Boulware Springs Charter School

Governing Board Informational Meeting

Meeting was held via video conference and

at Boulware Springs Charter School

1303 NE 23rd Ave, Gainesville, FL

## June 13, 2023

## 5:30 p.m.

## Notification to the public via school’s website

MINUTES

1. SESSION: 5:43 p.m.
   1. Attendees

Board Members: Audrey Sommer, Cassie Macias, Cindy Boulware, Kay Abbitt, Megan Lane, Steve Bradford, Austin Young

Others: Tiffany White, Cecile Wicks, Nagheme Thomas

* 1. Action Items
     1. Motion to Approve May 15, 2023 Board Minutes

Cindy motioned to approve the May 15th board meeting minutes. Cassie seconded and the motion was unanimously approved.

II. Motion to Approve Electrical Work for Electronic Sign

Cindy motioned to approve the electrical work for the school’s electronic sign in the

amount of $4,302.95. Cassie seconded and the motion passed unanimously.

III. Investment Committee Discussion/Motion to Approve Investment Plan

Steve discussed the meeting that the investment committee held with the the Wells Fargo

investment planner. The board discussed the investment plans and options. Steve

motioned to approve the Wells Fargo representative (Howard) to represent Boulware.

. Cassie seconded and the motion passed unanimously.

Cassie motioned to transfer the balance of the TIAA accounts ($160,711.36) and Campus

account ($89,288.64) to the Wells Fargo investment account. Cindy

seconded and the motion passed unanimously.

IV. Budget

Tiffany reviewed the budget and provided the board with copies of the budget. Cassie

motioned to approve the 2023-2024 budget. Cindy seconded and the motion passed

unanimously.

V. Policy Manual Update

Cecile discussed the new state requirements regarding school safety and policies that must

be included in the school’s policy manual. Boulware has updated and added policies to the

manual in order to be in compliance with the state laws. The updated policy manual will be

submitted to the district by July 1st and the district will submit the polices to the state.

The policy manual was also updated in regards to the drug-free work place, cell phone use,

and tobacco use. Cindy motioned to approve the updated policy manual. Cassie seconded

and the motion passed unanimously.

VI. Updated Lease Agreement- ABC Appletree

Megan Lane and Kay Abbitt recused themselves from the vote. Cindy motioned to approve

the updated lease agreement. Cassie seconded and motion passed unanimously.

VII. Director Contract

Board members discussed Tiffany’s contract for the 2023-2024 school year as well as a

bonus. Megan made a motion to approve the new 2023-2024 contract and to give

Tiffany a one time 7% bonus based on student achievement. Aud seconded and the

motion passed unanimously.

VIII. Approval for Electrical Work for Electronic Sign

Cindy motioned to approve electrical work for the school’s new electronic sign in the

amount of $4,302.95. Cassie seconded the motion and the motion passed unanimously.

C. Items for Discussion Only (No Action)

I. Parent Representative-BOD 2023-2024 Introductions

Nagheme Thomas was introduced as the new parent representative. The Board

members introduced themselves as well.

II. Financial Update

Tiffany reviewed the Truist, Campus USA savings, TIAA Money Market savings,

and TIAA checking account balances.

III. Conflict of Interest Policy/Monitoring Plan

The board was provided with the Conflict of Interest Policy and reviewed/discussed

the policy. Tiffany stated that she has not had any problems, conflicts, or influence

from Kay Abbitt or Megan Conklin regarding Krista Lane or Brian Lane and their

employment at Boulware.

IV. Budget

Tiffany reviewed the budget and provided the board with copies of the budget.

V. Director Evaluation

Megan reviewed the new director evaluation system proposal that the committee

created.

VI. Board Member Training Dates

Kay discussed updated board training needed by each board member.

VIII. Bylaws Review

The board was provided copies of the bylaws and reviewed the bylaws.. The board

discussed adding officers and appointing officers at the next meeting. Any revisions

to the bylaws will be discussed at the August board meeting.

IX. New/Old Business

There is no new or old business.

ADJOURNMENT: 8:10 p.m.

The next board meeting is scheduled for 5:30 p.m. on August 7, 2023.

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