylaws will be updated to include the aforementioned.
- b. Number and Qualification of Directors suggested to be changed to reflect 3, 5 and 7. Election of Term (page 6, item 2) suggested to remain at 3 years. Board Members reviewed the Bylaws and after discussion, motion to approve the new Bylaws as printed 1/5/2015 by A. Derban. Second by Mr. Grant. Bylaws were approved.
- c. School Choice Expo on Saturday, January 10, 2015 at Prime Osborn Conference Center.
- d. Employee Request for accommodation – one staff member is requesting accommodation regarding a vision problem. ADP has advised that the school does not have 50 employees, the employee is not be eligible for FMLA but will be eligible for ADA. ADP sent a packet of forms for employee to complete, after which the doctor will complete details regarding accommodating her.
- e. Annex Appraisal: Appraisal done and should be available either Friday or Monday.
- f. Construction Update and Annex Contract Extension: Seller asking for \$4,000 per month to be put into escrow on top of the \$50,000 and leaving his property onsite for 45 days. According to Watson, we need to make decision on Board Extension as soon as possible. Presently there is a Purchase Agreement and contract extension. We need to have an extension in place as soon as possible. The Board has allowed our attorney, realtor lawyer and broker have all been in discussion to determine contract language.
- g. Cash Flow: explained in detail by Mr. Grant
- h. Lender's Update: explained by Mr. Grant
- i. Market Analysis: Still being prepared, which must include information distinguishing the differences between SALTech when compared to other dropout programs.
- j. JJCC Info Forum: Mr. LaRoche and Mr. Robinson met and discussed goals and progress.
- k. Hiring Packet: Completed by Ms. Lee and the same was passed around for review.

1. The Vice Principal: Ms. Lee has been instrumental in being prepared for leadership role and Mr. LaRoche asked that the Board consider attaching a title and pay to person performing in the VP position. Ms. Lee discussed her experiences in the leadership program and is totally prepared to move forward.

**Agenda Item 9. Remarks from Board Members on Non-Agenda Items**

- A. BP Tukes recognized and complimented Ms. Lee regarding an excellent documentation and presentation of the employee hiring packet. BP Tukes thanked Mr. Grant for the detailed explanations provided to the Board regarding the Performa.

**Agenda Item 10. Adjournment**

- A. Motion to adjourn at 7:25 by Mr. Gautreaux and seconded by Mr. Grant.

*Michael LaRoche for Angela Tompkins 2/19/2015*  
Angela Tompkins, Recorder

*Evelyn Tukes 2/19/2015*  
Evelyn Tukes, Board President

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