

HARTRIDGE ACADEMY
MAY 29, 2015

The third quarterly board meeting of Hartridge Academy was held May 29, 2015.

Sherry Kelly and Lisa Street were in attendance forming a quorum. The minutes from the

February 2015 board meeting were read and approved.

Members were provided with quarterly financials through March 2015 and bank

statements through April 2015. The principal reminded the board that even though bank funds

were substantial, teacher salaries are paid through the summer yet FTE revenue stops in May.

We would also have summer school expenses that are not reimbursed by PCSB until later. Also,

the bus purchase (over 100,000) will show as an expense, not an asset at this time. The

principal also gave an update on the state's latest timeframe for test results.

The items on the consent agenda were discussed. The budget was pulled for discussion

and explanation of the lower IDEA and miscellaneous local sources. The principal explained that

we had not yet received an IDEA amount from the district and often have trouble getting

reimbursed thus should not count on it as of yet. Thousands of dollars of the miscellaneous

comes from Lake Ashton which may not be able to contribute as much this year due to a low

turnout on their fundraising event this year. The budget as drafted met the approval of the

board and remained included in the consent agenda. A motion was made by Sherry Kelley to

accept the consent agenda in its entirety and second by Lisa Street.

A reminder was made that the audit committee would meet immediately after the

board adjourns. There was no more business from the board or comment from others. A

motion was made by Lisa Street to adjourn and second by Sherry Kelly. Meeting was adjourned.



Hartidge Academy

Consent Agenda

May 29, 2015

1. Approve principal evaluation
2. Send three staff with Master Degrees and ESE or SLD certification to the SDE conference on Differentiated Instruction. DI is required. Pay for travel, lodging, conference, food allowance (same as district) and parking/taxis etc. Not to exceed \$10000.
3. Send Principal to National and State Charter Conference. Pay for travel, lodging, conference, food allowance and parking/taxis etc. Not to exceed \$10000.
4. Approve salaries for 2015/2016.
5. Approve 2015/2016 budget.
6. Approve summer employment for instructional and non-instructional staff.
7. Approve board meeting dates for 2015/2016.
8. Accept donations from nationwide photography, Lake Ashton, parents and anonymous donors under \$25.
9. Pay for classes for continuing education for principal and Gifted endorsement classes/tests.

HARTRIDGE ACADEMY

AUDIT COMMITTEE MEETING

MAY 29, 2015

The audit committee met immediately following the board meeting. Sherry Kelley and Lisa Street were in attendance. The minutes were read and approved unanimously.

It was decided that Brynjulfson, CPA, would continue as the independent auditor

through school year 2016/2017. No presentations were present, however, Brynjulfson did

submit their proposal. A motion was made by Sherry Kelley and second by Lisa Street to

adjourn.

Lisa Street

HARTRIDGE ACADEMY

Annual Board Meeting

February 20, 2015

The annual board meeting was held. Members in attendance were Sherry Kelley, Gail Little, and Lisa Street. The minutes from November 2014 were read and approved.

The members were provided second quarter financial reports from the Principal, Debra Richards and current bank statements. The principal remarked that the change to statewide for lunch and afterschool janitorial service was going well and that the van to pickup students' free lunch and breakfast was also going well thus far. Teachers, students, and equipment appear to be ready for the upcoming FSA (formerly FCATS). Parents have had questions and have been provided with information from us (scheduling, FLDOE websites, district handouts, etc.). The principal announced that we would be receiving School Recognition Award money.

The board discussed consent agenda items regarding the drafted budget and to pay for the new bus in full rather than finance it since the school is in a sound financial position. The principal will issue a check when the bus is ready. The majority of our students rode the bus during the FTE count period thus generating sufficient funds toward the ongoing transportation expenses. The district has shown interest in doing our inspections and repairs on the new bus and existing buses. We have requested an upgrade from the district on our 1993 buses to something more current before buses are auctioned to the public. The board approved summer school. The IDEA funds from the 14-15 submitted plan are expected to cover it. The principal also mentioned that we are still working with Touax to perform their maintenances and complete promised work on the portable classrooms before depositing our payments. The work will be completed prior to the start of 2015/2016 school year as some of it requires the portable classrooms to be vacant for a short period. The principal was also directed to request an extension of leases on the portable and permanent property leases as we continue to look for a building purchase or construction for the future.

