



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