

**Minutes of the Board of Directors
One Room School House Project, Inc.**

Meeting Date: 5-31-21
Time: 11:15 AM
Location: 4180 NE 15th Street
Gainesville, FL 32609

Call to Order: Mr. Terzian called the meeting to order at 11:15 AM.
Roll Call was taken.

Members Present: Michele Borst
Sevan Terzian
Arthur Newman
Michael Patrick
Steven Borst

| | | |
|----------------|---------------|--|
| In Attendance: | Neil Drake | Board Representative Parent Representative ORSH |
| | Sarah Sonberg | Principal |
| | Robin Casey | Business Manager |

This meeting was conducted in accordance with Florida Statutes which require:

- two public meetings per school year in the school district
- meetings noticed, open, and accessible to the public
- attendees provided opportunity to receive information and provide input
physical presence of parent representative and principal or designee

Minutes of the Board of Directors
One Room School House Project, Inc.

AGENDA

- **Treasurers Report:** The Business Manager presented the board with the most recent financial reports and the planning budgets for 2021-23. Her report noted that there has been a significant increase to the schools net financial position due to a charter school grant that paid for student and faculty computers that otherwise would have been purchased with operating funds and over a quarter million dollars of emergency funding for operations obtained from the federal government for use as supplemental funding during covid operations.

- **Consultant Report:** Mr. Drake reported on new hiring. The School has hired one new teacher for Kindergarten and is seeking a teacher for upper elementary grades. FSA testing this year will not affect the school grade.

- **Principal Report:** Ms. Sonberg reported on student achievement, summer school activities and summer camp. She indicated that the school will add an additional kindergarten class for next year. The little school campus will house the VPK and Kindergarten programs going forward. The North wing of the big school campus will house First and Second Grade and the South wing will house Third through Fifth grade classes.

**Minutes of the Board of Directors
One Room School House Project, Inc.**

ACTION ITEMS

1. Adopt Minutes:

Motion: Adopt the minutes from the Meeting of 3-19-21 as they have been recorded. (Newman)

Second: Terzian

Vote: Yea - 5
 No - 0

Motion Carries

2. Final Budget Amendments:

Motion: The board will adopt the Statement of Revenues, Expenditures and Changes in Fund Balances for Governmental Funds for the year ending June 30, 2021 as a final budget amendment for the school in the same manner as it has in past years. (Newman)

Second: Terzian

Vote: Yea - 5
 No - 0

Motion Carries

3. Planning Budgets for 2021-22 School Year:

Motion: The board will adopt the Planning Budgets for the 2021-22 School Year as presented by Mr. Drake. The Board will amend these budgets at its first meeting in the new school year. (Terzian)

Second: Newman

Vote: Yea - 5
 No - 0

Motion Carries

**Minutes of the Board of Directors
One Room School House Project, Inc.**

4. Reconstitute Board (Annual Meeting):

Motion: The Board will reconstitute it's officers in the following arrangement for the 2021-22 school year:

(1) *For President:* Sevan Terzian (Newman)

Second: M. Borst
Vote: Yea - 4
No - 0 Terzian - abstain

Motion Carries

(2) *For Vice President:* Michael Patrick (Newman)

Second: Terzian
Vote: Yea - 4
No - 0 Patrick - abstain

Motion Carries

(3) *For Treasurer:* Arthur Newman (M. Borst)

Second: Terzian
Vote: Yea - 4
No - 0 Newman - abstain

Motion Carries

(4) *For Secretary:* Michele Borst (Newman)

Second: Terzian
Vote: Yea - 4
No - 0 M. Borst – abstain

Motion Carries

(5) *For Executive Board:* Sevan Terzian. (Patrick)

Second: Newman
Vote: Yea - 4
No - 0 Terzian – abstain

Motion Carries

**Minutes of the Board of Directors
One Room School House Project, Inc.**

(6) *For Executive Board:* Arthur Newman. (Patrick)

Second: Terzian
Vote: Yea - 4
No - 0 Newman – abstain
Motion Carries

5. Employment Contracts for 2021-22: Dr. Newman and the Board Representative reviewed contracts for the next school year.

Motion: Dr. Newman, the Board Representative, and the Business Manager have developed and the Business Manager will sign employment contracts for the next school year, which include a non-compete provision and reflect the school's teacher pay scales. All future employment contracts for 2021-22 shall be reviewed and approved by the Board Representative and signed by the Business Manager. (Terzian)

Second: Patrick

Vote: Yea - 5
No - 0

Motion Carries

6. Appoint Parent Representative for School:

Motion: The board representative, Neil Drake, shall represent the board to all parents at the school. The school principal will post a notice to this effect at the school and on the website and issue letters to parents immediately upon the resumption of classes. (Terzian)

Second: Newman

Vote: Yea - 5
No - 0

Motion Carries

**Minutes of the Board of Directors
One Room School House Project, Inc.**

7. Vice-Principals: Mr. Drake has recommended that certain members of the administrative staff serve as Vice-Principals of the school in order that there be continuous and sufficient coverage for administrative responsibilities when the principal is off campus.

Motion: The Board appoints Shaunteal Christian, Jeanne Minsavage, Robin Casey and Daryl Mosley as Vice-Principals of The One Room School House for the 2021-22 school year. (Terzian)

Second: M. Borst

Vote: Yea - 5
 No - 0

Motion Carries

8. Vendor Contracts for 2021-22: The Board discussed approval of contracts for new and existing vendors for the school in the 2021-22 school year.

