

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

Meeting Date: 6-2-22  
Time: 3:00 p.m.  
Location: 4180 NE 15<sup>th</sup> Street  
Gainesville, FL 32609

Call to Order: Mr. Terzian called the meeting to order at 3:00 p.m. 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 Mosley Robin Casey	Principal 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

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**AGENDA**

- ***Treasurers Report:*** The Business Manager presented the board with the most recent financial reports and the planning budgets for 2022-23. She pointed out that the school has successfully refinanced the mortgage with Capital City Bank at the original interest rate which will be in effect for five more years. The principal has also been paid down to \$1,000,000. Capital outlay funding in excess of the lower annual cost of the mortgage can now be applied to renovations, repairs, improvement, etc. There is a substantial fund balance that can be applied to further reducing the principal of the mortgage or for other school projects.
  
- ***Principal Report:*** Ms. Mosley reported on student achievement, summer school activities, teacher and staff hiring, and summer camp. The school must adopt a new math curriculum and teachers have requested additional science resources.

**PUBLIC COMMENT**

No members of the public, present at the meeting, chose to make a comment to the Board.

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ACTION ITEMS

**1. Adopt Minutes:**

Motion: Adopt the minutes from the Meeting of 3-7-22 as they have been recorded. Recognize the minutes of the Executive Board Meeting of 3-30-22 as they have been recorded. (Patrick)

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, 2022 as a final budget amendment for the school in the same manner as it has in past years. (Patrick)

Second: Terzian

Vote:        Yea   -        5  
              No    -        0

Motion Carries

**3. Planning Budgets for 2022-23 School Year:**

Motion: The board will adopt the Planning Budget for the 2022-23 School Year as presented by the board representative and the business manager. The Board will amend these budgets at its first meeting in the new school year. (Terzian)

Second: Patrick

Vote:        Yea   -        5  
              No    -        0

Motion Carries

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## 4. Reconstitute Board (Annual Meeting):

Motion: The Board will reconstitute it's members and officers in the following arrangement for the 2022-23 school year:

(1) *For President:* Sevan Terzian (M. Borst)

Second: Michael Patrick

Vote: Yea - 4  
No - 0 Terzian - abstain

Motion Carries

(2) *For Vice President:* Michael Patrick (M. Borst)

Second: Terzian

Vote: Yea - 4  
No - 0 Patrick - abstain

Motion Carries

(3) *For Treasurer:* Arthur Newman (Michael Patrick)

Second: Terzian

Vote: Yea - 4  
No - 0 Newman - abstain

Motion Carries

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

Second: Terzian

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

Motion Carries

(5) *For Board Member:* Stephen Borst (Patrick)

Second: Terzian

Vote: Yea - 4  
No - 0 S. Borst – abstain

Motion Carries

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

Second: M. Borst

Vote:       Yea   -       4  
              No    -       0       Terzian – abstain

Motion Carries

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

Second: Terzian

Vote:       Yea   -       4  
              No    -       0       Newman – abstain

Motion Carries

**5.    Employment Contracts for 2022-23:** Dr. Newman and the Business Manager reviewed contracts for the next school year.

Motion:       The Treasurer, 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 2022-23 shall be reviewed and approved by the Board Representative and signed by the Business Manager. The Board representative will sign contracts for the Principal and the Business Manager. (Terzian)

Second: Patrick

Vote:       Yea   -       5  
              No    -       0

Motion Carries

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**6. Appoint Parent Representative for School:**

Motion: The board appoints Neil Drake, the Board Representative to be the Parent Representative for 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: Patrick

Vote:       Yea   -       5  
              No    -       0

Motion Carries

**7. Vice-Principals:** The Principal 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 2022-23 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 2022-23 school year.

Motion: Dr. Newman and the Business Manager have reviewed and the Business Manager or treasurer will sign any renewing vendor contracts for the next school year. New vendor contracts will be reviewed and approved

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by the Board Representative or the Treasurer and signed by the Board Representative or the Treasurer. (Terzian)

Second: Patrick

Vote:        Yea   -        5  
              No    -        0

Motion Carries

**9. Revisions to School Calendar for 2022-23:** The Board discussed any changes needed to the school calendar.

Motion: The Board approved the revised 2022-23 school calendar as submitted by the principal. The Board authorizes any future changes to the 2022-2023 school calendar to be made by the Principal and the Representative of the Board of Directors as they are needed due to changing circumstances. (Terzian)

Second: Patrick

Vote:        Yea   -        5  
              No    -        0

Motion Carries

**10. VPK Director for 2022-23:** Mr. Drake recommends that Sarah Mosely and Jamie Reyes be approved as Co-directors of the VPK program.

**Motion:** The Board appoints Sarah Mosley and Jamie Reyes as Co-Directors of The One Room School House VPK program for the 2022-23 school year. (Terzian)

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Second: Patrick

Vote:       Yea   -     5  
              No    -     0

Motion Carries

**11. Approve Recurring Expenditures for 2022-23:** 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: Patrick

Vote:       Yea   -     5  
              No    -     0

Motion Carries

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

Motion: The Board adopts the revised policy manual Dated 7-1-2022 to go into effect on that date as presented by the Board Representative and the Principal. (Terzian)

Second: Patrick

Vote:       Yea   -     5  
              No    -     0

Motion Carries



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

**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:

**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: Patrick

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 and to reward longevity of teachers returning to the school by a per year stipend schedule after five years of employment. Scale will be in effect for the 2022-23 school year. (Terzian)

Second: Patrick

Vote:	Yea	-	5
	No	-	0

Motion Carries

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**15. 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: Patrick

Vote:      Yea -      5  
              No -      0

Motion Carries

**16. 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 using reserve funds as soon as possible in a total amount not to exceed \$50,000. 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. (Terzian)

Second: Patrick

Vote:      Yea -      5  
              No -      0

Motion Carries

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**17. 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. (Patrick)

Second: Terzian

Vote:     Yea -     5  
             No -     0

Motion Carries


**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.


**Minutes of the Board of Directors  
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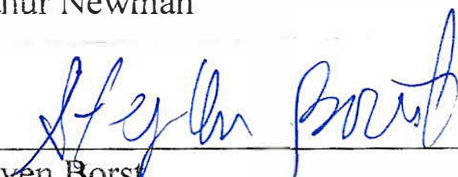
We agree that these minutes honestly and faithfully represent the business of the Board of Directors at their meeting on 6/2/2022.

  
Michael Patrick

  
Michele Borst

  
Sevan Terzian

  
Arthur Newman

  
Steven Borst