A motion was made to accept the consent agenda in its entirety by Sherry Kelley and seconded by Lisa Street. There was no further regular business and no members wishing to speak from the audience.

A motion was made by Lisa Street nominating the current board members and officers to their current positions and second by Sherry Kelly. There were no other nominations. The members voted unanimously in favor. Sherry Kelley remains the President and Lisa Street the Secretary/Treasurer.

A motion was made to adjourn by Gail Little and seconded by Sherry Kelley.



Hartridge Academy

Consent Agenda

February 20, 2015

1. Increase allowance for new bus purchase by \$20,000 due to addition of air conditioning system and its placement. Principal to issue check for purchase when bus is ready instead of financing.
2. Approve contracts and staffing plan for 2015/2016. All positions to be either instructional or non-instructional. Non-instructional positions will be held to part time positions for the 2015/2016 school year with the exception of 1, to be responsible for all non-instructional duties that are not contracted out or added to other qualified staff such as repairs maintenance, janitorial, yard, technical assistance, bookkeeping and records not limited to a temporary labor service.
3. Accept Lake Ashton grant/donation, Nationwide picture proceeds, and contributions from students' parents, First Academy Preschool, Inc., and anonymous donors in amounts under \$25.
4. Accept the School Improvement Plan and School Recognition Award.
5. Principal to contract with PCSB for transportation contract and food services. Also, contract with OCA and health services for 2015/2016. Extend or renew Touax lease when work is complete. Extend Lynchburg lease with a slight increase in rent if possible.
6. Approve staffing plan for 2015/2016.
7. Purchase class set of computers and two larger laptops.

HARTTRIDGE ACADEMY

Board Meeting

November 7, 2014

The quarterly board meeting for school year 2014 / 2015 was held. Members in attendance were Gail Little, Sherry Kelley, and Lisa Street. The minutes from the August 2014 meeting were read and approved by all members.

The current financial statements were favorable and presented by the principal. The principal also noted that enrolled was held under 250 instead of the 285 projected in order to provide more one on one time for the current school population which has an increase in students requiring special services, and students who are English language learners. The principal states that our community is aware that we provide a unique opportunity and quality program that is open to all learners. This results in a lottery pool that closely resembles the demographics of our community and one that we proudly serve. The budget will be closely watched to see if budget amendments will be necessary to accommodate the services. In addition, the inclusion of Hartidge students in the Free breakfast and lunch program results in an increase of student arriving early and supervision required by our staff. The financial impact is unknown at this time but our fund balance remains well above the requirements of Florida and good business practice.

The independent auditor, Mike Brynjulfson, CPA, presented the audited financial statements. He made several favorable comments and none that were negative. He also presented the board with an impressive Summary of Financial Indicators which he explained. It will be updated annually for ongoing reference and comparison to peer groups. The board expressed their appreciation for this valuable tool.

The board reviewed the consent agenda. A motion was made by Lisa Street to approve it in its entirety and seconded by Sherry Kelley.

There was no new business and no speakers other than the CPA (see above).

A motion was made by Lisa Street to adjourn and seconded by Sherry Kelley. Meeting was adjourned.

HARRIDGE ACADEMY

CONSENT AGENDA

November 7, 2014

1. End contract with current cleaning service and accept proposal from Service Master. The facility is not being cleaned as agreed. Service Master has provided a comparable quote and is agreeable to a schedule that does not interfere with student learning time.
2. Align noninstructional staff with district job qualifications, descriptions, duties, pay, and days worked (ex: ten month, etc.) and issue contracts not to exceed one year. Multiple positions/duties per employee will determine pay based on higher of qualification or time on task.
3. Accept the donations from parents for supplies and uniforms.

HARTRIDGE ACADEMY

Board meeting, August 15, 2014

The first quarterly meeting of the board for Hartridge Academy school year 2014-15 was held. Gail Little, Sherry Kelley, and Lisa Street were in attendance. The minutes from May 28, 2014 were read and approved.

The year end financials and July financials were presented. The fund balance increased at year end. The FCAT results were very favorable. The principal announced that the district determined that all Hartridge student could receive free breakfast and lunch this school year.

The principal reported that two certified teachers were added to the staff for the upper grades. One of the teachers who has already completed the requirements to be in field to teach ELL has not yet received the endorsement on her certificate from the state. However, since she is qualified she may be placed in the class to teach while she awaits her new certificate. If the certificate does not get processed before FTE, she may be tagged out of field temporarily during that time though qualified and teaching in field.