Motion: Dr. Newman, the Board Representative, and the Business Manager have reviewed and the Business Manager will sign any renewing vendor contracts for the next school year. New additional vendor contracts will be reviewed and approved by the Board Representative or the Treasurer and signed by the Business Manager. (Terzian)

Second: Newman

Vote: Yea - 5
 No - 0

Motion Carries

**Minutes of the Board of Directors
One Room School House Project, Inc.**

9. Revisions to School Calendar for 2021-22: The Board discussed any changes needed to the school calendar.

Motion: The Board approved the 2021-22 school calendar as submitted by the principal. The Board authorizes any future changes to the 2021-2022 school calendar may be made by the Principal and the Representative of the Board of Directors as they are needed due to changing circumstances.
(Terzian)

Second: Newman

Vote: Yea - 5
 No - 0

Motion Carries

10. VPK Director for and Expansion 2020-21: Mr. Drake recommends that Sarah Sonberg and Jamie Reyes be approved as Co-directors of the VPK program. He also recommended that the program be extended to four classes if the demand is there.

Motion: The Board appoints Sarah Sonberg and Jamie Reyes as Co-Directors of The One Room School House VPK program for the 2020-21 school year. The board approves the addition of up to four classes if demand is available. (Terzian)

Second: Newman

Vote: Yea - 5
 No - 0

Motion Carries

**Minutes of the Board of Directors
One Room School House Project, Inc.**

11. Approve Recurring Expenditures for 2021-22: The revised list of approved recurring expenditures was presented to the Board.

Motion: The Board accepts the revisions to the list of approved recurring expenditures. (Terzian)

Second: Newman

Vote: Yea - 5
 No - 0

Motion Carries

12. Adopt New Policy Manual: The Board reviewed the updated policy manual submitted by The Board Representative and the principal.

Motion: The Board adopts the new policy manual Dated 7-1-2021 to go into effect on that date as presented by the Board Representative and the Principal.

Second: Newman

Vote: Yea - 5
 No - 0

Motion Carries

13. Approve Emergency Policy and Procedure Development and Implementation: Due to the rapidly evolving nature of educational and public safety protocols and guidance issued by the State of Florida, the Federal Government, and Local Officials the board determined the following measures are currently necessary:

**Minutes of the Board of Directors
One Room School House Project, Inc.**

Motion: The Board accepts any necessary revisions to policy and operational procedures implemented by The Board Representative and the Principal in response to laws, rules and guidance issued by government agencies. The Board will review these policies subsequent to their implementation. (Terzian)

Second: Newman

Vote: Yea - 5
No - 0

Motion Carries.

14. Revise Pay Scale according to HB 641: The board discussed the legislation regarding minimum pay for teachers.

Motion: The Board appoints the Treasurer, the Board Representative, and the Business Manager to make any revisions to the existing teacher payroll scale to maintain compliance with evolving legislation and guidance from the State Board of Education as well as any budgetary changes from the legislature. Scale will be in effect for the 2021-22 school year. (Terzian)

Second: Newman

Vote: Yea - 5
No - 0

Motion Carries

15. Threat Assessment Policy and Plan: The board reviewed the Threat Assessment policy.

**Minutes of the Board of Directors
One Room School House Project, Inc.**

Motion: The Board approves the Threat Assessment policy and plan as presented by the Principal. Terzian)

Second: Newman

Vote: Yea - 5
No - 0

Motion Carries

16. Parent Involvement Plan and Parent Compact: The board reviewed the Parent Involvement Plan and Parent Compact.

Motion: The Board approves the Parent Involvement Plan and Parent Compact as presented by the Principal. Terzian)

Second: Newman

Vote: Yea - 5
No - 0

Motion Carries

17. Registration and Enrollment Policies: The board reviewed the Registration and Enrollment Policies presented in light of school safety and health concerns.

Motion: The Board approves the Registration and Enrollment Policies as presented by the Principal and Board Representative. Terzian)

Second: Newman

Vote: Yea - 5
No - 0

Motion Carries

**Minutes of the Board of Directors
One Room School House Project, Inc.**

18. Authorization for use of Reserve Funding:

Motion: The board authorizes the Board Representative and the Principal to determine needed curriculum, materials, and equipment for the next school year and to make purchases as soon as possible. The Board authorizes the use of reserve funding for payment of the school's performance stipends. The Board authorizes up to \$80,000.00 of reserve funds for these purchases and payments. (Newman)

Second: Newman

Vote: Yea - 5
 No - 0

Motion Carries

19. Authorization of Performance and Summer Stipends:

Motion: The Board authorizes the Treasurer to evaluate and sign Approvals for Administrative stipends and contract payments submitted by the Business Manager. The Board authorizes stipends for Summer work by employees submitted by the business manager and Board Representative. The Board authorizes the use of reserve funding for payment of these stipends. (Newman)

Second: Terzian

Vote: Yea - 5
 No - 0

Motion Carries

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MEMBERS CONCERNS

- **Next Meeting:** Mr. Terzian requested that the board meet in August, 2021 at the school.

These minutes were faithfully recorded for Michelle Borst, Secretary. We agree that these minutes honestly and faithfully represent the business of the Board of Directors at their meeting on 5/31/2021.



Michael Patrick



Michele Borst



Sevan Terzian



Arthur Newman



Steven Borst