Brooker Community School, Inc.

The meeting of the Brooker Community School Board of Directors was called to order on June 8, 2023, at 6:03 p.m.

The following Board Members were present: Staff Present:

Suzanne McRee, Chairperson Felecia Moss, Principal

Randy Starling, Vice Chairperson/Treasurer

Jerome Kelley, Secretary

William Harrell

Gail Cook

Mr. Jerome Kelly led the meeting attendees in prayer. Dr. Felecia Moss led the group in the Pledge Allegiance to the Flag of the United State of America.

**Approval of Minutes of previous meeting** – Mr. William Harrell made a motion to approve the minutes of the previous meeting. Mr. Jerome Kelley seconded that motion. Minutes approved.

**Non-Discrimination Policy** - Mrs. Suzanne McRee indicated that a non-discrimination policy needs to be in place for Brooker Community School. Mrs. McRee read the policy and suggested that it be adopted for the charter school. Mr. Randy Starling made a motion to adopt the non-discrimination policy as written. Mrs. Gail Cook seconded the motion. The policy has been adopted and will be placed prominently on our website and in the Employee Handbook. The policy was officially signed by Chairperson Suzanne McRee.

**Consent Agreement** – Mrs. McRee noted that the board members have previously received a copy of the Consent Agreement between the DOJ and BCS. Mrs. McRee asked for questions or discussion of the document. Mrs. McRee stated that a Resolution that approves Consent Agreement has been prepared. She read this document and clarified that part of this document establishes a need for a diversity committee. Mr. Jerome Kelley made a motion that the Consent Agreement be approved by the board. Mr. William Harrell seconded the motion. The Consent Agreement will be filed with the Federal District Court.

**Dr. Moss to be added to Ameris Account** – Mrs. McRee stated that we need board approval to add Principal Moss to the BCS Ameris account. Mr. Randy Starling made a motion that Dr. Moss be included on the Ameris account. The motion was seconded by Mrs. Gail Cook. Motion was approved by the board of directors.

**Enrollment Efforts** - Dr. Felecia Moss, Principal, indicated that she has been visiting the churches in the Monteocha area. She indicated that the citizens in the Monteocha area have been very receptive to her outreach efforts. Dr. Moss indicated that she is also calling each of the students that were previously at Brooker Elementary and Hampton Elementary before these schools were closed. She stated that she is enrolling and registering students during the week. Mrs. McRee stated that we are using social media to inform parents about enrollment. Also, there is a one-minute commercial that is now playing at the Florida Theater in Starke. Mrs. McRee also noted that Brooker Community School video is also playing on the Fun 4 Gator Kids website.

**Staffing/Hiring** – Dr. Moss stated that she has a very qualified candidate for the bus driver/custodian position. Dr. Moss also said that she is interviewing this week for the Administrative Assistant position. She noted that she plans to fill that position effective July 1st.

**Facility Improvement Status** - Mr. Eddie Barnes indicated that most of the major improvements have been completed. He asked for a punch list that he can use to finalize items that need to be done in the school. Mr. Barnes stated that he will talk to Bryan Nazworth about the AC unit in the administrative offices. He noted that we are 60 days away from school opening and we need to move forward with some of these items. He said we need to have a work day. It was suggested that a community workday be advertised for Saturday, June 24th.

**Fundraising/Marketing** – Mrs. McRee announced that we are currently working with Michael Stillwell and the FCCD to have a fundraiser at RMC. This event will be selling lunch at the prison. The details need to be ironed out, so that a flyer about enrollment in the school can be a part of this event.

**Transportation** – Mrs. McRee scheduled a Transportation Workshop for June 15th at 6:00. She stated that this is the only items on the agenda.

**Food Service** – Dr. Moss stated that after meeting with Blake Dicks, the district Food Service Director, the best option available to us right now is once a day pick up at the Bradford Middle School. The plan is to pick up lunch and breakfast for the following day. This seems to be the best option at the time because no certification will be needed for our food service workers. Also, this will cut down on the amount of paperwork and inspections involved in preparing meals on site. Mrs. Patsy Pullen asked the status of the donation of the BBC church van. Mr. Jerome Kelley indicated that the church got the indication that we no longer want the bus. Mr. Kelley and Mr. Harrell stated they will look into the donation. Mr. Starling noted that it would be ideal to use the van for meal pick up.

The meeting adjourned at 6:59 p.m.

Patsy Pullen

(acting recording secretary)