

VIERA CHARTER SCHOOLS, INC.

Board Meeting

5:00 p.m., Wednesday, September 9, 2020

Viera Charter School

6206 Breslay Drive

Viera, FL 32940

Location: Communications Media Technology (CMT); **URL:** Meeting <https://zoom.us/j/97137346447>;

By phone: Dial 646-558-8656 Meeting ID 971 3734 6447

Note Regarding GOVERNING BOARD MEETING – Members of the public may participate via dial-in capability provided at the school location at the address listed above.

A. Opening Exercises

- Call to Order – *The meeting was called to order at 5:02 PM . In attendance: Robert Jordan, Chairman; Kim Africano, CPA-Treasurer; Robert Naberhaus, Founding Board Member, Scott Steele, Founding Board Member.*
- Pledge of Allegiance
- Adoption of the Agenda – *The agenda was unanimously adopted under a motion by Scott Steele, second by Kim Africano*
- Approval of meeting minutes (May 20, 2020 and July 23, 2020) - *The meeting minutes were unanimously adopted under a motion by Rob Naberhaus; second by Kim Africano.*
- Revise and approve meeting minutes (April 9, 2019) - *The meeting minutes were unanimously adopted under a motion by Scott Steele; second by Kim Africano.*

B. Public Comment (Members of the public that wish to address the Board must sign-in and will have 3 minutes to speak. The Board will not address the presenter or take action at this time but may give direction to staff following a presentation. The total time allotted for public comments shall not exceed fifteen (15) minutes. – *Ms. Leslie Riley addressed the Board regarding concerns with the uniform company. Ms. Riley indicated there are local options and vendors that could fulfill these orders in a more satisfactory process. The current process has been a frustrating point for many parents per Ms. Riley. Uniforms do not show up in a timely order – sometimes not at all. Mr. Jordan directed Dr. Cady to investigate and pursue the option of a local uniform vendor in future year.*

C. Annual Meeting and Election of Officers –

- **Chairman Nomination** – Mr. Jordan was nominated by Rob Naberhaus, moved by Scott Steele. Approved unanimously.
- **Vice Chairman** – Scott Steele nominated Rob Naberhaus. Moved by Kim Africano. Approved unanimously by the Board.
- **Secretary/Treasurer** – Scott Steele nominated Kim Africano. Moved by Rob Naberhaus. Approved unanimously by the Board.

D. Principal's Report

- *Mr. Law has been selected as the Teacher of the Year for VCS*
- *Last year 1350 students were slated to begin the year. 1268 students enrolled. Approximately 70 students have chosen other options – primarily to Florida Virtual School*
- *Staffing model – One Kindergarten and one 2nd grade section were not filled... 38 seats available, 161 students on waiting list. As soon as things settle down, we will add these students before the October FTE count*

- *Dr. Cady asked about liaison nominations. Mr. Steele recommended Steve Muzzy be considered for this nomination. A motion was made and approved*
- *Dr. Cady also notified the Board about the Light up Viera ceremony that will be occurring again this year.*

