

**Palmetto Charter School Board of Directors Meeting  
September 29, 2021 Meeting Minutes**

<b>Call to Order, Pledge to Flag and Welcome</b>	The meeting was called to order by Chairperson, Ron Witt at 3:32pm. In attendance were Kelli Douglas, Mary Johnson, Evan Guido, Ron Witt, and via Zoom, David Fernandez. Debra Woithe joined right at the beginning of the public comments.
<b>Adoption of Previous Meeting Minutes</b>	Mr. Guido made a motion to approve the August 25, 2021 meeting minutes as submitted. Mrs. Douglas seconded the motion, all approved.
<b>Audit Presentation</b>	<p>CS&amp;L conducted our audit again this year and Mr. Jeff Gephard was present to give a summary to the Board. Overall, the audit went very very well. There were no material issues, no management concerns or comments. Mr. Gephard thanked Mr. Bustle and Tina Affolter for making this an easy, open and transparent process. No material weaknesses or internal control matters were found. There were no non-compliance issues with State of Florida. One thing that he made mention of is “having all our eggs in one basket” when it comes to the \$800,000 in reserves. Mr. Bustle will look into this. He will find out what pros and cons there are in moving monies to different locations and will bring it back to the Board at the next meeting.</p> <p>A motion was made by Mary Johnson to accept the audit as submitted by Mr. Gephard. It was seconded by Guido. All approved.</p>
<b>Resignation</b>	A letter was read by Mr. Witt from Mr. Ameres resigning his position on the Board.
<b>Public Participation in Board Meetings Protocol</b>	Mary Johnson presented a suggested protocol as to how public participation in board meetings should be handled. It was reiterated that public comments were not limited to agenda items and each person would have 3 minutes to address the Board. This protocol will be posted under our “Governance” tab on our website. Mary Johnson made a motion to accept and approve what has been submitted to the Board. Mr. Guido seconded the motion. All approved.
<b>Public Comments</b>	<p>The Board opened the floor to the public. The following individuals addressed the Board. Specific requests from an individual (if any) have been recorded, otherwise all other comments were general.</p> <p>Jill Garrott, Megan Mathews, Ben Vitale, Bobby Jayne Vitale asked that Administration consider changing how we encourage students to wear masks, Brittany Guido requested that the Board review or create a current code of</p>

	<p>conduct for parents, Carly Lambert, Kelly Bennett, Eric Logan, Tim Lester, Diana Higgins asked that the Board/Administration consider placing air purifiers in every classroom to help deal with all illnesses, not just COVID.</p> <p>Mr. Witt thanked everyone for their comments and assured everyone they were heard and appreciated their time.</p>
<p><b>Principal Updates</b></p>	<ol style="list-style-type: none"> <li>1. Enrollment – our numbers are solid with 364 enrolled with wait lists at each grade level.</li> <li>2. Construction/Building Projects – we have hit some inflationary head winds. Project has gone from \$2.2mil to \$2.7mil. Mr. Robey addressed the Board. On the whole, with inflation we could see interest rates go much higher than what we are currently being offered. The appraisal was not available for this meeting; therefore, we may need to schedule another meeting to further discuss the building project. Updates will be forthcoming.</li> <li>3. Personnel Update <ol style="list-style-type: none"> <li>A. Teachers Out of Field – none</li> <li>B. Erica Isham - Working as a long-term sub. We are working on getting her through the process.</li> <li>C. Patty Wilkening - she is certified through the State of Illinois and there is a reciprocity agreement however there is a backlog with certification. We expect her to have hers completed soon.</li> </ol> <p>A motion was made by Mrs. Woithe to approve Ms. Isham to teach as a long-term sub as well as for Mrs. Wilkening to be in the same status until her certification is complete. Mrs. Douglas seconded the motion. All approved.</p> </li> </ol>
<p><b>Referendum Renewal</b></p>	<p>As a parent in the community, Mrs. Rachel Kendzior addressed the Board and those in attendance with the importance of voting for this renewal. She has been appointed as a “key communicator” by the Superintendent of Manatee County Schools regarding the referendum. If passed, PCS would be awarded \$347,000 that can be used for teacher salaries and special programs. The date to vote is November 2<sup>nd</sup>. Mrs. Woithe suggested that we ask PCS parents to invite other parents that do not attend our school to get as many people as possible to an “informative night”.</p>
<p><b>Gymnasium Rental</b></p>	<p>We have had various groups that have expressed interest in using our gym. There was a consensus among the Board that if we should move forward with this that there should be a staff member present and the party renting the gym have proof of insurance.</p> <p>Mr. Witt suggested that Administration put something together to present to the Board at the next meeting. Mr. Durrance will present to the Board at the next meeting. Mrs. Douglas offered to help him.</p>

<b>COVID-19 Update</b>	Mr. Durrance shared the new decision tree that the Health Department issued. Basically, it states that if students are exposed but are asymptomatic parents can choose to keep them in school. As a school we will monitor those children closely. We will only accept negative tests results from students that we know have been positive from professional medical facilities.
<b>HB 641 – Salary Increases</b>	<p>Mrs. Council presented the Teacher Salary Increase Allocation explanation to the Board. Last year, we went through the same process to raise our base teacher salary to \$46,631. This year, we were allocated monies to cover the maintenance of those increases and what was left over could be used to bring the base teacher salary to \$47,500. After calculating these increases, we got very very close to reaching the \$47,500 mark. We were \$6,343.07 short.</p> <p>Mr. Guido made a motion to use general operating funds in the amount of \$6343.07 to make up the difference so that we can bring our 15 full-time classroom teachers and the one non-classroom teacher to a base salary of \$47,500. Mr. Fernandez seconded the motion.</p> <p>As a point of discussion, Mrs. Woithe would like us to revisit adding monetary reward incentives for years experience, advanced degrees, etc at some point in the future.</p> <p>All approved.</p>
<b>Board Comments</b>	Mrs. Woithe addressed the Board to consider adopting a policy of how we address public records requests. Everyone agreed to review this policy and we will follow up with it at the next meeting.
<b>Adjourn</b>	There was a motion made by Mr. Guido to adjourn the meeting at 5:08pm. Mrs. Woithe seconded the motion. All approved.

**RESPECTFULLY SUBMITTED TO RECORDS OF PALMETTO CHARTER SCHOOL BY CHAIRPERSON, RON WITT.**



**RON WITT, CHAIRPERSON**

Recorded by Teri Council, Registrar Palmetto Charter School

10/13/21  
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**DATE**