

**Seacoast Charter Academy
School Board Meeting Minutes
January 10, 2017**

Attendance:

Debbie Barker
Marla Stremmel
Kathy Harcourt
Cathy Perry
Lisa Christopherson
Randy Modlin
Nicole Smashion

AGENDA ITEM #1 – OPENING CALL TO ORDER

Mrs. Barker called the Meeting to order at 5:00pm.

AGENDA ITEM #2 – APPROVAL OF MINUTES FROM THE LAST BOARD MEETING

On motion from Nicole Smashion and second Cathy Perry, the board approved the September 22, 2016 minutes. With all in favor the motion to accept minutes, as is, is accepted.

AGENDA ITEM #3 – PUBLIC COMMENT

There was no public comment.

AGENDA ITEM #4A – BUDGET APPROVAL

An October amendment was made to the final budget originally submitted to DCSB in response to a DCSB email request for information and the resulting review of the budget done at that time. The board received the budget and approved the changes via email which is on file. There were no additional comments.

AGENDA ITEM #4B – ADMINISTRATOR'S REPORT

School Administrator's Report

Admissions & Enrollment: We continued to enroll students since the school year started. Maximum enrollment is 456 and we are currently at 436. We lost some students due to relocation in the month of December. We are still currently enrolling for this school year. The majority of these openings are in 1st grade with 10 spots (I have gone over in kindergarten and 2nd grade so I have to offset in 1st) 3rd grade has 6 spots, 4th grade has 4 spots and there are no spots in 5th.

New Enrollment / Advertising: The School Choice Expo is January 21st. We have already completed a mailout to promote this event. We will also send out commitment forms for the coming 2017/2018 school year to current parents this week. We will begin open enrollment February 1st.

Test Results:

In December, we received the FLKRS – Kindergarten Readiness Screening results for this year.

87 Tested	Overall Score		Personal & Social Development		Language & Literacy		Mathematical Thinking		Scientific Thinking		Physical Development	
	# of Students	%	# of Students	%	# of Students	%	# of Students	%	# of Students	%	# of Students	%
Proficient	35	40	44	51	45	52	30	34	40	46	64	74
In Process	43	49	34	39	34	39	42	48	38	44	22	25
Not Yet	9	10	9	10	8	9	15	17	9	10	1	2

We have completed the second round of MAP testing and Benchmarks for all grades. We are in the process of compiling those results now and I will forward them in email to all of you this month. At this point we are very excited to see learning gains in every grade level, this is exactly what we want to see from the first admission to the second. We will be administering a 3rd Benchmark to 3rd – 5th grade in March before the FSA and we will administer the K-2 MAP in April.

Community Outreach:

North Pole Breakfast we served over 1500 families and took 3 trucks loads to the Arlington Community Center of non-perishable items and toys. We also sponsored some Seacoast families over the holidays.

Performances:

Our Veteran’s Day Performance at the mall this year on Nov. 9th was a huge success! We will be having the following programs:

Talent show (3rd – 5th) – February 9th 10:30am

1st and 2nd grade program (Salute to first responders) – April 11 10:30am

Kindergarten program – April 25th 10:30 am

AGENDA ITEM #5A – FINANCE REPORT

The school received a letter from DCSB Charter Schools, Supervisor on December 13 requesting that we provide a corrective action plan because of what DCSB believes to be a “Deteriorating Financial Condition”. Mrs. Stremmel and Mrs. Barker asked that Mrs. Harcourt and Mr. Modlin review the school’s financial information, including the budgets, and prepare a response to the letter by the deadline of January 13, 2017.

Mrs. Harcourt reported to the board that a detailed review of every line item in the school’s budget was completed. As of December 31, 2016 we have a negative fund balance of approximately \$52,000 but based on the updated budget we project an ending surplus of approximately \$70,000 in the school’s fund balance. A draft packet of the response to the request was presented, which includes the updated budget. Mrs. Harcourt reminded the board that in excess of \$435,000 in non-recurring expenditures have been incurred and paid out to expand the school’s facilities to allow for growth, which is what caused the deficit to occur. She also made the board aware that we have been carefully managing all expenditures and cash flow, and that our landlord has agreed to defer up to \$75,000 in rent payments if necessary. It is not expected that a deferral will be needed. After conversation and discussion about the materials presented, Mrs. Barker asked for a

motion to accept the updated budget and the packet of materials to be presented to DCSB in response to their request.

Cathy Perry made the motion, and Nicole Smashion seconded the motion.

With all in favor, the motion to accept the updated budget and the packet of materials to be presented to DCSB in response to their December 13, 2016, is approved.

AGENDA ITEM #5B: LUNCH POLICIES FOR PROCUREMENT AND CONFLICT OF INTEREST

Mrs. Stremmel presented by e- mail in advance of the board and in hard copy to all board members the new lunch policies. (see attachments A and B).

