

The Mission of Mina (More is Now Achievable) Charter School of Lee County (MSC) is to empower students to be lifelong learners, innovative thinkers, and good citizens able to compete globally in our diverse, technologically advancing world.



MINA CHARTER SCHOOL OF LEE COUNTY – MCS

AGENDA

March 3, 2020

5:30 – Dinner and Fellowship

6:00 P.M.

Members Present: Kandice Pedley, Attorney Jeanette Peace, Mrs. Joyce Williams, and Mr. Omar Macias,

Members Present Via Zoom: Mrs Myron Jones, Dr. Shawn Williams, Bishop Robert Williams, Mr. Billy Bradley, Jr., Ginean Royal

Also Present: Mrs. Stella Farrow, administrator and Mr. Bob Bedi, Media Integrations

Members Absent: Stephany Peterkin, Artheresa Best

Called to Order by: Dr. Shawn Williams at 6:00 pm

Link for Meeting - <https://zoom.us/j/701177664>

Phone number - +1 646 558 8656 Meeting ID: 701-177-664

Reading of Mission Statement – Mr. Omar Macias

Approval of February Minutes – The Board has reviewed the minutes and were asked if any corrections. There were no corrections to the minutes. Dr. Williams declared the minutes approved.

Committee Updates

Administrator Brief/ Report: Mrs.Stella Farrow- Mrs Farrow gave an update report on activities for the month. Board was asked to view the Monthly Report. Emily has resigned. (See admin report cut and paste). Her last day was **last Wednesday**.

We held our lottery on 3-3-2020 . Selected 252- We had a total of 380 students register. 252 students were chosen by Lotterease. That leaves 138 students on the waitlist. The process went very smoothly and by 6:00 pm all parents had been notified.

We need to review our policy as to brothers, sisters/ siblings. Do we want to over enroll in other classes in order to meet that demand? Parents must confirm or deny that their child will be coming by March 10th. If they deny, Lotterease will automatically move other students up from the waitlist. Mrs. Farrow suggested that we consult Lotterease for clarification because we had said if one child gets in, we will accept both children. This did not happen with Lotterease so it created somewhat of a problem for us. We have 131 students who have

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actually confirmed. Dr. Williams was able to contact Mr. Cyril Spiro from Lotterease who was able to pull up our Lottery list and answer our questions.

- **Why were some parents kids put in classes but others were put on waiting lists when they have the same Surnames?** The concern is how did two students get in and one end up on the waiting list? Mr. Cyril Siperol explained to us that our school is required to have 85% ED (Educationally Disadvantaged) students. Therefore, some students who met this criteria were moved up to the top. The 85% ED requirement took precedence over the sibling bundling.
- **How do we over enroll?** Mrs Pedley suggested that we wait until after the last day that parents have to accept (March 10). Mr. Tuncer explained that at his school the students must be fully enrolled in the system before they can move up the wait list.
- **How will we know when the student has moved on the waitlist?** The school can run a report and you get a listing. Parents can go online and check their application and see where they are in real time.

Board members agreed to give the process time to play out (On March 10th) and then move to the next step.

Access Grant : Mrs. Stella Farrow / Dr. Shawn Williams - Access Grant \$37,637,66 [March 15th](#) -18 and that will be all of our money for November – February. We will pay Mr. Bedi, bring Mrs. Farrow salary current. March will take care of the rest of our debts.

Governance- Bishop Williams: We met on [February 24th](#) and reviewed the Governance exercises that are due on [May 1](#), 2020.

- We are making Board Member Binder.
- It looks like we have already completed many of the others and we just need to put them in a document.
- A. 2. We have no volunteers so we need to write up a plan on how to get them and partnership with El Refugio. Atty Peace and Bishop Williams will communicate and write this plan.
- Bishop needs resumes and criminal background checks. Dr. Shawn Williams and Mrs. Kandice Pedley have all this information and can forward it to Bishop Williams and he will compile it into one document.
- 1. Curriculum will do this one and send it to Bishop Williams.
- 2. We get this every month so this is not a problem but we need to adopt a policy.
- 3. Calendar - and we have this one but we still have a little work to do on this one.
- Governance will focus on item 2

Operations- Atty Jeanette Peace-

- **Insurance-** Mrs. Pedley Kandice is taking the lead on Insurance. Van Properrin - April meeting to have one last presentation for employees.
- **DPI Nutrition Program** becoming an official school nutrition provider
- **Safety** needs to change the policy of how long a child has to go without a temperature before they can return to school.
- **Transportation-** We are looking at transportation. We were waiting for the Access Grant. We are looking to purchase 6 buses. start purchasing 2 or 3 now and not wait until the end of the year.

Discussion and Concerns:

1. If we buy the buses and they are just sitting and not being maintained it could present a problem.
2. We are looking at counties that have their own maintenance and that lowers our playing field of choices. Good reputation for maintaining their buses and we get some good buses.
3. It's important that we look into hiring someone to check out the buses before we purchase them.
4. We also need to purchase a few buses early because we may want to train our drivers early.
5. We need to look at the distance we have to travel so we will need the six buses. One will be an Activity Bus and one will be a Special Needs Bus.

