



Brooker Community School, Inc.
Board of Directors
Tuesday, February 27, 2024 @ 6:02 pm
BCS * 18551 Charlotte Ave., Brooker, FL 32622
352-485-1545

Draft: *Pending Board approval of meeting minutes May 23, 2024*

A governing board meeting was held on April 23, at 6:00 p.m. For more information about this meeting or to provide information to be considered at the next meeting, please contact Dr. Felecia Moss at felecia.moss@brookercs.org. The meeting will include discussion regarding matters pertaining to Brooker Community School.

1) Call to Order (Establish Quorum) – K. Starling

The meeting was called to order by K. Starling at 6:00 pm and recognized a quorum.

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

Staff present: Stephanie Nash, Karrie Kulbacki, Madeline Hersey, Dora Broome, Dr. Moss, and Cynthia Sirmans

2) Pledge of Allegiance

Community member, Mr. Harrell, led the group in the Pledge of Allegiance.

3) Approve Regular Meeting Agenda for April 23, 2024. Motion from Jerome Kelley and second by Gail Cook, the Board unanimously approved the April 23, 2024 meeting agenda.

4) Approve Regular Meeting Minutes for February 27, 2024. Motion from Jerome Kelley and second by William Harrell, the Board unanimously approved the February 27, 2024 meeting minutes.

5) Approve Emergency Meeting Minutes for March 25, 2024 were tabled and will be approved at the next meeting May 23, 2024.

6) Approve Brooker Community School Donation Agreement. Motion from Jerome Kelley and second by Gail Cook, the Board unanimously approved the Brooker Community School Donation Agreement. Jerome Kelley added he had a copy of the survey for viewing. Kelley is designated to be the signature for closing.

7) Business/Finance – R. Starling

Receive/Approve Financial Statement through March 31, 2024. Starling distributed the finance report to the board members. He highlighted pertinent details to include projected expenditures and actuals, deficit as of March 31, 2024. Special attention to budget revision for third and fourth columns, actuals spent. Vice Chairman stated an approval needed because this was also a budget amendment. Motion from Gail Cook and second by William Harrell.

8) **Board Business** – K. Starling (unless otherwise stated)

- a. **Discuss** – VPK Update – Dr. Moss gave informed the Board that Episcopal will not approve us as a private entity. Therefore, the will need to be an amendment to the Charter to include VPK as a part of our program. Suzanne McRee has reached out to the Assistant Superintendent of Bradford County School District. BCSD will vote on May 13th at their next meeting to add our school to the District.
- b. **Discuss** – Summer School Programs – Dr. Moss gave brief regarding plans for the upcoming Summer School Programs. Summer School dates, June 3rd thru June 27th, 8am to 2pm, K-3rd. We currently have 15 students signed up. This does not include 3rd grade test scores. Two teachers, Stephanie Nash and Kerri Kulbacki, at normal salary at two weeks each. No formal assessment is required with the exception of 3rd grade. Students will receive free breakfast and lunch. There will also be a Feed Summer Program for ages 0-18 and will began at start of Summer school. Dr. Moss stated she had spoken to Mr. Trainer and he indicated the money for the teacher salaries is in the budget and falls under the ASI Category for Summer Reading Program and Remediations.
- c. **Discuss** – Mowing – Eddie Barnes gave floor to Jerome Kelley to give the update. Mr. Kelley stated the Bradford County Sheriff Department will mow the school yards bi-weekly at no cost.
- d. **Discuss** – Enrollment Efforts/Goals – Dr. Moss distributed a handout showing activities that have been executed to provide opportunities for increase in enrollment. Moss also distributed a spreadsheet showcasing current student enrolled and future applicants with complete and incomplete paperwork.
- e. **Discuss** – CSP Grant – Dr. Moss gave update of the progress so far in the approval process. The grant has moved to the DOE 200. A workshop will be scheduled at another meeting.

- f. **Discuss/Approve** – Inventory Control Policy - Dr. Moss added this is the amendment information earlier discussed regarding the request from the grant team. Motioned by Jerome Kelley, and seconded by William Harrell, the Board unanimously approved the changes to the Inventory Control Policy.
- g. **Discuss/Approve** – Enrollment/Admissions Policy - Dr. Moss added this was the other amendment request from the grant team. Motioned by William Harrell, and second by Jerome Kelley the Board unanimously approved the changes to the Enrollment/Admission Policy posted to the school's website.
- h. Proposed Agenda Items for next Board Meeting. Next meeting will be held May 23, 2024. This meeting will also be a grant workshop.

9) **Reports to the Board**

- A. Principal's Report – F. Moss shared with the Board past and upcoming events, Field Day and the STEM Bus were both a success and hat's off to all the volunteers who came out to support and make it happen. Career Day and the Volunteer Appreciation Luncheon will both be held April 26th.
- B. Diversity Committee – W. Harrell – Dr. Moss added she has requested a quote to use six more zip codes to the enrollment mailer.
- C. Parent Representative – J. Kelley – Nothing to report.
- D. Student Advisory Committee – G. Cook stated the Student Advisory Committee is a standing committee at this time. No meetings will be held until the school has failing grade.

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

- 1. Ms. Denise from Lov'in Learning addressed the board regarding transportation for the upcoming year. Request to pick up and drop off students who are enrolled at Brooker that are also enrolled in her before and after school program. The Board agreed to her request.
- 2. Ms. Broome addressed the Board regarding the school cafeteria and the plan to cook for the students in the upcoming year. After

much discussion, it was decided that Ms. Broome, Ms. Pullen, Mr. Dyal and Mrs. Wood from the PTO work together and report the findings to the Board in a future meeting.

3. City Commissioner Andrews was also present at the meeting and expressed concerns regarding the play area for the children. She asked for permission to reach out to local funding/grants for schools and would request this type of assistance on behalf of the school.

4. Mr. Kelley shared with the Board that we have been asked to inquire Title Insurance for the donated property. The Board decided not to purchase this type of insurance for the property.

5. Mr. Kelley stated the need for more fundraising ideas, i.e. revisiting the Donation Letters and those sponsors who helped to get the school started.

6. Ms. Pullen added that she is working on a 504c for the PTO in pursuit of grant money available for school programs. She also stated that the Alumni Committee and the PTO will be rolled into one committee to support the needs of the school.

7. Ms. Cook gave a shot out to Lowe's on 13th Street who donated \$300 worth of supplies for the school gardening program.

8. Mr. Kelley informed the Board regarding Teacher Appreciation Week May 6 – 10 and asked for Board members to contribute.

Motion to adjourn the meeting from Kelley and seconded by Harrell.

8) Adjournment Time: 7:22 p.m.