Emma Jewel Charter Academy

"Helping the Village Raise the Child"

Minutes for the Board of Directors for Emma Jewel Charter School Incorporated
DBA Emma Jewel Charter Academy
April 27, 2026
5:30 p.m.
705 Blake Avenue
Cocoa FL 32922
Community Center

1. **Call to Order**- Alton Edmond called the meeting to order at 5:39 p.m.
2. **Pledge of Allegiance/School Pledge-** Led by the candidates of the school SGA.
3. **Roll Call**- Ms. Lacy Bussey the board Secretary conducted roll call. Present at the meeting were Ross Whitley, Alton Edmond, Lacy Bussey, and Reginald Jones. Absent were Mr. Phillip Holder, Alexis White, and Erik Jones.
4. **Opening Statement**- Ms. Bussey read the opening address that outlined how the board would conduct business.
5. **Public input-** Ms. Kaila, a mom to a scholar spoke during the public input section of the agenda. She spoke on how her son has blossomed while Emma Jewel Charter and how thankful she is to Mr. And Mrs. Cole for playing such a huge role in her scholars' life.
6. **Public Notice**- Mr. Edmond asked Mr. Cole how the meeting noticed to meet the standard of public notice. Mr. Cole reported that the meeting was noticed in the school app, and electronic board.
7. **Approval of Board Meeting Minutes from February 9th 2026 *-** There were no corrections to be made on the board minutes. Ms. Lacy Bussey made a motion to approve the minutes, and Mr. Whitley seconded the motion. All in favor signified by saying, I. The motion carried unanimously. The motion held a 5-0 vote.
8. **Monthly Financials*** Mr. Ross Whitley presented the financial package for the period ending March 31, 2026. He reported that the General Fund reflected a positive surplus of $74,562, while the Special Revenue Funds showed a positive surplus of $39,588, resulting in a combined positive surplus of $114,151 as of March 31, 2026. Mr. Whitley noted that the positive financial position reflects budget and personnel changes previously approved by the Board. As various revenues and reimbursements were received, the impact of those decisions became evident in the financial reports, placing the school in a strong financial position. Mr. Cole commented that while some staffing decisions were difficult, they were necessary and appropriate. He explained that administration carefully reviewed positions and consolidated duties where possible to improve operational efficiency. Mr. Cole also discussed the challenges of cash flow management in a small school environment. He noted that earlier financial reports, particularly those from January, appeared unfavorable because the school was awaiting reimbursement funds. Since many grants and programs require expenditures to be made before reimbursement is received, the timing of those payments can significantly affect monthly financial reports. Since that time, several reimbursements have been received, including grant-related funds and other revenue source which

contributed to the improved financial outlook. Additionally, revenues from the Local Capital Improvement Fund have begun to be received more consistently, further strengthening the school's financial position. The Board received the financial report as presented.Mr. Whitely recommended that the Board accept the monthly financials as submitted. The motion was seconded by Mr. Jones and was approved unanimously.