Items on the consent agenda were discussed. A motion was made by Sherry Kelley to approve the consent agenda in its entirety and seconded by Lisa Street. The members voted unanimously to approve the consent agenda.



HARTRIDGE ACADEMY

CONSENT AGENDA

AUGUST 15, 2014

1. Allow Ms. Segna, who has already completed her ESOL qualifications to teach with the out of field designation as she awaits the new certificate to come in the mail.

2. Use funds from the unrestricted fund balance to purchase a new bus (after applying any allowable other funds that may become available prior to the purchase). Prices and minimum requirements are already set by the government so principal may select the approved provider who can meet the delivery and size needs of Hartridge - not to exceed \$100,000. The additional costs of insurance increase if any is allowed.

3. Add a certified teacher (K-6) who also has at least a bachelor or master degree in business. Someone with both disciplines can be used for instruction or administration as needed in the absence of the executive director/principal.

4. Purchase additional computer hardware and infrastructure in preparation for the state's change in testing delivery.

5. Add an air condition system to the back lunchroom.

6. Pay for the new ESE continuing education requirement course for ESE this school year for staff who contract for 2015/2016.

7. Principal to attend the Florida Charter School Conference and SDE in November and the National Charter Conference in 2015.

8. Approve the capital outlay, technology plan, board meetings schedules, and IDEA plans for 2014/2015.

9. Accept the donations from parents for supplies and uniforms.

10. Change school time to 8:10 - 1:40 for regular instruction and 1:40 - 3 for one on one tutoring, parent conferences, etc., 3:00 - 3:30 teacher planning time.

James Brink

HARTRIDGE ACADEMY

Board Meeting, May 28, 2014

The year ending quarterly board meeting was called to order by Sherry Kelley. Lisa Street and Gail Little were present. Minutes of board meeting, annual meeting, and audit committee were read and approved. The Audit committee members are the board members.

The third quarter financials were reviewed and discussed. More revenue was received than expected and was applied to allowable uses. Monetary donations were accepted from Lake Ashton, Nationwide photographers, Box Tops, parents and grandparents. The PCSB picked up their bus that we decided not to accept due to its condition and costs to maintain. The principal will look into costs to purchase a newer bus.

Hartridge received a handwritten "Good job" from Governor Scott on a report showing that we were ranked number 4 of 1780 K-8 Florida schools. Of grades K-5, we ranked number 1. The school also received School Grade A money which is to be distributed to the teachers and principal in the gross amount of \$1500.

The Principal discussed the need to send teachers or applicants to PCSB bus training this summer as to have back up drivers. The cost is approved. The budget for 2014/2015 was reviewed again and approved.

Hartridge will have breakfast, class, and lunch during June for current students. Priority will be given to those who are ESE, struggling readers, retained students, next year's applicants for kindergarten and siblings of those who attend. Hartridge will apply for reimbursement from IDEA if funds remain available, otherwise Hartridge will fund the program. Hartridge will also hold staff meetings, parent meetings, screenings and psychological services on site during June and July. Non-instructional and instructional staff will be compensated for their time outside of contracted dates. The principal declines additional compensation for the time but will be available for the PCSB ESE staffings and Hartridge parent meetings. The district delivered summer food program will be hosted by Hartridge and is open to all area youth age under 18 through mid July.

The school will contract with the PCSB for food services for 2014/2015. Hartridge will also contract with Our Children's licensed professionals (not the Our Children's charter school of Lake Wales) for ESE services that cannot be provided by our staff. The principal will negotiate better service from the current contracted cleaning and yard service provider, East Cleaning Service. If no agreement can be reached, the principal will gather quotes from others after posting the opportunity online for bidders. Trinet will continue to be the payroll staff leasing provider. The school will continue to pay the teacher's health insurance plan we selected.

The board also approved the teacher and principal evaluations (all were highly effective or effective) and unsigned teacher contract offers. No contracts have been issued to non-instructional staff for 2014/2015 as we restructure our current and long term needs. The board approved adding 2 new teachers to prepare for growth and class configurations, pullouts, technology, etc. for 2014/2015.

There was no one present desiring to speak. A motion was made by Lisa Street and seconded by Sherry Kelley to adjourn.



