

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE
LEARNING EXCELLENCE FOUNDATION OF SOUTH PALM BEACH, INC.
D/B/A
IMAGINE SCHOOLS – CHANCELLOR CAMPUS

May 10, 2021

5:30 p.m.

The meeting of the Board of Directors (the “Board”) of the Learning Excellence Foundation of South Palm Beach, Inc. (the “Foundation”) d/b/a Imagine Schools-Chancellor Campus (the “School”) was held at 3333 High Ridge Road, Boynton Beach, Florida. In attendance were: Board Attorney, Julie Klahr and members of the Governing Board: Chris Johnson; Board Chair, Tom Sutterfield; Co-Chair, Marie Chapman; Treasurer, Elizabeth Stephan; Secretary, Marva Wilks, and Jennifer Weser. Imagine employees in attendance were: Rod Sasse; Executive Vice-President, Susan Onori, Regional Director, Stephanie Standley; Principal, Jorge Puente-Duany; Business Manager; and Mary Salas; Facilities Manager.

Chris Johnson called the virtual board meeting to order at 5:33p.m.

Chris Johnson asked if the meeting had been properly noticed. Stephanie Standley reported the meeting had been posted on the Imagine-Chancellor website, parent newsletter and on the entry doors at the school.

The first order of business was the approval of the minutes from March 8, 2021. Jennifer Weser made a motion to approve the March 8, 2021 board minutes. Marie Chapman seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser, Marva Wilks, Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no; the motion passed unanimously.

The next order of business was Principal update. Stephanie Standley informed the Board FSA testing had been running smoothly and testing would run through June 4, 2021. She stated majority of the distance learners had come to take their FSA, but they did test separately from the brick and mortar students. Miss Standley informed the board the 8th grade promotion ceremony would be held at Santaluces High School; each family would be limited to two tickets since capacity would only allow 50% this year. Miss Standley informed the Board Kindergarten Round Up had a great turn-out and the incoming Kindergarten class consisted of approximately forty siblings. Miss Standley informed the Board the Palm Beach County School Board had approved the removal of the mask mandate when staff and students are outside effective the week of May 10, 2021. Miss Standley discussed the progress with the back field and stated she had spoken to the insurance company and a final decision would be expedited. Miss Standley shared the MKA report from the engineers that had come to survey the issues with the turf on the back field, adding the field would still not be available for student use until further notice.

She added the field would have to have a maintenance schedule to be cleaned and scrubbed with a machine every six months. Discussion ensued regarding this matter. Miss Standley informed the Board the Palm Beach County School District had informed her our third grade level one students would not be able to attend the District Summer Reading Academy as in previous years and Imagine-Chancellor would host their own. Additionally, all teachers would need to be Reading Endorsed in order to teach the Summer Reading Academy. Furthermore, Imagine Chancellor would offer summer school to the struggling students and teachers were in the process of identifying those students. The students would be identified based on certain criteria and summer school would run from June 22 to July 15. The middle school students would be offered course recovery for the core subjects not passed. Miss Standley reminded the Board members that needed to complete the Governance Training refresher course to please send her their completion certificates.

The next order of business was the CARES Act Assurances. Stephanie Standley informed the Board Imagine Chancellor would be receiving ESSER 2 funds in the amount of \$927,268.16. Miss Standley added the ESSER 1 funds were received and spent to purchase computers, cleaning and sanitizing supplies. Discussion ensued regarding what the ESSER 2 funds could be allocated towards. Tom Sutterfield made a motion to ratify the ESSER 2 Assurances funds, as approved by the Board Chair, Chris Johnson. Jennifer Weser seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser, Marva Wilks, Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no; the motion passed unanimously.

