

**Liza Jackson Preparatory School
Board Meeting Minutes
September 17, 2013**

The Board of Directors of Liza Jackson Preparatory School convened at 4:00 PM on Tuesday, September 17, 2013. This meeting was advertised and posted.

MEMBERS IN ATTENDANCE: Ms. Jo Henderson, Board Chairman, Mr. Mark Lane, Board Member and Dr. Amy Semenov Board Member.

MEMBERS ABSENT: Ms. Annette Lee.

GUESTS PRESENT: none

Ms. Henderson convened the meeting at 4:00 PM with a call to order. Ms. Henderson welcomed the Board Members and guests and opened the floor to public comments. No registrations for comment had been completed, and no comments were made.

Item 1: Minutes from the previous Board meeting were reviewed. Ms. Henderson called for a motion to approve the minutes from the previous meeting. Dr. Semenov made the motion, Mr. Lane seconded, and the motion carried.

Item 2: Ms. Henderson called for a motion to approve the agenda. Dr. Semenov made a motion to approve the agenda, Mr. Lane seconded, and the motion carried.

Item 3: Consent Items: Ms. Henderson reviewed with the Board Members the items on the Consent Items list. Ms. Gunter gave an explanation to the Board that two teachers were currently out-of-field due to a delay in test results being reported. Ms. Henderson called for a motion to approve the Consent Items list. Dr. Semenov made the motion, Mr. Lane seconded, and the motion carried.

Item 4: Reports and Discussion Items: Next, Ms. Henderson moved on to the Reports and Discussion items. Ms. Gunter reviewed the Mission and Vision document that was created by staff members at the in-service at the beginning of the year. Ms. Gunter also reported that the teacher evaluations are going well. Ms. Jenzen gave an overview of the FCAT scores by grade level and subject area. She reported that Liza scored in the top four in both Reading and Math for the District. Ms. Jenzen also reported on the DEA scores for the younger students whom do not take the FCAT. Next Ms. Jamison gave an overview of the DEA scores and how they are used to make decisions about curriculum. A report on the SFA Math Program was given by Ms. Wheeler. Ms. Wheeler and Ms. Anderson also added to the report with a discussion on the "Math Talk" component of the new program. The pilot program appeared to be overwhelming accepted by the Middle School Math teachers. Finally, Ms. Roberts gave a report on the changes to the building with regard to safety and security. These changes include modification to the front entrance, protective glass, secure double doors, keyed entry systems, security domes in hallways and additional fencing. Ms. Henderson was very pleased with all of the changes and wanted it noted that thanks to Mr. Semenov the school has made significant strides in providing a secure campus for all students and their families.

Item 5: Action Items: Ms. Gunter reviewed the Pupil Progression Plan and the Wellness Policy and noted the only change was the additional minutes in Physical Education. Ms. Henderson called for a motion to approve the Pupil Progression Plan and Wellness Policy; Dr. Semenov made the motion, Mr. Lane seconded and the motion carried. Ms. Roberts reviewed with the Board the new law specific to Bullying. Ms. Gunter gave an explanation of how incidents of Bullying are handled at the school. It was recommended that Liza adopt the District's Policy on Bullying. Ms. Henderson called for a motion to adopt the District's policy. Dr. Semenov made the motion, Mr. Lane seconded, and the motion carried. Next, Terri Roberts, CEO, gave an update on the budget stating that the school had \$504,000.00 in reserve. Financial reports were given and an overview of the employee pay increase and salary schedule was presented. Ms. Roberts informed the Board that the Audit produced no findings. She also reviewed the Letter to Management with Board Members. Ms. Henderson called for a motion to accept the outcome of the audit. Dr. Semenov made the motion, Mr. Lane seconded, and the motion carried. Next, Ms. Henderson called for a motion to approve the budget. Mr. Lane made the motion; Dr. Semenov seconded the motion, the motion carried. Finally, Ms. Henderson called for a motion to approve the Salary Schedule, Mr. Lane made the motion, Dr. Semenov seconded, the motion carried.

Item 6: Ms. Henderson asked if there were any Emergency Items or Public Comment on Non-Agenda Items. None were reported.

Item 7: Ms. Henderson asked if there were any Board Member Matters. Mr. Lane questioned whether a copy of the audit report was sent to IB. Ms. Jenzen responded that a copy is sent to SACS for accreditation.

Item 8: Ms. Henderson called for a motion to adjourn, Mr. Lane made the motion, Dr. Semenov seconded, and the motion carried.

The Board meeting was adjourned at 5:05 pm.

LIZA JACKSON PREPARATORY SCHOOL
Draft Minutes
MEETING OF THE BOARD OF DIRECTORS
November 19, 2013
4:00 pm in LJPS Media Center

I. Call to Order, Review of Public Notice, Roll Call

The meeting was called to order by chairperson Jo Henderson. Lane, Lee, Semenov were present; Boles was out of town.

