



Brooker Community School, Inc.  
Board of Directors  
Tuesday, November 28, 2023 @ 6:00 pm  
BCS \* 18551 Charlotte Ave., Brooker, FL 32622  
352-485-1545

A governing board meeting will be held on November 28, at 6:00 p.m. For more information about this meeting or to provide information to be considered at this meeting, please contact Dr. Felecia Moss at [felecia.moss@brookercs.org](mailto:felecia.moss@brookercs.org) . The meeting will include discussion regarding matters pertaining to Brooker Community School.

1) **Call to Order** (Establish Quorum) – S. McRee

The meeting was called to order by Suzanne McRee at 6:04 pm and recognized a quorum.

Members present: Suzanne McRee, Randy Starling, Jerome Kelley, Gail Cook and William Harrell.

Staff present: Karrie Kulbacki; Ashley Shelhon; Dora Broome

2) **Pledge of Allegiance**

Community member/Volunteer, Wanda Sowell, led the group in the Pledge of Allegiance.

3) **Approve** Regular Meeting Minutes for October 24, 2023

On motion from Jerome Kelley and second by William Harrell, the Board unanimously approved the October 24, 2023 meeting minutes.

4) **Business/Finance** – R. Starling

Receive Financial Statement through October 31, 2023

5) **Board Business** – S. McRee (unless otherwise stated)

a. Discuss/Approve - Teacher Out of Field

The recommendation for teacher Madeline Hersey to teach ESE Out-of-Field was presented by Dr. Moss via a signed “Principal’s Requests for Teacher to Teach Out of Field” form. Ms. Hersey lacks no semester hours in this certification, only to finalize with the certification exam which she has plans to do. Motion was made by Randy Starling and seconded by Jerome Kelley to approve the recommendation as presented. Board unanimously approved the motion as presented.

b. **Discuss/Approve** - Proposal for front fencing

Two quotes were obtained for the change of fencing layout at the entrance of the school, necessary for compliance with current security policies.

Quote #1 All Florida Enterprises Newberry, FL \$3472.83	Quote #2 R & B Fencing Starke, FL \$3200.00
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Since receipt of the two (2) proposals, a 3<sup>rd</sup> option was presented which was a separate purchase of the chain-link materials needed, utilizing a \$2000.00 donation, at the local hardware store, reducing costs to installation labor as the primary cost. The exact pricing would need to be obtained for material from the hardware store and the installation labor cost before a decision can be made. A motion was made by Jerome Kelley to table this decision for purchase until these costs were determined and to call an Emergency meeting as soon as they are, citing the emergency due to security concerns. William Harrell seconded the motion. Board unanimously approved to Table the motion until the exact cost was determined and hold a meeting at that time.

c. **Discuss/Approve** - Volunteer Policy

This the second reading of the Volunteer Policy (first reading on October 24, 2023). Motion made by Randy Starling to accept the Volunteer Policy as presented, Seconded by Gail Cook. Board unanimously approved the Volunteer Policy as presented.

d. **Discuss/Approve** - Workshop – after Fall Festival debriefing

J. Kelley suggested a need to meet to discuss/critique the 2023 Fall Festival, specifically where money was spent and where to focus efforts in 2024. R. Starling suggested that this be an agenda item in 2024 as we did not have a mechanism in place in 2023 that recorded where money was received (tickets, raffle, meals, etc.) Further discussion relayed that workbook/manuals have been created for these events and that a poll/survey sent specifically to those that were involved in the operations of the festival could be more productive. This

does not require board approval and will be addressed initially with the survey mentioned.

e. **Discuss/Approve** - Upcoming Fundraising Activities

2/16/24 – Brooker Elementary/Jr. High Alumni Reunion

This Reunion is for Brooker ELEMENTARY alumni, with all proceeds going to Brooker COMMUNITY School. Dinners will be sold, silent auction held with proposed sponsor tables, and a possible live auction.

Proposed/Ongoing – Established the need for ongoing events

- Reach out to community partners/small business owners for their support to the school, i.e., \$100.00 donation in money or in-kind services. Some examples would be school yearbook ads, cases of paper. \$100.00 donation would cover the \$40.00 cost of the banner, school would receive \$60.00 in funds or in product and the “sponsor” would receive advertising via placement on the fence. This is a discussion item only for the Board and will be passed on to the School for their review.
- Ms. Shelton suggested a campaign to advertise the EDEP afterschool program, highlighting the benefits of tutoring over just “childcare”. It was suggested that a flyer and notice go out to every parent, emphasizing “after school tutoring”. Also suggested to run a FB ad/campaign to offer incentives to parents as we move toward early enrollment efforts in January 2024.

f. **Discuss/Approve** - DOJ Diversity Meeting and other upcoming requirements

Reminder given to the Board that there were specific sanctions and criteria set by DOJ and addressed in the August 2023 meeting (Ms. Sirmans has provided a copy in the Board’s packets). The Diversity Committee was established in August 2023 with William Harrell as the Committee Chair. The Committee has an obligation to meet during the Fall and enrollment flyers to be sent out in November (in process). This will be an agenda item at the next Board meeting. No Board approval at this time.

**g. Discuss/Approve** - Enrollment committee (J. Kelley)

J. Kelley brought up the need for a committee to address enrollment efforts and how to improve. It was suggested that this could be a part of the Diversity Committee's mission as that is the primary mission of that Committee as recognized in the DOJ Consent Order.

**h. Proposed Agenda Items for Next Board Meeting.**

- i. Randy Starling made a motion that we postpone our December 2023 meeting until January 22, 2024, seconded by Jerome Kelley. Board unanimously approved the motion as presented.
- ii. Review of DOJ Consent Order and Requirements

**6) Reports to the Board**

A. Principal's Report – F. Moss

Dr. Moss was absent for this meeting, but provided information that was included in the agenda items.

B. CSP Grant Update - R. Starling

BCS has not received the official Award Letter for the DOE CSP Grant, however we are currently completing all tasks assigned to a recipient and have been assigned a POC as a recipient would. We are the stage of providing documentation to support the budget narrative submitted. Currently waiting on the Award Letter along with all other charter school recipients.

C. Board Chair Remarks – S. McRee

No additional remarks

**7) Public Comment on Non-Agenda Items**

Wanda Sowell asked if inclusion of 6<sup>th</sup> grade and Pre-K were being pursued. R. Starling confirmed that both are in the works, explaining that 6<sup>th</sup> grade would be a charter amendment, requiring approval by the Bradford County School District and Pre-K being a separate federally funded program (currently in planning stages).

**8) Adjournment Time: 7:30 p.m.**