



Minutes of a meeting of the Board of Directors of Creative Inspiration Journey School of St. Cloud duly called and held on May 28, 2019 at 2008 Jaffa Dr. Unit C, St. Cloud, FL 34771.

Meeting was called to order by Chair Jeff Dixon at 8:38 pm.

Attendees:

Jeff Dixon
Tom Pylant
Patty Marquis
Kerry Alday

Remote Attendees:

Heather Leppard
William Bow
Susan Powers
Sherri Schneider

- I. Pledge of Allegiance
- II. Introductions- N/A
- III. Celebrations/Recognitions- N/A
- IV. Approve Minutes from April 30, 2019 and May 8, 2019

With the approval of the Directors present, Jeff Dixon acted as chair of the meeting and Heather Leppard recorded the minutes. On motions duly made and seconded, it was voted that the minutes of the meeting of board of directors on both April 30, 2019 and May 8, 2019 be taken as read.

V. Consent Agenda-

- a. Mental Health Policy
- b. Safety Plan

- i. There was a brief discussion of the requirements for the SRO. A typo on page 8 needs to be corrected.

Jeff Dixon moved to accept the Consent Agenda as presented. Heather Leppard seconded the motion. All are in agreement and the motion passes.

VI. Non-Consent Agenda

- a. Request to adjust 2018/2019 Financial Budget for more Marketing
 - i. A total of \$32,000 from various line-items in the budget are being shifted to allow for \$2,000 additional spending on marketing, \$3,000 for IT/Server expenses, and \$27,000 for computers.



Jeff Dixon motioned to accept the changes to the budget. Susan Powers seconded. All are in agreement and the motion carries.

b. 2019/2020 Budget

- i. IPS has recommended based on our current enrollment that we present the second proposed budget based on an enrollment of 368 to Osceola County.
- ii. Note: We will be revisiting the proposed changes to the VPK program at the June meeting.

Heather Leppard motioned to accept this recommendation. Susan Powers seconded. All are in agreement and the motion passes.

c. Need for an additional bank account to keep uniform and other auxiliary funds transparently separated from the general fund.

Bill Bow motioned to accept the recommendation. Tom Pylant seconded. All are in agreement and the motion passes.

VII. Principal Report- N/A

VIII. IPS Reports

a. Building- Wi-Fi and Video Surveillance Update (S. Schneider)

- i. Schoolhouse has agreed to add the expenses related to that to the Building Budget.

b. Financials- (S. Schneider)

- i. VPK Budget Analysis- Will be forthcoming for June meeting.
- ii. Before/Afterschool Discount for Employees?
- iii. Credit Card Limit Increase
- iv. Need for a new Bank Account
- v. YTD Financial Review
- vi. Status of CSP Grant & Funding
 1. The CSP grant requires us to spend the money up front and then submit for reimbursement. To that end, ISP is looking towards securing some form of short-term loan to cover those costs.
- vii. Status Update HR Onboarding and Payroll 3rd Party Processing Search
- viii. Status Update Employee Benefits and Section 125 Plan provider search 403(b) vs 401(k) Employee Retirement Plans

c. Board Meeting Change Request for June (P. Marquis)

- i. The next board meeting will be changed to June 25, 2019 to allow adequate time to finalize the employee handbook that will be presented for Board approval.

d. Development and marketing- (P. Marquis)

- i. Update on construction (On track for July 12 TCO)
- ii. Update Enrollment- As of 5-23-19 (259 students)



1. 220 K-5- Goal #1- 296 (-76) **Goal #2- 368 (148)**
2. 39 VPK
- iii. Pool party June 8th- Over 1000 people
- iv. Orientation- August 10th (Times? TBA)
- e. Board Compliance and Action Items (P. Marquis)
 - i. Fingerprinting-
 1. Jeff (Completed)
 2. Tom (In Process)
 3. Heather (In Process)
 - ii. Tom Pylant- Board Training (Completed)
 - iii. Bio Tom Pylant (Completed)
- IX. Governing Board Reports – N/A
- X. PTO/SAC Updates- N/A
- XI. Public Comments-N/A
- XII. Upcoming Meetings/Events
 - a. Info Seminar at library June 15 at 11:00
 - b. Info Seminar- June 15 at 11:00
- XIII. Adjournment

There being no further business to transact at the time, it was voted to adjourn the meeting at 9:59 pm.

Heather Leppard, Secretary