E. Athletics Report – Steve Muzzy

F. Information Items – CSA

- *Monthly Financials – FY 20 - April, May, June – Mr. Strader informed the Board of financial reports that were included in their Board packet*
- *Expansion Update – Mr. Jordan provided an update on the expansion. He noted that he was informed of a different paint coating being applied outside of specifications. The design builder – Rush Construction – who Mr. Jordan commended for their outstanding work – has been able to arrange for the correct coating to be applied in future weeks. Overall, the project has been outstanding. The ribbon cutting was recognized by Mr. Jordan for how professionally organized it was conducted and a perfect way to celebrate this historic milestone for the school*
- *FY 20 Auditor Engagement – Mr. Strader informed the Board regarding the auditor engagement letter and the history of the auditor selection process per statutory guidelines.*
- *Teacher Salary Allocation, HB 641 – FY21 – Mr. Strader provided an overview of the funding and the statute (HB 641 and HB 5001) implementing the Teacher Salary Allocation plan. Mr. Strader described the requirements of the bill and the administration’s plan for implementing HB 641. Approximately \$196,000 is expected based on current enrollment. The methodology behind the allocation was discussed. The board was informed that the new base salary will become permanent going forward subject to changes in statute. The board will take up approval of the 2020-2021 Teacher Salary Allocation in the consent agenda.*
- *FY 21 Capital Outlay Update – FY 21 Charter School Capital Outlay is approximately \$500 per student. The school allocates capital outlay funding for debt service.*
- *Resolution, Easement – Mr. Jordan introduced the easement conditions necessary to obtain final Certificate of Occupancy. Legal Counsel reviewed the Easement and related documents before advising Mr. Jordan to sign on behalf of the board. The board will ratify approval of the Easement under consent items.*
- *Resolution, Phase 3 Building Naming – This is a resolution to name phase 3 building to the Robert L Jordan, Jr Building. Mr. Strader read the resolution to the Board. Rob Naberhaus commented what an honor was to recognize Mr. Jordan. Kim Africano echoed this and said how nice it was to see his family as well*
- *CARES Act ESSER Fund Program. Mr. Strader provided information on this funding associated with the COVID-19 pandemic*
- *PPP update, utilization and application – The application for forgiveness will open soon. Brian Strader explained the allowable uses of PPP funding and explained the school’s application of allowable uses in the school’s spending plan including the focus on keeping school staff employed through the pandemic.*
- *VCS Threat Assessment, FDOE Letter of Compliance – Mr. Strader commented that CSA worked with administration to update the school’s threat assessment plan. The school received acknowledgement that the plan met statutory requirements.*
- *School Resource Officer Memo – Chairman Jordan executed the agreement with Brevard Sheriff’s Office to supply the school’s SRO for the 2020-2021 school year. The board agreed to ratify the agreement as a consent agenda item.*
- *Mental Health and School Safety Update – This is part of Board package and is on consent agenda*
- *2020-2021 Handbooks: Employee, Student – This is on consent agenda*
- *2020-2021 Board Meeting Schedule – This is on consent agenda*
- *2020-2021 Certification Waivers, if any Exhibit A – Dr. Cady provided the information for certification waivers.*

G. Consent Agenda Items

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion. Unless specifically requested by a Board Member for further discussion or removed from the consent agenda, there will be no discussion on these items prior to the vote taken by the Board. *A motion was made by Kim Africano to approve the consent agenda items. Second by Scott Steele. Mr. Jordan recused himself from item 6. Motion approved unanimously*

- Approval of Purchase Orders and Agreements (including SRO Agreement)
- Ratify Financial Reports – FY 20, April, May, June
- Approval of CARES Act ESSER Fund Program
- Ratify School Resource Officer Memo
- Ratify Easement Resolution
- Ratify Building Naming Resolution
- Authorize School to submit FY 21 Teacher Salary Allocation Plan per discussion
- Authorize Submission of FY 21 Capital Outlay Plan
- Ratify FY 20 Auditor Engagement Letter, signed by Chairman
- Authorize submission of PPP Forgiveness Application
- Approve Mental Health Plan Update, FDOE Letter of Compliance
- Approval of VCS Threat Assessment Plan
- Approval of 2020-2021 Personnel – Certification Waivers – Exhibit A
- Approve 2020-2021 Handbooks: Employee, Student
- Approve 2020-2021 Board Meeting Schedule
- Approve 2020-2021 Board Liaison

H. Board Member Reports

- *Rob Naberhaus thanked Mr. Jordan, CSA, and Dr. Cady for their service and expressed his satisfaction with the direction of the school*
- *Scott Steele expressed his disappointment about not making the dedication due to his commitment to taking his son to FSU.*
- *Kim Africano echoed the thoughts of her colleagues. The school is an awesome contribution to the Viera Community, and she looks forward to the future ahead*
- *Robert Jordan commented how appreciative he was of his Board colleagues and how important this school is to him. Serving our youngest through educational is a privilege. He also mentioned about being contacted by the chairperson of the Brevard School Board to support the ½ cent sales tax. He indicated he would be supportive, and that VCS will be included in these potential revenue sources. Mr. Strader mentioned how the Florida Charter School Alliance was instrumental in this. Mr. Jordan also commented on the excellent work Brian Strader has done – particularly in the financial management area- for the school.*

I. Adjournment – *The meeting adjourned at 6:13 PM.*


Board Approval

09/28/2020
Date