

**Liza Jackson Preparatory School
Board Meeting Minutes
December 3, 2019**

The Board of Directors of Liza Jackson Preparatory School convened at 4:00 PM on Tuesday, December 3, 2019. This meeting was advertised and posted.

MEMBERS IN ATTENDANCE: Ms. Annette Lee, Board Member, Ms. Mary Gunter, Board Member, and Ms. Julie Jenzen, Board Member.

MEMBERS ABSENT: Ms. Jo Henderson (Ms. Lee stepped in to chair meeting), Dr. Amy Semenov

GUESTS PRESENT: Todd Lucas - Director of Design & Development/Summit Construction Group and Ty Maxey – Development Manager/Summit Construction Group.

Item 1: Call to Order: Ms. Lee convened the meeting at 4:00 PM with a call to order. Ms. Lee welcomed the Board Members and guests.

Item 2: Approval of Minutes: Minutes from the previous Board meeting were reviewed. Ms. Lee called for a motion to approve the minutes from the previous meeting. Ms Jenzen made the motion, Ms Gunter seconded, and the motion carried.

Item 3: Ms. Lee called for a motion to approve the agenda. Ms. Jenzen made a motion to approve the agenda, Ms Gunter seconded, and the motion carried.

Item 4: Public Comment: none

Item 5: Consent Items:

Ms Lee asked for Ms McKinley to present the personnel changes to the Board.

Employment changes since October 1, 2019 are the following:

Don Amunds Re-hired Project Manager effective 11/01/2019

Nicola T. Roberts Re-hired President/CEO effective 1/6/2020

Lee Pittman Retiring ESE Consultant effective 12/19/2019

Ms Lee called for a motion to approve Personnel changes. Ms Gunter made a motion to approve and Ms Jenzen seconded, and the motion carried.

Item 6: Reports and Discussion

Ms Lee requested Ms McKinley to present the Principal and Staff Reports. Ms McKinley introduced Ms Cathie Dewrell, who briefed the Board on the status of our Global Perspectives program. Kate Barlas, a seventh grader, also shared her journal from the last Global Perspective trip.

Ms Lee requested Ms Roberts to give a facility update. At this time, Ms Roberts asked the Board to approve the hiring of Financial Advisor-Hilltop Securities. Ms Lee called for a motion to approve the hiring of Hilltop Securities. Ms Gunter made a motion to approve and Ms Jenzen seconded, and the motion carried.

Ms Roberts also requested that the Board approve the hiring of Bond Counsel-Nelson Mullins Broad and Cassel. Ms Lee called for a motion to approve the hiring of Nelson Mullins Broad and Cassel. Ms Gunter made a motion to approve and Ms Jenzen seconded, and the motion carried.

Ms Roberts introduced two representatives from Summit Construction Group who briefed the Board on the process of development, design and construction with the a new facility. Todd Lucas/Director of Design and Development and Ty Maxey/Development Manager answered questions after the brief. The Board approved the hiring of Summit and authorized Ms. Roberts to sign an agreement for interim services.

Ms Roberts presented a letter written to the OCSD Superintendent requesting a 15 year renewal of the charter. Ms Roberts stated she would forward the letter to OCSD Superintendent asking him to submit this request to the school board.

Ms Roberts presented the Audited Financial Statements for 18-19. She also presented the Budget Amendment FY 19-20. Ms Lee called for a motion to approve the Budget Amendment. Ms Jenzen made a motion to approve and Ms Gunter seconded, and the motion carried. Finally, Ms Roberts presented the Quarterly Financial Statement dated 9-30-19.

Item 7: Ms. Lee asked if there were any Board Member Matters.

Officers were elected with unanimous approval. Ms Lee will be the Chairperson. All other positions did not require any change.

A representative was requested from the Board to participate in the newly formed Building Advisory Group. Ms Jenzen volunteered to represent the Board.

Item 8: Ms. Lee asked for a motion to adjourn the meeting. Ms. Gunter made the motion and Ms. Jenzen seconded, and the motion carried.

The Board meeting was adjourned at 5:50 pm.