Brooker Community School, Inc.

The meeting of the Brooker Community School Board of Directors was called to order at 2:02 p.m. on December 23, 2022.

The following Board Members were present: Also Present:

Suzanne McRee Eddie Barnes

Randy Starling Bryan Nazworth

William Harrell Patsy Pullen

Gail Cook

Jerome Kelly

The Meeting was called to order by Chairperson, Suzanne McRee.

* **Procurement Policy** - A special board meeting was conducted on December 12th in order to appointment a Renovation/Repair Representative for construction budgetary needs and changes due to unforeseen conditions. Randy Starling was appointed with this task and has board permission to approval immediate changes up to $4,000 with appropriate documentation.
* **Facility Report** – Eddie Barnes discussed the plans for a workday on December 28th. The purpose of this workday is to remove all the furniture from the buildings, as well as remove all objects that are attached to the walls. Eddie also mentioned that Teal Tile will begin removing carpeting right away.
* **Renovation Bids** -
	+ Bryan Nazworth stated that the final bid from Teal Tile for new flooring comes in at $16,610.
	+ A bid was received for painting the interior of the entire main building. The bid is for an actual hourly rate, estimated to be $10,000-12,000 for labor. This does not include the cost of the paint. A motion was made by Jerome Kelly to approve the bid for interior painting. The motion was seconded by Randy Starling. Motion passed.
	+ An estimated 11,000 sq. ft. of ceiling time would cost the school approximately $27,000. After much discussion about the ceiling tile, a motion was made by Randy Starling that this item be deferred to the next meeting. Seconded by Jerome Kelly. Motion passed.
	+ Bryan Nazworth stated that he has a bid for new school furniture that includes 116 chairs and 116 desks. This bid was for approximately $37,000. It was decided to address this issue at a later date.
	+ Randy Starling mentioned that he plans to walk his IT Specialist, Dennis, through the school facility in order to obtain a bid from him for setting up the IT Communications for the school.
* **Amazon Wish List** - Patsy Pullen explained that Michelle Green is working on an Amazon Wish List that allows community members to access the list of needed supplies and make purchases as a donations to the school.
* **Budget Report** – Randy Starling, Treasurer stated that funds deposited in the checking account are currently at $33,000 and the Savings Account is at $266,000. Randy also noted that he and Suzanne would be moving the school account from VyStar to Ameris Bank in Gainesville, as requested by our CPA.
* **Background Screening for Board Members** – Randy Starling indicated that we have now been given a code to be used for board members fingerprinting. Randy indicated that he will send an email to the board members explaining the procedure and sharing the code.
* **Board of Directors Training** – Randy Starling shared that Braxton Padgett has a class available that would cost approximately $2,500 for Braxton to travel to Brooker and train all the board members together in one location. Randy also explained that if we join the Charter School Consortium, our membership allows us access to free online individual training for board members.
* **Principal Recruitment** – Randy Starling indicated that he plans to use Indeed.com to advertise positions at the school. Once the bank account is moved and a debit card is received, the position of School Principal will be listed on Indeed.com. Randy noted that he plans to list the salary as a range. Randy also brought up the subject of a hiring bonus. After discussion, this item has been deferred to the next meeting.
* **Storage and Lease with Bradford County** – Suzanne McRee indicated that we probably would not use the storage facility offered by the County. The County is requiring a formal lease and liability insurance. It was decided that we can probably use the two portable classrooms for storage at this time.
* **Moving Furniture from First Christian Church** – It was decided to ask for an additional 3-4 weeks before moving the donated furniture.
* **Grants** – Patsy Pullen indicated that she is looking for a grant that we are eligible for. It was decided to reach out to Curtis Fuller, in Tallahassee and also Sherree Alvarez, with the Bradford County School District.
* **Marketing** – Suzanne McRee indicated that we are working with Emily Green in order to get things added to our website and our Facebook page.
* **Enrollment Policy** – Patsy Pullen shared the draft enrollment policy with the board members. She noted that this policy is pending approval by our attorney. Randy Starling made a motion to approve the policy shared at this meeting and to incorporate any amendments made by legal counsel.

The meeting was adjourned at 3:45 p.m.