

**SOS ACADEMY CHARTER MIDDLE SCHOOL 102
VIRTUAL ANNUAL GOVERNANCE BOARD MEETING
AGENDA**



Thursday November 2, 2023, 6:00pm

“MINUTES”

I. CALL TO ORDER/VERIFICATION OF QUORUM

The meeting was called to order By Vice Chair Mr. Mark Ansley & the Quorum was met
Present: Director Ansley, Pastor Matthews, Director Gaffney, Director McClendon & Chair Williams

II. WELCOME/PRAYER/PLEDGE OF ALLEGIANCE

Principal Mills Welcomed everyone, Director Matthews gave the prayer and Dr. Price led the Pledge

III. APPROVAL OF 8-10-23 Annual Meeting Minutes



Minutes were approved with any necessary corrections. It was 1st moved by Cedric Matthews and properly 2nd by Fredrick McClendon to approve the August 10, 2023, Board Meeting Minutes. (5 “Yea”) & (0 “Nay”) Motion carried.

IV. ANNOUNCEMENTS

A. Principal Mills reminded the Board of the upcoming holidays for the end of the year; Thanksgiving (Nov 22-24) Christmas (Dec 22-29) New Year (Jan 1 – 5)

V. PUBLIC INPUT

A. NA

VI. Charter Requirements – subheadings that need to be approved by SOS Board

1. Approval for Contract arrangements/Policy & Procedures

- a. Policy on Unresolved Student Welfare Complaints
- b. Policy on Credit Recovery Courses
- c. Policy on the Teacher Apprenticeship Program
- d. Specific Material Objection Template
- e. 2023 – 2024 School Improvement Plan (ATSI)

Principal Mills discussed each of the new State Policies (a-e) above that we received from our attorney; these policies will need to be added to the school’s Policies and Procedures. She also informed the Board of our ATSI assistance (Additional Targeted Support and Improvement) standing as a Title I school from the results of our Spring 2023 FAST Results. No additional funding came with this designation. Board Member Ansley stated that the new policies should help teacher recruitment and retention.



Board members agreed and It was 1st moved by Cedric Matthews and properly 2nd by Reginald Gaffney to approve the subheadings in the charter requirements above (a-e). . (5 “Yea”) & (0 “Nay”) Motion carried.

5. Approval of Business /Legal Services/Report: Ms. Mills & Mr. Ansley

- a. Accreditation Consultant - TMES & CONSULTIING LLC

Principal Mills explained that she was asking the Board to accept her request to hire a consultant for our COGNIA Accreditation Renewal Process. She said with the new process, she was going to need more guidance.



Board members agreed and It was 1st moved by Mark Ansley and properly 2nd by Fredrick McClendon to approve hiring Times & Consulting LLC for the 2023-2034 Accreditation Renewal process. (5 “Yea”) & (0 “Nay”) Motion carried.

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

a. Preliminary Projected Budget for 2024-2025 due 11-1-23

Principal Mills presented the preliminary Budget for 2024 – 2025. She explained that it had to be submitted by all schools by 11-1-23 for district planning for the upcoming year. She further stated that the budget is based on a minimal enrollment of 150 FTE students. She felt this was a safe beginning and the maximum enrollment was approved for 198 FTE students.

b. 2023 Q2 - Sales Surtax Reporting

Mrs. Hill stated that the Surtax balance remained the same as no major project were completed. We are preparing to repair the roof during the winter break with the installation of shrink wrap to mitigate roof leaks on buildings 1 & 3 (phase 1) The cost for this project will be \$31,428.00

c. 2023 Annual Financial Audit

Mrs. Hill gave the Annual Audit summary with the following Prior Audit Findings Section I 0.854(1)(e) I, Rules of the Auditor General, requires that I determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings for the 2022-2023 Financial Audit.

d. Quarterly Financial Reports & Monthly Budget

Mrs. Hill presented the financial report(s) as of September 31, 2023. The reports included Balance Sheet and Profit and Loss statements as of September 30, 2023. Reports showed income and expenditures for each class and total P&L for the school. Ms. Hill stated that the reports show that the school continues to operate with a positive fund balance and the board still need to continue to come up with funding efforts to increase revenue to the school's general fund account.



Board member Williams thanked Mrs. for a positive financial report and Board Member Ansley stated that this Board heard Mrs. Hill as she stated that the school has to work toward raising funds for emergency and other use. It was 1st moved by Mark Ansley and properly 2nd by Reginald Gaffney to approve Quarterly Financial Report presented on November 1, 2023. (5 “Yea”) & (0 “Nay”) Motion carried.

VII. COMMENTS FROM PARENT ORGANIZATIONS - Dr. Sharolyn Price

A. PFEP Activities (2023 Thanksgiving Drive)

Dr. Price discussed the upcoming Thanksgiving Basket Give-a-way. She reported that we had currently 12 families this year requesting support. Students had a HR competition to bring in the most can goods. They would receive a dress down day and a Pizza and wing luncheon. Several of the Directors offered to sponsor this even as well, Ansley, Williams, and Gaffney. She also informed them of the upcoming Board meeting which included the following: (1) Parent Data Night on 11/9/23 (2) 8th Grade Transition to High School on 12/14/23 and (3) Academic Success for Middle School Reading, Civics Math & Data Night on 1-18-24.

