

# SOS ACADEMY CHARTER MIDDLE SCHOOL 102 VIRTUAL ANNUAL GOVERNANCE BOARD MEETING



Thursday August 10, 2023, 6:00pm

## MINUTES

Board Members present: Latoya Williams-Shelton, Fredrick McClendon, Brenda Wims, Cedric Matthews

### I. CALL TO ORDER/VERIFICATION OF QUORUM

The meeting was called to order by Brenda Wims, quorum present.

### II. WELCOME/PRAYER/PLEDGE OF ALLEGIANCE – welcome by Brenda Wims. Prayer by Dr. Vaughn. Everyone recited the Pledge of Allegiance.

### III. APPROVAL OF 5-4-23 Special Meeting

Board members did not receive the minutes; however, the minutes were sent during the board meeting, and they will send in their vote to approve/disapprove the minutes via email.

### IV. ANNOUNCEMENTS - None

### V. PUBLIC INPUT - None

### VI. CHARTER REQUIREMENTS – (subheadings that need to be approved by SOS Board)

#### 1. Approval for Contract arrangements/Policy & Procedures

- a. 2023 – 2024 SOS Annual School Calendar
- b. 2023 – 2024 Employee Handbook (No updates)
- c. 2023 – 2024 Parent Student Handbook
- d. 2023 – 2024 SOS August Staff Flowchart
- e. 2023 – 2024 Charter School Accreditation Renewal with COGNIA
- f. 2024 Charter School Contract Renewal with the District
- g. 2024 Barco Field Renewal with the City of Jacksonville Parks & Recreation



#### MOTION

It was 1<sup>st</sup> moved by Cedric Matthews and properly 2<sup>nd</sup> by Fredrick McClendon to approve items mentioned above in 1a through 1e to approve all contract renewals for 2023-2034 for operation on the school. Motion carried.

#### 4. Approval for professional & H.R. Services: Mrs. Hill

##### a. 2023-2024 Staff – New Hires

The new teachers are:

Raymond Starks – Math, Alan Corley and Evette Harris hired as substitute teachers but both have applied for their teaching certification from FLDOE.

##### b. Out of field teachers

Rickey Rickerson (6<sup>th</sup> Science), Dominic McKnight (Health) and Raymond Starks (Math) are working towards their certification.

##### c. Approval of Long-term Substitutes

Lynn Gazzara (SS) & Kaitlyn Hill (Math)

##### d. 2023-2024 Professional Development Plan

##### e. 2023-2024 Florida Consortium Approved Teacher/Staff/Admin Evaluations Platforms



**MOTION**

It was 1<sup>st</sup> moved by Cedric Matthews and properly 2<sup>nd</sup> by Fredrick McClendon to approve items mentioned above in 4a, b, c and d: the 2023-2034 new and returning staff, out of field teachers, ESS substitute company and the Professional Development Plan. Motion carried.

**5. Approval of Business /Legal Services/Report: Mrs. Hill**

- a. **Randall Bus Transportation**
- b. **Playworks Therapy**
- c. **Turn Around Solutions Consultant & Food Vendor Contracts**
- d. **Capital Outlay Plan**
- e. **Use Company (ESS) as we work hard towards filling vacancies.**



**MOTION**

It was 1<sup>st</sup> moved by Brenda Wims and 2<sup>nd</sup> by Cedric Matthews to approve all items in 5a, b, c, and d above: Randall Bus Transportation, Playworks Therapy, Turn Around Solutions Consultant & Food Vendor contracts and the Capital Outlay plan. Motion carried.

**6. Approval for Financial Activities Report: Director Mills & Mrs. Kaye Hill**

- a. **2023 – 2024 Preliminary Fall Budget: Director Mills**
- b. **Year-end Financial Reports to include Balance Sheet and Profit & Loss by Class**



**MOTION**

It was 1<sup>st</sup> moved by Cedric Matthews and 2<sup>nd</sup> by Fredrick McClendon to approve Items a and b: 2023-2024 Preliminary Fall Budget and the year-end Financial Reports. Motion carried.

**VII. COMMENTS FROM PARENT ORGANIZATIONS - Dr. Sharolyn Price**

**A. 2023-2024 Budget and Program**

The 2023-2024 PFEP Budget is \$5,000.00. Activities that are scheduled for this year are as follows: Title I Annual Meeting/Open House, 9-14-23; Parent Data Night 11-9-23; 8<sup>th</sup> Grade Transition to High School 12-14-23; Academic Success for Middle School Reading, Civics Math and Data Night and the Title I Developmental Meeting April 11, 2024.

**VIII. OLD BUSINESS (School Security Updates) – Director Mills & Spencer**

**A. Security & Mental Health Plans**

All staff members (100%) are required to take mental health training and get a certificate. The school is at 85% before staff completion of all training.

**B. JSO School Security for 2023-2024**

(we are still looking for another security company because of the cost)

Director Mills mentioned that teachers collect and secure all cell phones in the morning and cell phones are returned at the end of the day.

**C. BTAT (Behavior Threat Assessment Team) & Active Assailant Drills & Fire Drills Monthly**

Ms. Spencer will be replacing Ms. Mobley in handling all school security updates code red drills, fire drills, mental health services, etc.