The next order of business was the school building purchase. Tom Sutterfield reviewed the previous discussion in regards to purchasing the building. Mr. Sutterfield informed the Board Imagine Schools, Inc. discussed moving forward with Building Hope to purchase the school building. Mr. Sutterfield did meet with the Building Hope representative and feels comfortable moving forward with them, with Board approval. Susan Onori added Imagine Schools, Inc. had been working with Building Hope for other Imagine Schools in Broward County. Tom Sutterfield informed the Board he had previously spoken to the owner of the building in regards to selling the building. The owner stated when the Board had a solid plan he would discuss it. Rod Sasse informed the Board Building Hope would not have an escalation payment schedule, as Imagine Chancellor currently had with the current owner of the building. Julie Klahr discussed the process of purchasing the building and the structure of financing. She further discussed the differences between Larson, Ford as financial advisors and Building Hope, a finance company. A lengthy discussion ensued regarding this matter. Elizabeth Stephan inquired in regards to the fees involved with the companies in discussion. Tom Sutterfield reviewed the fees with the companies, and the pros of moving forward with Building Hope. A lengthy discussion ensued regarding this matter. Jennifer Weser made a motion to approve Tom Sutterfield moving forward with negotiations with Building Hope in the purchase of the Imagine Schools-Chancellor Campus building. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman,

Jennifer Weser, Marva Wilks, Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no; the motion passed unanimously.

The next order of business was the AC update. Mary Salas informed the Board on March 6, 2021, all six of the permits were completed for the new units that had been installed. Mrs. Salas also informed the Board she had asked Biscayne Air for another survey on the remaining air conditioning units. There were 11 units left that may need to eventually be replaced. Mrs. Salas stated there had been three replacement recommendations made which were unit 3, unit 9 and the server room unit in the amount of \$67,000.00 plus the permit fees. A lengthy discussion ensued regarding this matter. Jorge Puente-Duany discussed where the funds would come from to replace all three units at this time, stating the ESSER 2 funds had not been received yet, therefore could not be used to replace the units at this time. Discussion ensued regarding making the server room unit a top priority at this time. Tom Sutterfield made a motion to approved \$12,000.00 to replace the server room air conditioning unit. Jennifer Weser seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser, Marva Wilks, Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no; the motion passed unanimously. Marva Wilks inquired as to if the Board could obtain a copy of the air conditioning replacement schedule. Tom Sutterfield requested when FY22 budget is presented at the next board meeting to add two or three replacement units within the budget. Julie Klahr added the tax referendum funds were not finalized yet in regards to a date of distribution due to the appeal that was still in process. Discussion ensued regarding this matter.

The next order of business was the approval of service contracts for FY 22. Julie Klahr discussed the contracts before the Board, which were Biscayne Air, In Unison uniform company and Image Cleaning Company. Discussion ensued regarding this matter.

Jennifer Weser made a motion to approve the Image Cleaning contract for FY22. Marva Wilks seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser, Marva Wilks, Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no; the motion passed unanimously.

Jennifer Weser made a second motion to approve the In Unison uniform contract for FY22. Marie Chapman seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser, Marva Wilks, Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no; the motion passed unanimously. Jennifer Weser made a third motion to approve the Biscayne Air Contract for FY 22. Marie Chapman seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser, Marva Wilks, Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no; the motion passed unanimously.

The next order of business was the financial update. Jorge Puente-Duany informed the Board Imagine-Chancellor was \$86,000.00 ahead of the budget. Mr. Puente-Duany reviewed the financials with the board. Discussion ensued regarding this matter.

The next order of business was the board legal representation rate increase. Julie Klahr stated she was requesting a \$10.00 hourly rate increase, beginning in FY22. Discussion ensued regarding this matter. Tom Sutterfield made a motion to accept the new contract hourly rate of \$195.00. Jennifer Weser seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser, Marva Wilks, Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no; the motion passed unanimously.

The next Board meeting is scheduled for June 14, 2021.

There was no public input.

Meeting was adjourned at 7:01 p.m.

Attested to By:



Chris Johnson, Chairperson

6-14-21

Date