Sherry Kelley

Yours Truly
Lisa Street

HARTRIDGE ACADEMY

Board Meeting

February 21, 2014

The meeting of Hartridge Academy, Inc. of Winter Haven, Florida was called to order by Sherry Kelley. Lisa Street and Gail Little were also present. The minutes of the previous meeting, November 29, 2013, were read and approved.

The school's second quarter financial reports were discussed and reviewed. The cost of computers individually are less than the amount required for capitalizing assets and depreciation thus may appear on reports as noncapital assets though within the total budget for spending. The school remains within budget and in sound financial position.

A teacher contract draft for 2014/2015 was reviewed and approved to include language in regards to the new state Teacher Salary Allocation (TSA). The 2013/2014 allocation was based on the evaluations and student success of 2012/2013. The funds were received in the beginning of the 2013/2014 year and allocated through the regular payroll all year to teachers. Richards withheld allocation during the year to benefit cash flow and will take it before June 30. The amount, \$2500 per each teacher and the principal, was provided by the state and any expense for payroll burden/overhead not covered by the state will be paid by Hartridge's funds. The 2014 evaluations, FCAT results, student gains, and the state's continuation of the TSA will determine who receives it 2014/2015.

A new staffing plan was designed and chosen to categorize all employees as Instructional, Principal, or Non-instructional. Also, each employee is either full time or part time. Such designations are necessary to determine who is entitled to benefits such as insurance, retirement, and overtime pay. It is necessary for budgeting and scheduling. This clarity is also necessary for evaluation reporting forms, award allocations, and continuing education requirements, degree requirements, and other trainings, plus the ability to label positions and salary considerations going forward in comparison to district and state job descriptions and duties. A revised Hartridge staffing plan will be constructed and job duties issued for the new school year. Individual teacher contracts may include supplemental pay for additional instructional duties or endorsements such as ESF endorsements.

Announcement was made that the Annual Board meeting would be held next and the Audit Committee would be meeting immediately following the Annual board meeting. A motion was made by Sherry Kelley to adjourn and seconded by Gail Little.



HARTRIDGE ACADEMY

Annual Meeting and Election of Officers

February 21, 2014

The Annual meeting of Hartridge Academy, Inc. of Winter Haven, Florida was called to order Sherry Kelley. The minutes of the last Audit committee were read and already approved. The following members were present; Lisa Street, Gail Little, and Sherry Kelley.

Hartridge remains within budget and in sound financial position. A budget was reviewed and discussed for 2014/2015. The Board announced that Principal Debra Richards is now also the Executive Director of Hartridge Academy overseeing the current and future sites and staff.

The dates for the 2014/2015 board meetings are scheduled for August 15, 2014, November 7, 2014, February 20, 2015, and May 29, 2015. All are scheduled to be held at the school at 7:00a.m.

A motion was made by Sherry and seconded by Lisa to make nominations for the one year board position due to expire, currently held by Gail Little. Lisa nominated Gail Little and Sherry seconded. There were no other nominations. Gail Little will serve as the one year member. Gail nominated Lisa Street for the two year position and Sherry Kelley seconded. There were no other nominations. Sherry Kelley has one more year left of her three years.

Lisa Street made a motion, seconded by Gail, to move on to the annual election of officers. Lisa nominated Sherry for president and Gail seconded. There were no other nominees. Sherry Kelley remains the President. Gail nominated Lisa as secretary/treasurer and Sherry seconded. There were no other nominees thus Lisa Street remains the Secretary/Treasurer.

Sherry Kelley announced that the audit committee would meet immediately following this meeting. No one from an audience wished to speak. A motion was made by Gail to adjourn and seconded by Sherry. Meeting was adjourned.



Hartridge Academy

Audit Committee Meeting

February 21, 2014

Sherry Kelley called the meeting to order. The following members were present Gail Little, Lisa Street, and Sherry Kelley. The minutes of the February 2013 Audit Committee meeting were read and approved.

Members perused the items received from independent Certified Public Accounts. Members discussed the consistent professional service from the current Brynjulfson, CPA firm and its team. The reports are detailed and delivered on time. The firm has always met the requirements of the state, district, and stakeholders. None of the applicants show more knowledge or capability than Mike Brynjulfson, CPA. Mike has made himself available annually to go over the reports and answer questions. He has explained new requirements that are unique to charter school audits.