**IX. NEW BUSINESS: Director Mills**

**A. 2023 – 2024 SOS Annual School Calendar – Board members received a copy.**

**B. 2023 – 2024 SOS August Staff Flowchart - Board members received a copy**

- C. Upcoming 2023-2024 Charter School Renewal & Cognia School Accreditation  
Principal Mills explained that she and the planning team have been working on accreditation since the summer and she would be getting in touch with Board Members for their required input.
  - D. Upcoming 2024 Charter School Contract Renewal with the District  
Principal Mills also explained that this was our charter school renewal year as our current contract ends June 30, 2024. She further explained that the District Charter Office would be contacting her soon concerning the process.
  - E. Upcoming 2024 Barco Field Renewal with the City of Jacksonville Parks & Recreation  
SOS currently holds the Barco Football Field License with the City of Jacksonville. Principal states that this renewal is also required for 2024 and the application (Submittal of Bid) is due to COJ by September 20, 2023
  - F. 2023-2024 Florida Consortium Approved Teacher/Staff/Admin Evaluations Platforms  
Director Mills explained that since SOS is a member of the Florida Consortium we can use their approved teacher staff administration and evaluation platform. We are required to inform the Board as to what we use to evaluate the teachers.
- X. **PRINCIPAL/DIRECTOR'S REPORT:** Ms. Genell Mills
- A. 2023 FSAT School Performance  
Principal Mills reminded the Board that the new assessment F.A.S.T. only graded proficiency. She stated this would be designated a Hold Harmless Year by the Governor. Therefore, our outcomes still showed SOS improved in 3 of the 5 Proficiency components as follows; ELA Proficiency increased by +5, Math Proficiency increased by +3 and Science 8 Proficiency increased by +15. Algebra 1 decreased by -6 and Civics by -11.
  - B. 2023-2024 SIP & CNA GOALS & continuing Improvement  
Reading continues to be our number 1 academic SIP and CNA goal.
  - C. Orientation & Open House Reviews
- XI. **CONSULTANT'S REPORT:** Dr. James Young (Turnaround Solutions Inc.) Doesn't need Approval – N/A
- XII. **ASSISTANT PRINCIPAL CURRICULUM & INSTRUCTION REPORT:** Scott
- A. **On-Line Curriculum Implemented:** SOS Academy has been with HMH for 4 years. HMH has ELA, Reading, Math, Science and Social Studies, and the HMH curriculum, it is also aligned to the BEST state standards (Benchmark for Excellent Student Thinking). HMH includes many resources for teachers, baseline assessments, interventions to help struggling students who are below grade level and enrichment for above grade level students.
  - B. **2023-2024 In-house Teacher Assessment Platforms:** The in-house teacher assessment includes a walkthrough tool that would be conducted four or more times per year. Teachers are assessed in classroom engagement, whether there is student active learning engagement. There is also a teacher performance evaluation at the end of the year.
  - C. **Director Approved Professional Development Information:** Professional Development is every Wednesday early release. 2<sup>nd</sup> Wednesday are content level PLC's; 3<sup>rd</sup> Wednesday Overall professional development. There will also be book studies on the 3<sup>rd</sup> Wednesday's. My current book study is entitled, "Love them and Lead Them". On Wednesdays Ms. Spencer talks about classroom management, safety, etc.; Dr Vaughn talks about ESE.

- XIII. **ASSISTANT PRINCIPAL/DEAN OF STUDENTS:** Spencer
- A. Attendance, Enrollment, School-wide Discipline, Transportation, Health & Welfare Reports
  - B. Monthly Student Services Reports
- XIV. **CHARTER REQUIREMENTS – subheadings that does NOT need approval by the SOS Board:**
1. Approval for Contract arrangements/Policy & Procedures – N/A
  2. Purchases that should appear on fixed assist list – update – N/A
  3. Approval for asset disposals – N/A
  4. **Professional & H.R. Services (Doesn't need Board Approval):** Hill – N/A
  5. **Business /Legal Services/Report (Doesn't need Board Approval):** Hill – N/A
  6. **Approval for Financial Activities Report (Doesn't need Board Approval) :** Mills & Hill
    - a. 2023-2024 Preliminary Student Enrollment of 150 Applied for ERC(Employment Retention Credit) still waiting for funds.
    - b. SOS Sur Sales Tax Update
    - c. Fundraising
  7. Facility Report: Hill
    - a. Update
  8. **Extra-Curricular Activities/Athletics:** Reed
    - a. SOS 2023-2024 program
  9. **Board Information/Activities:** Mills
    - a. NA

XV. **MOTION TO ADJOURN**

Meeting adjourned - First motioned by Brenda Wims and seconded by Frederick McClendon. The meeting adjourned at 7:26 pm.

- XVI. **MEETING FILE:** (Agenda, May 4, 2023, Minutes, **2023-2024:** School Calendar, SOS Flowchart, SIP & CNA GOALS, Preliminary Fall Budget, July Monthly Financials, SOS 2023 FSAT Data, PFEP Calendar, Testing Calendar and Pdf Calendar)

**2023 – 2024 School Motto**

**“Still Raising the Standard of Excellence”**

**SOS ACADEMY IS**

Starting **Strong**  
 Staying **Strong**  
 Finishing **Strong**