II. Approval of Minutes, September 17, 2013

The minutes were approved as submitted on motion by Lane, seconded by Semenov.

III. Approval of Agenda

Lee noting that November is typically the official annual meeting where elections are considered, requested that "Election of Secretary" be added to VII-B on the agenda. Motion was seconded by Lane.

IV. Public Comment-none

V. Consent Items-none

VI. Reports and Discussion Items

A. Principal and Staff Reports

Mrs. Gunter, Principal, introduced Ms Bailey who provided information on the SFA "Power Learning" Math project. She then introduced Ms Auriemma who reported on the new State of Florida requirements for the civics course and End of Course Exam.

Julie Jenzen, Vice Principal, shared to results of the SACS accreditation visit and the positive findings. The written report should be received by the school in January.

Board members were asked to select a date for attending the 8th grade GBD presentations. Henderson, Semenov and Lane volunteered.

B. Committee Reports-none

C. PATHS Report-none

D. CEO Report

CEO Terri Roberts noted the delays in the construction project. She announced that bonuses would be delivered at the Holiday Gathering on December 19 at Dewey Destin's restaurant.

VII. Action Items

A. Financial Report

Terri Roberts reviewed the financial report that was provided in advance to board members. She noted that the FTE was slightly less than anticipated.

B. Election of Secretary

Lee nominated Dr. Amy Semenov to be elected as the Board Secretary effective at the next meeting. Lane seconded the motion which passed unanimously.

VIII. Emergency Items-none

IX. Public Comment on Non-Agenda Items

X. Board Member Matters

Lane congratulated the administrative staff on another quality performance as evidenced by the SACS accreditation report. All board members applauded with agreement.

XI. Adjournment

The meeting was adjourned at 5:00 pm.

Respectfully submitted,

Annette Lee, Secretary

November 20, 2013

**Liza Jackson Preparatory School
Board Meeting Minutes
February 18, 2014**

The Board of Directors of Liza Jackson Preparatory School convened at 4:00 PM on Tuesday, February 18, 2014. This meeting was advertised and posted.

MEMBERS IN ATTENDANCE: Ms. Jo Henderson, Board Chairman, Ms. Annette Lee, Board Member, Mr. Mark Lane, Board Member and Dr. Amy Semenov Board Member.

MEMBERS ABSENT: Ms. Donna Boles.

GUESTS PRESENT: None

Ms. Henderson convened the meeting at 4:00 PM with a call to order. Ms. Henderson welcomed the Board Members and guests and opened the floor to public comments. No registrations for comment had been completed, and no comments were made.

Item 1: Minutes from the previous Board meeting were reviewed. Ms. Henderson called for a motion to approve the minutes from the previous meeting. Mr. Lane made the motion, Dr. Semenov seconded, and the motion carried.

Item 2: Ms. Henderson called for a motion to approve the agenda. Ms. Lee made a motion to approve the agenda, Dr. Semenov seconded, and the motion carried.

Item 3: Consent Items: Ms. Henderson informed the Board that there were no consent items.

Item 4: Reports and Discussion Items: Next, Ms. Henderson moved on to the Reports and Discussion items. Ms. Gunter reviewed with the Board Members the results of the Fall Writing projects and informed the Board that the school has made great strides in writing this year. Ms. Jamison gave an overview of the DEA scores by grade level and subject area. Next Ms. Jamison gave an overview of the DEA scores and how they are used to make decisions about curriculum. A report on the SFA Math Program was given by Ms. Wheeler. Ms. Wheeler also discussed what she had learned in her SFA training when she traveled to San Diego for a conference.

Item 5: Action Items: Ms. Henderson asked the Board if they had any questions about the budget prepared by Ms. Roberts. Next, Ms. Henderson called for a motion to approve the budget. Ms. Lee made the motion; Dr. Semenov seconded the motion, the motion carried.

Item 6: Ms. Henderson asked if there were any Emergency Items or Public Comment on Non-Agenda Items. None were reported.

Item 7: Ms. Henderson asked if there were any Board Member Matters. None were reported.

Item 8: Ms. Henderson asked the Board to complete the Kindergarten Lottery. The numbers were drawn using the proper procedures for the lottery.

Item 9: There were no public comments.

Item 10: Ms. Henderson asked for a motion to adjourn the meeting. Dr. Semenov made the motion and Mr. Lane seconded, and the motion carried.

The Board meeting was adjourned at 5:05 pm.

**Liza Jackson Preparatory School
Board Meeting Minutes
May 20, 2014**

The Board of Directors of Liza Jackson Preparatory School convened at 6:00 PM on Tuesday, May 20, 2014. This meeting was advertised and posted.

MEMBERS IN ATTENDANCE: Ms. Annette Lee, Board Member, Mr. Mark Lane, Board Member, Dr. Amy Semenov, Board Member and Ms. Donna Boles, Board Member.

MEMBERS ABSENT: Ms. Jo Henderson, Board Chair.

