

**Liza Jackson Preparatory School
Board Meeting Minutes
November 13, 2018**

The Board of Directors of Liza Jackson Preparatory School convened at 4:00 PM on Tuesday, November 13, 2018. This meeting was advertised and posted.

MEMBERS IN ATTENDANCE: Ms. Jo Henderson, Board Chair, Ms. Annette Lee, Board Member, Ms. Mary Gunter, Board Member, and Dr. Amy Semenov, Board Member.

MEMBERS ABSENT: Ms. Donna Boles

GUESTS PRESENT: Mr. Jenzen

Ms. Henderson convened the meeting at 4:00 PM with a call to order. Ms. Henderson welcomed the Board Members and began the meeting.

Item 1: Minutes from the previous Board meeting were reviewed. Ms. Henderson called for a motion to approve the minutes from the previous meeting. Ms. Lee made the motion, Ms. Gunter 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: Public Comment: None

Item 4: Consent Items: Ms. Henderson asked Ms. McKinley to present the personnel changes to the Board. Ms. McKinley reported on the status of a retirement and terminations. Ms. Henderson called for a motion to approve the personnel changes. Ms. Lee made the motion to approve changes, Ms. Gunter seconded, and the motion seconded.

Item 6: Reports and Discussion Items: A Principal's report was presented by Ms. McKinley informing the Board of the outreach and volunteer efforts to assist Hurricane Michael Evacuees and their families. Ms. McKinley reported on the use of the Ron Crawford Center as a 1st Responders Relief location, as well as updated the Board on the AdvancED accreditation report and student achievements. Ms. McKinley also reported the important upcoming events at Liza and informed the Board of the educational activities within the STEAM program. Ms. Roberts presented her CEO report an update on the Ron Crawford Recreation Center.

Item 7: Action Items: Ms. Henderson asked Ms. Roberts to review the action items. Ms. Roberts gave an update on the Audited Financial Statements 2017-18. The report concluded with no findings, no recommendations and no management report with an ending fund balance of \$1,026,064.00. Ms. Henderson called for a motion to approve the Audited Financial Statements. Ms. Lee made the motion, Ms. Gunter seconded and the motion carried. Finally, Ms. Roberts reviewed the Budget Amendment and stated revenue was increased by \$15,960.00 and also reviewed the Quarterly Financial Statements. Ms. Henderson called for a motion to approve the Budget Amendment and Quarterly Financial Statements. Ms. Lee made the motion, Ms. Gunter seconded and the motion carried.

Item 8: Ms. Henderson asked if there were any Emergency Items. None were reported.

Item 9: Ms. Henderson asked if there were any Board Member Matters. Ms. Roberts reported that Ms. Boles requested to resign from the Board. In order to fill the position, Ms. Henderson asked for the appointment of Ms. Julie Jenzen effective January 1, 2019. Ms. Henderson called for a motion to approve the appointment of Ms. Julie Jenzen to the Board. Dr. Semenov made the motion to appoint Ms. Jenzen to the Board, Ms. Lee seconded, and the motion carried.

Item 10: Ms. Henderson asked for a motion to adjourn the meeting. Ms. Gunter made the motion and Ms. Henderson seconded, and the motion carried.

The Board meeting was adjourned at 4:40pm.