Many firms do not take the additional training required to perform charter school audits. As one of those who has continued to do so, Brynjulfson is likely to be scheduled well in advance. A two year contract will be requested to be sure he is available for 2014/2015, too.

A motion was made by Sherry Kelley that they vote to contract the services of Brynjulfson, CPA for 2013/2014 and 2014/2015 if permitted. Gail Little seconded. No other nominees or suggestions were made. Members voted unanimously to contract with Brynjulfson for both years.

A motion was made by Lisa and seconded by Gail to adjourn. Meeting was adjourned.

HARTRIDGE ACADEMY

Board Meeting

November 29, 2013

A regular quarterly board meeting of Hartridge Academy was called to order Sherry Kelley. Lisa Street was also present. The minutes of the August 23, 2013 meeting were read and approved.

Hartridge's first quarterly financial reports were reviewed. The school remains within budget and in sound financial position. The projected enrollment and capital outlay plan were accepted as was the 2014/2015 proposed budget.

The President, Sherry Kelley and Principal Richards discussed their Washington DC trip for the presentation of the National Blue Ribbon Award from the US Department of Education and receipt of the flag and plaque. Valuable information and contacts were made through the training which Richards attended and the tours/lunches attended by both. Federal grant opportunities for future years made the trip a wise investment - such as potential to receive free lunch for our entire student body, a substantial financial benefit for the families in our community. We also received congratulations and confirmation from educational experts and policymakers that Hartridge's team provides a quality education to its students at minimal costs.

As required, Principal Richards attended the Florida Charter Conference held in Orlando immediately after arriving from the Washington event. She will also attend the 2014 National Conference in Nevada and the Florida conference November 21/04. The conferences inform Principals of federal and state changes in law and opportunities for schools.

The official letter from the Florida Department of Education verifying that Hartridge has met the criteria for "high-performing charter school" dated November 4, 2014 was presented. To research and carry out the optional opportunities granted Hartridge with this achievement, Richards' duties and job title are now that of Executive Director and Principal. No additional contract and its conditions. Duties and authority includes continuing to search for a new location or negotiate renewal as the current lease nears expiration. Duties also include planning for and supervising staff of both sites if a second site is awarded for replication.

The annual independent audit report was provided by Mike Brynjulfson, CPA, and reviewed by members. It showed that Hartridge remains in sound financial standing and there were no concerns noted in the report. There were no questions from the board members but Brynjulfson has made himself available to address any that may arise.

A motion was made by Lisa Street and seconded by Sherry Kelley to adjourn.

HARTRIDGE ACADEMY

Board Meeting

August 23, 2013

Hartridge's first regular quarterly board meeting was called to order by Sherry Kelley. Lisa Street and Gail Little were present, too. The minutes of the May, 2013 meeting were read and approved.

Hartridge's July 2013 financial reports and year end reports were reviewed. The annual audit is currently in progress thus year ending adjustments will be included in the audited report to be received by September 30. However, there are no material changes expected and school remains in sound financial position. The capital outlay uses were confirmed for the new year.

The Principal reports that the new school year began smoothly. The school received a grade of "A" which with a good audit will give us the much sought after status of "high-performing charter" by the State of Florida. This will also result in Hartridge receiving School Grade A funds for which distribution is determined with teacher input, usually and predicted to be bonus to instructional and administrative staff. The board determined that if funds are available and if award is not extended to include non-instructional staff, general funds may be used to compensate the non-instructional staff, who worked for over one year, an amount of \$1000 if it does not exceed what the teachers and administrator receives. The administrator also declines to accept an amount more than the other teachers receive.

Hartridge has received confirmation that they are indeed a National Blue Ribbon school. Sherry Kelley and Richards are invited and agree to attend Washington DC's event in November. The school will pay transportation, meals, lodging, transportation, parking, and tours for the pair, not to exceed a total of \$9000. Hartridge will receive National recognition from the United States Department of Education at the event as well as Federal opportunities and training. Richards will return in time to attend the Florida Charter School State Conference in Orlando to learn of proposed and new state changes in law and opportunities for schools.

Evaluations for the year and the results of student's progress deem the Principal and teachers as highly effective thus eligible for the TSA by the state for 2013/2014.

There was no one present desiring to speak. A motion was made by Lisa Street and seconded by Sherry Kelley to adjourn.