GUESTS PRESENT: None

Ms. Boles filled in for Ms. Henderson and convened the meeting at 6:00 PM with a call to order. Ms. Boles welcomed the Board Members and guests and opened the floor to public comments. No registrations for comment had been completed and no comments were made.

Item 1: Minutes from the previous Board meeting were reviewed. Ms. Boles called for a motion to approve the minutes from the previous meeting. Ms. Lee made the motion, Dr. Semenov seconded, and the motion carried.

Item 2: Ms. Boles called for a motion to approve the agenda. Ms. Lee made a motion to approve the agenda, Dr. Semenov seconded, and the motion carried. Ms. Lee asked that the Presentation by Mr. Bennett and Recognition of Students be moved to the top of the agenda. Ms. Boles agreed.

Mr. Bennett presented a wonderful slide show sharing the 6th and 7th grade students' trip to Spain. He discussed the goals of the Global Perspective and then asked a student to come forward and present on the goals and how they were met during the trip to Spain via cultural and language immersion.

Ms. Gunter presented several awards to student athletes, artists and thespians as well as Odyssey of the Mind awards. Liza Jackson took first place in several events including Best in County Art Show and Odyssey of the Mind.

Item 3: Consent Items: Ms. Boles asked for any questions regarding the consent items. No questions were posed. Ms. Boles called for a motion to approve the consent items. Ms. Made the motion, Dr. Semenov seconded, and the motion carried.

Item 4: Reports and Discussion Items: Next, Ms. Boles moved on to the Reports and Discussion items. Ms. Jamison gave an overview of the DEA scores by grade level and subject area making mention of the fact that the school goal for reading was 85% proficiency and the actual outcome reported at 90% proficiency. Next Ms. Jamison gave an overview of the changes to the Elementary Student Handbook. A report on the AdvancED Opinion Survey was presented by Mrs. Gunter. Liza had over 400 surveys returned. Ms. Gunter stated that the results of the survey are used annually by the school-based Leadership Team to set the goals for the upcoming school year. Finally, Ms. Roberts presented the CEO Report and discussed the need for more classroom space and her plan to accommodate more students

and add additional adult bathrooms for the 2014-2015 School Year. Ms. Roberts reviewed the budget with the Board and discussed the idea of contracting out for food service for the upcoming school year.

Item 5: Action Items: Ms. Boles asked the Board if they had any questions about the budget prepared by Ms. Roberts. Next, Ms. Boles called for a motion to approve the budget. Ms. Lee made the motion; Mr. Lane seconded the motion, the motion carried. Ms. Boles asked for a motion to approve the changes to the Elementary Student Handbook. Ms. Lee made the motion; Mr. Lane seconded and the motion carried.

Item 6: Ms. Boles asked if there were any Emergency Items or Public Comment on Non-Agenda Items. None were reported.

Item 7: Ms. Boles asked if there were any Board Member Matters. Mr. Lane asked the school to look into the possibility of advertising and marketing the Middle School Program. Ms. Gunter said that she would research ideas for next year.

Item 8: There were no public comments.

Item 10: Ms. Boles asked for a motion to adjourn the meeting. Dr. Semenov made the motion and Mr. Lane seconded, and the motion carried.

The Board meeting was adjourned at 7:50 pm.

LIZA JACKSON PREPARATORY SCHOOL
Agenda
MEETING OF THE BOARD OF DIRECTORS
May 20, 2014
6:00 pm in LJPS Media Center

- I. Call to Order, Review of Public Notice, Roll Call
- II. Approval of Minutes, February 18, 2014
- III. Approval of Agenda
- IV. Recognition of Students
Recognition of PATHS Officers
- V. Consent Items
 - A. Quarterly Financial Report
- VI. Reports and Discussion Items
 - A. Principal and Staff Reports- Ms. Jamison-Reading Report
 - B. Committee Reports
 - C. PATHS Report
 - D. CEO Report
- VII. Action Items
 - A. 2014-2015 Budget
 - B. Elementary Revised Handbook
- VIII. Emergency Items
- IX. Public Comment of Non-Agenda Items
- X. Board Member Matters
- XI. Adjournment

PUBLIC NOTICE:

Parents, community citizens and members of the press are invited and encouraged to attend meetings of the Board of Directors. Regular meetings are scheduled quarterly on the third Tuesday of each month. Information pertaining to Consent Agenda must be received by board members at least one week in advance of the meeting. Items to be placed on the Agenda must be received by the Board Secretary, in writing, ten days prior to the meeting date. Documentation of information relative to an Agenda item must be presented in written form to all members of the Board at least 5 days prior to the meeting date. The board secretary may be contacted via e-mail: annettelee611@gmail.com Public comment opportunity is limited to two minutes per speaker unless presented as an agenda item. Time limits for Agenda item response by speaker is five (5) minutes. Any person who decides to appeal any decision made by the board with respect to any matter considered at the meeting will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Handicap Access is available. Additional assistance/accommodations may be provided by the school, call 850-833-3321 in advance of the meeting.