Monday, August 3, 2020 3:00 pm
East Tampa Academy

*** Meeting held in person and via online conference call on GoToMeeting.

Members on the call: Michelle Shimberg (MS), Virginia Lieberman (VL), Carlye Morgan (CM), Darlene Demarie (DD), and Danielle Paas (DP)

Guests: Aisha Vasquez-Jackson (AV), Frankie Jones (FJ), and Leon Donovan (LD)

1. Opening Session
   a. Call to Order 3:05 pm.

2. Public Comment
   a. No public comment

3. Reports
   a. School Director Report 2020-2021
      • School director answered questions regarding current enrollment.
      • Enrollment Update: Staff continuing to make calls to engage families.
      • Goal of 70-72 students for full enrollment
      • Advertising on radio, in Sentinel Bulletin, Post Cards, Flyers, Signs
      • Suggestion made to develop targeted ad campaign to use on Facebook and Instagram. Will work with AVJ and FJ to develop messaging.
   b. Financial Report
      1. 2019-20 June financials
         • Carryover from 2019-20 will be applied to 2020-2021 budget
         • Financial audit to begin in next 2 weeks. Due to district by 9/30.

4. Consent Agenda
   a. Minutes from previous
   b. Employee Protocol Covid 19
   c. Payroll Calendar
   d. Updated School Calendar, including Teacher Workday Calendar
      • Approved unanimously.

5. Board Discussion/ Actions
   a. School Site Visit 2019-2020
b. Salary Schedule
   • Will be presented to board in September

c. 2020-2021 Budget draft
   • Biggest concern is enrollment numbers

d. Policies
   • Discussed need to add Fundraising to list of Board responsibilities
   • Discussed need to add credit card guidelines for Director
   • $500 for director, up to $2000 requires Chair approval, over $2000 board approval is required
   • Each board member to sign a new conflict of interest statement

e. Employee Handbook
   • Add statement that donations to school are property of EI

f. Board Committees
   • Financial, Fundraising, Strategic Planning and Student Achievement
   • Board members should send their preference for committee assignment on 2 committees to Michelle.

g. School Director Goals
   • Taken from the Strategic Plan and will be used to do Director evaluation

h. Strategic Plan
   • Will be reviewed by committee

**New Business**

h. Approve ETA School Policies – Motion CM, Second DD
i. Approve ETA Employee Handbook – Motion GL, Second DD
j. Approve School Director Goals – Motion DD, Second CM
k. Approve 2020-2021 School budget – Motion DD, Second CM

   • ETA Board approves the School Policies, Employee Handbook, School Director Goals and the 2020-2021 School Budget

Meeting Adjourned 4:25 pm