9. **Summer Construction-James Roberts**- Mr. Roberts provided the Board with an update on planned summer construction projects. He discussed the proposed expansion of the cafeteria to accommodate the school's growing needs and reviewed plans related to the Community Center. Mr. Roberts also presented information regarding estimated project costs and the permitting process required for the planned improvements. The Board discussed the timeline and anticipated next steps for moving the projects forward during the summer months.
10. **Borrowing Resolution***–Mr. Cole presented a borrowing resolution to the Board related to financing upcoming capital projects. He explained that the school has been working with two lending partners, the Florida Community Loan Fund and Building Hope, which have traditionally participated together in financing arrangements. Mr. Cole stated that while Building Hope does not require a board resolution, the Florida Community Loan Fund requires formal board approval authorizing him to negotiate and secure the loan on behalf of the school. The proposed loan amount is $600,000. The original plan called for each lender to provide $300,000, thereby sharing the credit risk associated with lending to a smaller school. During discussions with both organizations, the Florida Community Loan Fund indicated its willingness to participate but noted that its commitment was contingent upon Building Hope's involvement and that loan draws would need to be funded by another lender before their funds were utilized. Mr. Cole subsequently met with representatives from Building Hope, who expressed strong familiarity and confidence in the school. Building Hope indicated that it would be willing to provide its planned $300,000 share or potentially fund the entire $600,000 loan if necessary. The resolution was presented to authorize Mr. Cole to continue negotiations and secure financing for the planned projects. Mr. Reginald Jones made the motion to approve the borrowing resolution; Mr. Whitley seconded the motion and was approved unanimously.
11. **Audit Engagement Approval***- Mr. Whitley presented the audit engagement approval documents, including the audit engagement letter and audit document request list. He noted that the engagement letter was substantially the same as the prior year's agreement and represented a standard annual audit engagement. A motion was made to approve the audit engagement contract and authorize the appropriate representative to sign the engagement letter for the auditors. Mr. Jones seconded the motion. Upon a vote of the Board, the motion passed unanimously.
12. **City of Cocoa Memorandum of Understanding**- Board Secretary Lacy Bussey presented the Memorandum of Understanding (MOU) with the City of Cocoa regarding School Resource Officer (SRO) services. Ms. Bussey explained that the agreement is substantially the same as the previous year's MOU; however, the annual cost for SRO services has increased. Mr. Cole clarified that the

school will be charged $77,000 annually for Officer Hilliard's services on campus and noted that this amount represents the fee charged by the City of Cocoa to the school, not the officer's salary. Following discussion, Mr. Edmond entertained a motion to approve the Memorandum of Understanding with the City of Cocoa. A motion was made and seconded by Mr. Jones. The motion to approve the City of Cocoa Memorandum of Understanding carried unanimously.

13. **School Bus Warranty**- Mr. Cole presented information regarding extended warranty coverage for the school's bus fleet. He explained that the school owns three buses, and the warranties on two of the buses are nearing expiration. Mr. Cole consulted with the vendor who sold the buses to the school and reviewed the warranty terms. The vendor advised that, from a financial standpoint, the extended warranty cost of $5,000 for three years of coverage represents a good value, particularly for buses between three and five years old. Mr. Cole also verified the warranty details with Mrs. Cannon, confirming that the proposed coverage period is exactly three years. He noted that several components covered under the warranty, including HVAC control heads, expansion valves, CO2 gaskets, and pressure switches, can be costly to repair, with some repairs exceeding $1,000 per occurrence. Based on the vendor's independent recommendation and the potential cost savings associated with covered repairs.
14. **Revised School Calendar**-Board Secretary Lacy Bussey presented the revised school calendar to the Board. Ms. Bussey explained that no emergency or make-up days were used during the school year. As a result, the last day of school will be adjusted from May 27 to May 22.
15. **Charter Renewal** - Mr. Cole provided the Board with an update on the school's upcoming charter renewal process. He explained that the next step is for the Board to formally request renewal by submitting a letter or email to the school district indicating its intent to proceed with the charter renewal process. The renewal application is due by June 27. Mr. Cole further explained that the school may be eligible for a 15-year charter renewal rather than the standard 5-year renewal if certain criteria are met. These criteria include receiving a school grade of A or B in the previous year and maintaining an A or B grade during the current school year. Additionally, the school must have a clean audit with no significant findings to be considered for the extended renewal term.
16. **SGA**-SGA Secretary Chloe Thompson provided an update on upcoming activities for the eighth-grade class. She announced that the Eighth-Grade Graduation Walk will take place on May 22, 2026, at 8:30 a.m. SGA Vice President Hope Rainy reported that eighth-grade students will attend Grad Bash at SeaWorld on May 22, 2026. She also noted that Eighth Grade Graduation is scheduled for May 23, 2026. SGA President Carter Davis informed the Board about the upcoming eighth-grade college trip to Florida Agricultural and Mechanical University (FAMU), providing students with an opportunity to explore higher education options and experience a college campus environment. The Board received the SGA report and congratulated the students on their upcoming activities and accomplishments.
17. **Adjourn**-Meeting was adjourned at 6:17 PM

Larry Bussey

Board Secretary

7/27/26

Date

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