

**Board of Directors Meeting**

**August 5, 2015 @ 5:15 p.m.**

Jacksonville Job Corps Center

4811 Payne Stewart Drive, Jacksonville, FL 32209

Conference Room: Administration Bldg.

**Board Member Present:** *Evelyn Tukes, Monte King, Angela Tompkins, Alvenia Derban*

**Board Member Absent:** *Kevin Grant, Juan Gautreaux*

**Others Present:** *Michael LaRoche (Principal), Amber Lee (Asst. Principal)*

**AGENDA ITEM #1 REGULAR MINUTES**

*Board President Tukes called the meeting to order at 5:15 p.m. and a quorum was established*

**AGENDA ITEM #2 MEDITATION**

A. Board Member Tompkins shared an inspirational message

**AGENDA ITEM #3 PUBLIC COMMENTS**

None

**AGENDA ITEM # 4 AGENDAS & MEETING MINUTES**

A. March 4, 2015 Meeting Minutes: No Corrections. *Board Member Tompkins made a motion to approve the March 4 Meeting Minutes. Board Member Derban seconded the motion. The motion carried.*

B. April 1, 2015 Meeting Minutes: No Corrections. *Board Member Tompkins made a motion to approve the April 1 Meeting Agenda. Board Member Derban seconded the motion. The motion carried.*

C. June 3, 2015 Meeting Minutes: No Corrections. *Board Member Tompkins made a motion to approve the June 3 Meeting Agenda. Board Member King seconded the motion. The motion carried.*

D. August 5, 2015 Meeting Minutes: No Corrections. *Board Member Tompkins made a motion to approve the August 5 Meeting Agenda. Board Member Derban seconded the motion. The motion carried.*

**AGENDA ITEM # 5 BOARD FINANCE**

A. Financial Monthly Report from Accountants: Ending balance Sheet \$650,000, General Account \$218,000. After the Annual Audit, Mr. LaRoche will be providing more information. All of the bills are current.

**AGENDA ITEM #6 BOARD BUSINESS**

A. Charter School Conference: Ms. Tukes attended the Charter School Conference in New Orleans. She attended Governance Board trainings. Board Members are volunteers and one of the responsibilities the Board Member has to be aware of is school funding. Ms. Tukes created a chart for governance documents and a Board Meeting Attendance Chart as a tracking tool. A Board notebook was provided to all Board members. The Board Meeting Calendar for the 2015-2016 school year was provided to the Board members.

B. Title-I & Title-II Budget and Reimbursement Update: Unused funds will be returned to the district Title-I office. An itemized list was provided to show how the funds were spent. The Title-II funds were for professional development only. The Title-I application required information regarding students who are on free and reduced lunch. To qualify, the students must be between the ages of five to seventeen years

and on free and reduced lunch. Forty-two percent of the students in SALTech who are free and reduced lunch and are of the age of seventeen or younger will qualify for the Title-I funds.

- C. 2015-2016 Universal Application Funding: The funds are no longer available to SALTech due to age ineligibility.
- D. Annual Audit: SALTech received a compliance letter from the accounting auditor. Title-I staff organized all the notebooks before the audit. SALTech can negotiate a lower audit cost for audits since the school operation is running adequately.

#### **AGENDA ITEM #7 ADMINISTRATIVE SERVICES**

None

#### **AGENDA ITEM #8 REPORTS TO THE BOARD**

Principal's Report:

- Florida Retirement System Funds – SALTech does not have to pay for any benefits for the temporary Title-I staff. Part-time employees who work less than six months, SALTech does not have to pay for the benefits.
- Insurance Liability is paid in full
- SALTech authorized the exchange of financial information to others regarding the Annex only.
- Classroom management Procedure: Plan will minimize the teacher's time regarding classroom discipline. Job Corps management reviewed the plan, supports it and requested the Job Corps staff be trained.
- Individual Development Plan: monitors student's academic performance and challenges the staff to review them. A plan is developed for Math and Reading to monitor and improve student progress. First, staff are looking at STAR, TABE, ACT, and FCAT scores. There are questions regarding interventions, monitoring, measure how well SALTech is performing, etc. It is a challenge when students realize that the STAR gains are not part of their graduation requirement; therefore, an incentive program was created "STARbucks." One suggestion is to have data chats with students.
- Promotion Retention Status: number of Seniors to graduate. SALTech graduate percentage was 52% in 2013-2014. SALTech graduate percentage was 68% for the 2014-2015 SY. The State of Florida average is 67%. Students who are Academically Promoted earn a high school diploma.

Job Corps Information Forum:

- Graduation is on August 21, 2015 at 2pm at the downtown Jacksonville Main Library. About ten graduates confirmed they will attend the ceremony. Ms. Camacho will take the graduation pictures. SALTech will purchase pizza for the graduates.
- Job Corps is changing their color and mascot. Job Corps will change their mascot to a panther next graduation. SALTech will request to use school color garnet and gold.
- Safety: Job Corps Homestead reported a student death. JJCC is focusing on safety on the center. The JJCC pull-station does not function sometimes for the fire drill. JJCC backup is to use a runner to alert others on-center. JJCC installed a P.A. and a phone hotline. JJCC wants to add a higher fence around center. They also want to add a security booth and camera where they can see the entire road leading up to the main entrance. JJCC wants to hire additional staff to rotate at the dorm area. JJCC management is discussing the removal of the day passes due to the student's response to the safety survey.

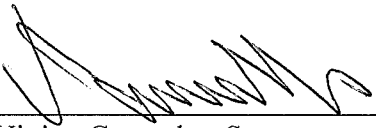
- Plato implementation: The PLATO curriculum program approved by the State began on July 14, 2015 for all SALTech classes. The majority of staff liked the PLATO curriculum; it is more challenging than Accellus and curriculum can be customized to fit the learning needs.
- Master Teacher Professional Development: Master Teacher is the SALTech In-House Professional Development. Every staff member participates in presenting a Master Teacher lesson. A calendar was provided by Mr. LaRoche to all SALTech staff. It is for collaboration, what is working or not working in the classroom, etc.

**AGENDA ITEM #9 REMARKS FROM BOARD ON NON-AGENDA ITEMS**

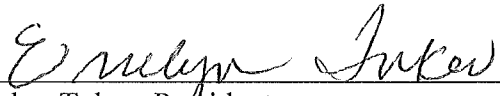
- Board President Tukes asks the Board Members for their decision on meeting six times a year or twelve times a year. A vote is needed from the Board Members by the next meeting.
- Board President Tukes will not be able to attend October 2015 Board Meeting.
- Board President Tukes presented Mr. Gautreaux letter of resignation to the Board of Directors and was accepted by the Board Members.

**AGENDA ITEM # 10 ADJOURNMENT**

Adjournment: *motion made to adjourn by Board President Tukes, seconded by Board Member Tompkins.*  
 The meeting adjourned at 6:15 pm

  
 \_\_\_\_\_  
 Vivian Camacho, Secretary

8.19.2015  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Evelyn Tukes, President

8-19-15  
 \_\_\_\_\_  
 Date