



BICS Board of Directors Meeting September 26, 7:00am

MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 am by President Gary Boyer.

ATTENDANCE

The following members were in attendance: In person: Gary Boyer, Scott Gaenicke, Reneé Bernhard and Rebecca Schell, Teacher Representative; Virtually: Patricia O’Sullivan and Jackie Flynn

Staff members present: In person-Sofia Crittenden, Ron Howe; Virtually-Christine Quam

ADOPTION OF AGENDA

A motion was made to adopt the agenda as presented (Gaenicke/Flynn). Motion carried.

ADOPTION OF MINUTES

A motion was made to adopt the minutes of the September 8, 2022 Board meeting (O’Sullivan/Gaenicke). Motion carried.

INTRODUCTION OF VISITORS

Mr. Matt Carver, CPA-McDonough CPA Solutions, PA was invited to present the financial audit for June 30, 2022. However, due to a family conflict, he was unable to attend. He will present the audit at the October 24, 2022 meeting.

ACTION AGENDA

1. Approval of the Financial Audit dated 6/30/2022 – Mr. Carver was not present to explain the audit findings. However, Sofia Crittenden stated that the auditor was impressed with how we maintained our student records. She noted that there was one issue brought up in the audit and it was related to payroll. On one of the new teachers, auto pay did not start timely and we, therefore, had to back pay her. That is not something that normally happens. One other payroll issue had to do with teachers who go out on leave, such as maternity leave. The calculations for how they are paid are often tricky. Having an electronic payroll system will help prevent these kinds of issues..

Mrs. Crittenden said that the Accounts Payable were fine; however, we did not keep all check copies and the auditor wants us to do so.

Overall, we were happy with the audit process. The auditor did suggest that we should change software programs. Mrs. O'Sullivan stated that the audit was a clean audit and well done. She and Mrs. Bernhard complimented Mrs. Crittenden for her hard work to make it a smooth audit process.

A motion was made to approve the financial audit dated June 30, 2022 (O'Sullivan/Flynn). Motion carried.

2. Approval of new teacher: Ilea Trahan-6th grade ELA – Mrs. Trahan was formerly the Assistant Principal of Discipline at Madison Middle School. Her children attend Sculptor and she is excited to join the Sculptor family. A motion was made to approve Mrs. Trahan's contract (Gaenicke/Flynn). Motion carried.
3. Approval of Teacher Salary Increase Allocation – Mrs. Bernhard explained that with the funds received from the state of Florida, most of our teachers will be able to be raised to \$45,000. Once the plan is approved, the increase will be provided and will be retroactive to the beginning of the year. A motion was made to approve the teacher salary increase allocation plan as presented (Flynn/O'Sullivan). Motion carried.
4. Declaration to abide by the Code of Ethics – Mrs. Bernhard explained that this is not an item that requires a vote. She stated that all board members received this form electronically. She requested that the form be signed and returned as soon as possible. Those present in-person could sign the forms at that time.

INFORMATION AGENDA

1. Policy for the continuation of Reserve Accounts- Repair and Replacement and Surplus Reserve Fund – Mrs. Bernhard explained that at the last meeting, it was decided that accounts needed to be established/maintained in order to ensure that repairs could be made timely and also so that we could cover operating expenses should something that we are not funded by the state for a period of time. She prepared, with the help of Mrs. O'Sullivan, a draft policy regarding these two accounts.

The Surplus Reserve account will be established in order to ensure program operations could continue should a short-fall or discontinuation of funding occur. The policy targets a minimum of 3 months of average operating costs. The initial deposit to the fund will be \$200,000, with annual deposits of \$50,000 to be made thereafter.

The Renewal and Replacement Fund is actually a fund that is already established, per the covenants of our current bond. This fund would be continued with a target minimum deposit amount of \$200,000. This Fund, as with the Surplus Reserve Fund, are dynamic and may be

reviewed and adjusted in response to internal and external changes. At a minimum, this policy will be reviewed yearly by the Finance Committee/BICS Board of Directors.

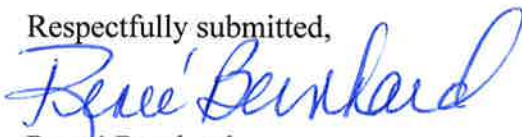
BOARD MEMBER REPORTS

Building – Ron Howe, Maintenance Director, stated that we are still waiting to receive the AC units purchased this summer. It seems the SEER ratings changed so Carrier was updating all of their units. The units are expected sometime in December. Mr. Howe also stated that we are working to fix 3 roof leaks by having three drains replaced. This will be done October 10th. Due to the leaks, we also had to have a mold remediation company inspect and remove the mold that had formed.

Teacher Representative – Mrs. Schell everything was going well. Testing was completed and kudos was given to the testing team of Mrs. Teddi Brandon and Dr. Quam.

There being no further business, meeting adjourned at 7:24am.

Respectfully submitted,



Reneé Bernhard
Principal