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

A. 2023 – 2024 SOS Annual School Calendar – updated

Principal Mills stated , because SOS follows the District's school calendar, that our annual school calendar had been updated because of the weather days to reflect our contract agreement to be aligned with Duval County. Board Members were given a copy of the revised calendar.

B. Upcoming 2023-2024 Charter School Renewal (District visit 11/21/2023)

Principal Mills discussed the upcoming contract renewal visit by the district. This visit would be in-person from 8:00am to 11:00am. She stated that the Team was well and felt very confident of this upcoming meeting.

C. COGNIA School Accreditation – Update

Principal Mills stated that our Accreditation process was on track, and she would be meeting with the consultant next month to continue with the concluding process.

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

Mr. Reed, the Chair of the BTAT and School Security, stated that all our monthly meeting and drills had been accomplished for this quarter. He also stated that the State mandate that all schools must have 80% of their staff trained in Youth Mental Health had been attained. In addition, training is required by the chair and the Principal. This will be scheduled at a later date before 12/31/23.

IX. NEW BUSINESS: Director Mills

A. 2023 – 2024 SOS October Staff Flowchart

There were no changes to the organizational flow since its last update in September 2023.

X. PRINCIPAL/DIRECTOR'S REPORT: Ms. Genell Mills

A. 2023 FAST School Performance

Principal Mills reported that our Spring 2023 FAST Performance look good. Her proposed grade was that we would maintain a school grade of "C". She also gave shout outs to the 6th grade for outperforming our comparable schools in both ELA and Math and 8th grade Science performed 1st as well and higher than the District and equal to State.

B. 2023-2024 SIP & CNA GOALS & continuing Improvement (published)

Principal Mills stated that monitoring of our 23-24 SIP/CAN was on track with showing 8th grade science improvement 9% higher than the District and equal to the State and Algebra 1 11% higher than the District and 13% higher than the State. Improvements were accomplished in 6th grade ELA and Math, 8th grade ELA.

XI. CONSULTANT'S REPORT: Dr. James Young (Turnaround Solutions Inc.)

A. NA

XII. ASSISTANT PRINCIPAL CURRICULUM & INSTRUCTION REPORT: Scott

A. Base Line Data

Mrs. Scott discussed our FAST PM1 Baseline data assessment given between 9/22/23 – 10/6/23. The level 1 ELA results were as follows: 8th grade 71%; 7th grade 67%; and 6th grade 61%. The level 1 Math results were: 8th grade 69%; 7th grade 65%; and 6th grade 68%. Mrs. Scott focused on level ones as she explained that this year Spring 2024, gains will count in the school grade. Historically, SOS has been a school that achieved success based on the percentage of students that made gains. However, she also stated that we would be focusing equally on maintaining those students' performance at proficient levels and higher. The next FAST Assessment PM2 is scheduled for January 2024.

XIII. ASSISTANT PRINCIPAL/DEAN OF STUDENTS: Reed

A. Attendance, Enrollment, School-wide Discipline, Transportation, Health & Welfare Reports

Current Enrollment: 142 (49 sixth graders; 55 seventh graders and 38 eighth graders). School wide discipline is on track with less suspensions currently than last year. Transportation is on track, and we are still operating one bus. Finally, he stated all health and wealfare reports and screening have been done and or scheduled to be completed.

XIV. Charter Requirements – subheadings that does not need approval by the SOS Board:

1. Approval for Contract arrangements/Policy & Procedures

a. NA

2. Purchases that should appear on fixed assist list - update
 - a. NA
3. Approval for asset disposals
 - a. NA
4. **Professional & H.R. Services (Doesn't need Board Approval):**
 - a. NA
5. **Business /Legal Services/Report (Doesn't need Board Approval):**
 - a. NA
6. **Approval for Financial Activities Report(Doesn't need Board Approval) :**
 - a. NA
7. **Facility Report:** Mr. Ansley
 - a. Trailer Roof Covering (Tarps)
 - b. Preparing for Modular Replacement – Bill Bishop

Director Ansley stated that the company would preformed the roof repair on the facility during the winter break. In addition, he stated that the Board would meet with Principal Mills as we moved to the next step which is meeting with Mr. Bill Bishop for the Modular Replacement Project.

8. **Extra-Curricular Activities/Athletics:** Reed
 - a. SOS 2023-2024 program

Mr. Reed commented that flag football went well but unfortunately SOS had to cancel basketball as the gym would not be available to us because of repairs been done by the City.

9. **Board Information/Activities:** Mills

Reminded the Board Members that Dr. Price would be sending out reminders to any member whose fingerprints were expiring.

MOTION TO ADJOURN

MEETING FILE 2023-2024:

(Agenda, August 10, 2023, Minutes), SOS Updated Annual Calendar, SOS September Flowchart, SIP & CNA GOALS, Preliminary Projected Budget for 2024-2025 due 11-1-23 Quarterly Financials, 2023 Audit, TMES & CONSULTIING LLC FOR Accreditation, SOS 2023 Fall Baseline FSAT PM1 Data, PFEP Calendar, and October 2023 State Board of Education Review Policies on Unresolved Student Welfare Complaints, Credit Recovery Courses, Teacher Apprenticeship Program & Specific Material Objection Template.

2023 – 2024 School Motto

“Still Raising the Standard of Excellence”

SOS ACADEMY IS

Starting **Strong**

Staying **Strong**

Finishing **Strong**