Media - Omar Macias

Furniture- desks, seating, chrome books etc. guarantees the lowest price

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Next Meeting [next Monday](#)

Finance - Billy Bradley, Jr. – The Finance Committee discussed the threshold for funds being \$500 discretionary funds for the administrator and above that it has to go before the board. There were a lot of questions and discussions about this issue. Dr. Williams is concerned that the Administrator will be faced with a need that will be more than \$500.

- Third party contracts? \$5000?
- \$1000 per transaction?
- Over \$1000 has to be approved by the board?
- Bishop Williams- will she have a debit card in her possession? You can call an emergency executive board meeting?
- Mr. Tuncer- principle has approval up to \$1000?
- Up to \$5000 board treasurer and president has to approve?
- Over \$ 5000 has to have board approval?

Dr Williams wants to make sure that she has the money to operate without a handicap. All these policies must be in by [May 1](#).

Mrs. Farrow suggested that we go to the Finance Board because they have the budget. Where does these line items fit into the budget?

Part of our handicapped is that we need a budget in place. We still need a system that will allow her to spend from a budgeted item or on emergency spending. What authority are we giving our lead administrator?

Atty Peace asked if we have an accountant and an auditor? OCS gave us until March first to correct these policies that we have already reviewed. We have 5 days to resubmit these policies.

How do we want to proceed? And get these things back to the board by [Sunday](#) the 8th. We have 15 policies that need to be submitted. We submitted 27. The following amended policies were brought before the Board for vote.

- **School calendar**- Atty Peace moved that the School Calendar be adopted with the new amendments. Mrs. Kandice Pedley seconded. The School Calendar was adopted unanimously
- **Testing calendar** – Mrs. Farrow stated that she got it directly from DPI website and added all the tests and dates except the Read to Achieve because it will be determined for the summer program. Atty Peace moved that we accept the revised testing calendar. It was seconded by Mr. Marcias and carried unanimously.
- **Employment Agreement Calendar**- Revised this police using the Dept of Charter Schools as presented by chair – Kandice Pedley moved to accept policy with revisions Mr. Billy Bradley seconded. Motion was approved unanimously.
- **Employment Agreement** - Lisa Stella Gordon recommendations simplify from a 7 page to 2 page document. It was moved by Atty. Jeannette Peace and seconded by Mr. Salih Tuncer. Employment Agreement was approved unanimously.
- **Background Checks** had to mirror Lee County School policies. The only change we had to make was to change from “Superintendent” to “Lead Administration”. Moved by Atty. Peace and seconded by Mr. Omar Marcias. Revised policy for Background Checks was approved unanimously.
- **Grievance Policy**- handbook was not matching our policy. It was moved by Atty Peace that we adopt both policies; Policy for Employees and Policy for Parents. Motion was seconded by Mrs. Pedley. Bishop Williams called a Point of Order stating that we cannot pass both at the same time. Each must be voted on separately. Employee Grievance Policy acceptance moved by Bishop Williams and seconded by Mr. Omar Marcias. Approved unanimously. Parent Policy moved to accept by Mrs. Kandace Pedley and seconded by Mr. Omar Marcias. Revised Policy was approved unanimously.

The remaining policies have to be looked at carefully. Dr Williams is asking the Finance Committee to look at the policy and the recommendations from the RTO.

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Dr Williams will send an emergency meeting notice. We need 7 people to pass these policies
Bishop Williams moved to adjourn the meeting. Mrs. Myron Jones seconded.
Dr Williams announced meeting adjourned



LEAD ADMINISTRATOR REPORT – Stella Farrow

Please note: This includes information from the Lead Administrator and her office staff.

Date March 3, 2020

Family and community contacts

Visited Autumn Oaks apartment complex
salons to update information

Visited Harrington Market
English – Toy Story 4)

Visited two local churches for four onsite visits
Monday-Thursday Facebook posts
about MINA activities

Local pastor's breakfast

Met with faith based group about ACES and Resilience
position

Visited day cares, barber and beauty

Two movie showings (Spanish and

Hosted two parent information night sessions
Group emails to families with updates

One Facebook live show

Interviewing for Parent Liaison Coordinator

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Ongoing community communications through
session for before- and after
telephone and email contact
Attended various community meetings

Attended 21st Century Grant information
school student care

Number of students per grade level entered in Lotterease

Grade	Nov.	Dec.	Jan.	Feb.	Mar.
K	7	11	20	43	92
1	9	12	20	27	54
2	12	13	17	27	61
3	11	19	24	32	61
4	12	20	25	30	64
5	5	7	17	22	44
Total	56	82	123	181	376

50.5 % of students in Lotterease qualify for ED status
75.2% of targeted 500 applicants in Lotterease – need 319 students to reach goal of 500 students
195 new students in Lotterease
Ended with 383 students in the lottery before it was run.

Upcoming planned/proposed activities

Two new student/parent information sessions: March 16 and 30, follow up contact with each MINA parent, begin accepting and interview screenings for positions.

Number of new staff members hired No new hires. In the process of filling the vacant Parent Liaison position.

Status of curriculum coaches and curriculum Discussed in the Curriculum meeting. Moving forward now that we have ACCESS grant funds drawdown.

Assistance needed from the Board

Continued support. Time permitting, please visit our table at the International Cultural event at the Civic Center tonight, March 3, after this meeting.