Mrs. Barker asked for a motion to accept the policies as is. Lisa Christopherson made the Motion and Nicole Smashion seconded the motion. With all in favor, the motion to accept the new lunch policies as presented is approved.


AGENDA ITEM #6 – ADDITIONAL COMMENTS

There were no additional comments


AGENDA ITEM #7 - ADJOURNMENT

On motion of Deborah Barker and seconded by Cathy Perry the board reached a consensus to adjourn the meeting at approximately 5:55pm.

Minutes record by Lisa Christopherson.



Lisa Christopherson, Board Secretary



Deborah Barker, Board President

Attachment A

Procurement Policy Statement for Sponsors of National School Lunch and Breakfast Programs

CODE OF CONDUCT

This written Code of Conduct shall govern the performance and actions of School District (Sponsor) officers, School Board members, employees, directors, volunteers or agents who are engaged in any aspect of procurement, contracts, grants or the administration and supervision of contracts supported entirely or in part by federal entitlement funds disbursed by USDA. These regulations are found in 7 CFR Part 210.21 and Part 3016.36.

1. No employee, officer, director, volunteer or agent of the Sponsor shall participate in the selection, award or administration of a bid or contract supported by NSLP funds if a conflict of interest is real or apparent to a reasonable person.
2. Conflicts of interest may arise when any employee, officer, director, volunteer or an agent of the Sponsor has a financial, family, or any other beneficial interest in the vendor firm selected or considered for an award.
3. No employee, officer, director, volunteer or agent of the Sponsor shall do business with; award contract to; or show favoritism toward a member of (his or her) immediate family, spouse's family or to any company, vendor or concern who either employs or has relationship to a family member; or award a contract or bid which violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition among qualified vendors.
4. The Sponsor's employees, officers, directors, volunteers or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of ten dollars (\$10.00) from a potential vendor or bidder, or from any party to a sub-agreement or ancillary contract. (Examples of an acceptable gift would be; food product samples [may exceed \$10.00 value] when used to benefit the Sponsor and students; or a personal gift or meal valued at less than \$10.00 which is not intended to influence a procurement award or decision.
5. As permitted by law, rule, policy or regulation, the Sponsor shall pursue appropriate legal, administrative or disciplinary action against an employee, officer, director, volunteer, vendor or vendor's agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, said person shall be removed from any further responsibility or involvement with grants management, procurement actions or bids, consistent with school board, state or federal policy.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

Attachment B

Procurement Policy Statement for

Seacoast Charter Academy

Introduction

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and / or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items **is less than \$50,000** per year (per procurement event or in aggregate purchases) this organization will follow the informal **Small Purchase Procedure**.
- When the annual total for food service program related items **is greater than \$50,000** per year (per procurement event or in aggregate purchases) this organization will follow the **Formal Competitive Solicitation Procedures**.

Procurement procedures apply to the purchasing of vended meals, equipment, food/groceries, and services (e.g., pest control). The purchasing threshold for public and charter schools is set at \$50,000 by State Board of Education rules.

Small Purchase Procedures

For purchases made below the small purchase threshold, a Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

- 1) Contact a minimum of three potential vendors
- 2) Document each vendor's quoted price
- 3) Select the company that provides the lowest, most responsive, and responsible bid
- 4) Inform all bidding companies in writing of the final decision made by the sponsor
- 5) Write contract for meal service between the sponsor and the winning bidder.

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

- 1) Prepare an ITB or RFP document specifically addressing the items to be procured
- 2) Publicly announce and advertise the bid/proposal at least **14** calendar days prior to bid opening

- a. Announcements will include the date, time and location in which bids will be opened
- 3) Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
 - a. Responsive bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the ITB/RFP
- 4) Award the contract
 - a. Sponsors should award the contract to the most responsive and responsible bidder based on the criteria set forth in the ITB/RFP
 - b. The sponsor should award the contract at least two weeks before program operations begin
 - c. If a protest is received, it must be handled in accordance with Chapter 120.57(3), Florida Statutes
- 5) Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

Note: If the bid threshold established in the sponsor's procurement policy statement is less than \$50,000, the smaller bid threshold will govern.

This organization incorporates the following elements into the Procurement Policy Statement, as required by 7 CFR parts 210, 3016 and 3019.

- A. **Competition:** We shall demonstrate our goods and services are procured in an openly competitive manner.
- B. **Comparability:** We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.
- C. **Documentation:** We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures.
- D. **Code of Conduct:** This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program.
- E. **Procurement Review Process:** This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.
- F. **Contract Administration:** Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file.
- G. **Duties of Food Service Supervisor:** (Optional)
 1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
 2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
 3. To place and confirm orders with vendors, or make plans to purchase the required items.

4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
7. To work with vendors on a fair and equal basis.
8. To develop a list of acceptable brands.(multiple Brands per bid item when possible)
9. To conduct an in-house procurement review once per year using the FDACS instrument to ensure program compliance and to seek guidance or technical assistance when necessary.

“In accordance with Federal law, and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 800-795-3272 (voice) or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.”