



**AMIKIDS MARITIME ACADEMY
MEETING OF THE BOARD OF DIRECTORS
AUGUST 1, 2024 @ 6:00 PM**

200 E BEACH DR PANAMA CITY FL 32401

A regular meeting of the Governing Board of AMIkids Maritime Academy was held on August 1, 2024, at 6:00 pm at 200 E Beach Dr Panama City FL 32401.

Opening Session

The meeting was called to order at 6:01 pm by OB Stander, Board Chair.

Attendance for the meeting:

Board Members Present – O. B. Stander (in-person), Dr. Janine Caffrey (in-person), and Jim Looker (via TEAMS)

AMIkids Staff Present – Issac Williams, Dr. Sabrina Richards-Battiste, Mike Thornton, Jaime Dahlin, and Carolyn McBean

Jesse Rigby also attended virtually.

Dr. Battiste confirmed that the notice of the meeting was posted on the website and at the school on July 25th, 2024.

Dr. Caffrey made a motion to add an item, Resolution to restate Articles of Incorporation, to the agenda. Motion was seconded by Mr. Looker. Motion carried 3-0. The agenda was approved with changes as noted.

Dr. Caffrey made a motion to approve the minutes from the July 9th, 2024, board meeting as presented. Motion was seconded by Mr. Looker. Motion carried 3-0.

School Progress Report

Trinity B. gave a student presentation on the recent dive event that took place in Key Largo.

Ms. McBean provided an update on the 23-24 school achievement rates and school grade. AMIkids Maritime Academy earned an A rating for the 23-24 school year and had a 97% pass rate on the Biology EOC.

Dr. Battiste provided an update on reports recently submitted to Bay District Schools (BDS). In response to Jim Looker's request for an update regarding the financial report that he was contacted about, Dr. Battiste confirmed that the teacher salary allocation report was submitted to BDS on 8/1/24. A letter stating that AMIkids Maritime Academy will participate in the Comprehensive District Reading Plan was submitted on 7/18/24. A letter stating that AMIkids Maritime Academy will participate in the BDS Metal Health Plan was submitted on 7/18/24. The school is not required to complete a School Improvement Plan due to the current A rating of the school. The AMIkids home office is working on the 24/25 salary increase plan that is due to BDS on 10/1/24.

The Capital Outlay Plan was submitted to the Florida Department of Education (FLDOE) on 7/26/24, requesting funds be used for insurance, and (if there are remaining funds) for a van for the school.

Dr. Battiste also provided an update on the Charter Schools Program (CSP) grant. She reported that we are still eligible for the grant, but it is currently on hold due to low enrollment. If enrollment is not at a minimum of 50 students (FTEs) in October, we will become ineligible for the grant.

Ms. McBean gave an update on enrollment and staffing. There are 25 confirmed students for the 24-25 school year. Three of the five staff positions have been filled: principal, data clerk and one certified teacher. We are still working to hire two more certified teachers. Math is currently being covered by Florida Virtual School (FLVS). There is a per-student, per-semester fee related to this service. Health services will be covered by the data clerk and principal. Exceptional student education (ESE) services will be covered by Kim Aher from the AMIkids home office. Betsy Bulger from AMIkids is working with Chartwells on the National School Lunch Program (NSLP) contract for meals for the 24-25 school year. We will pick up meals from Cherry St as has been done in the past. Ms. Bulger has also put in an application for universal free meals for all students. Until the application is approved, all students must complete lunch applications to see if they qualify for free or reduced meals. The new website is almost complete and running. Once the new website is online, the old website will be shut down.

Facility update: Classrooms and common areas are ready for back to school. Teachers are in the process of getting rooms decorated and welcoming students on the first day of school.

Board Discussion/Action Items

a) Annual School Calendar and Bell Schedules

Dr. Battiste confirmed that there are 179 instructional days, 7 planning days, 6 holidays and 2 storm days built into the schedule. She also confirmed the seat time for each semester. Dr. Caffrey stated that the days of instruction and minutes of instruction are

above and beyond what is required by FLDOE. Since these items were approved at the last board meeting this was a discussion item and did not require a vote.

b) Curriculum

Ms. McBean presented information on curriculum bundles from Teachers-Pay-Teachers. Dr. Caffrey would like to see an outline of the standards matched to the curriculum bundles at the next board meeting to ensure teachers are addressing the standards. Dr. Caffrey made a motion to approve the curriculum from Teachers-pay-Teachers, with an outline of the standards alignment of each course being taught to be presented during the school progress report at the next board meeting. Mr. Looker seconded the motion. Motion carried 3-0.

c) FLVS Agreement

Dr. Battiste presented two fee options for FLVS courses. Option 1 is \$285 per ½ credit course. We would be invoiced after 20% course completion for each student or 30 days. Payment would be due within 30 days of invoice. Option 2 is \$350 per ½ credit course. We will be invoiced at the end of the term. Payment would be due within 30 days of invoice. There is a 14-day grace period for withdrawal with either option. Mr. Looker asked what would happen if we hired a math teacher mid-semester. Per the contract, we would still be responsible for the fees of any students currently enrolled in a course. Mr. Looker made a motion that we go with Option 1. Dr. Caffrey seconded the motion. Motion carried 3-0.

d) Student/Parent Handbook

Dr. Battiste presented the student handbook. The 24/25 annual calendar, bell schedule and code of conduct have been updated, with no other changes at this time. Mr. Looker made a motion to use the handbook as presented at the meeting. Dr. Caffrey seconded the motion. Motion carried 3-0.

At this time Dr. Caffrey made a motion to add a review of the Policy and Procedure Manual to the agenda since it had been tabled at the July meeting. Mr. Looker seconded the motion. Motion carried 3-0.

Dr. Caffrey gave a list of recommended changes to the Policy and Procedure manual. She also requested that AMIkids home office review sections 2 and 7, and bring back any recommendations of changes that would have the manual align to corporate policies at the next meeting. Dr. Caffrey asked Ms. McBean to review the BDS Student Code of Conduct and make recommendations as to whether we want to follow it in the future at the next board meeting. Dr. Caffrey will provide a red line copy of the changes in the Policy and Procedure Manual for distribution. Mr. Looker made a motion to accept the recommended changes effective today. Mr. Stander seconded the motion. Motion carried 3-0.

e) Student Fee Schedule

Dr. Battiste presented the fee schedule which included breakfast and lunch rate based

on the NSLP contract, and fees for optional activities (SCUBA, Sea Cadets, CPR/First Aid/Lifeguarding Certification) which are set by certifying entities. A discussion was held by Board members about wanting to fundraise to offset student fees to allow access to all activities for all students who want to participate. A grant by Florida Power and Light (FPL) was mentioned as a possible funding source to explore. Dr. Caffrey made a motion to approve only the meal fees and committed to fund raising for activity fees so no students will be charged for participating in activities. Mr. Looker seconded the motion. Motion carries 3-0.

f) City of Panama City Police Department Agreement

Ms. McBean gave an update on the School Resource Officer (SRO) contract. The school leader, school name, and address have all been corrected before the Board Chair signs and approves the contract. Dr. Caffrey made a comment about the cost. She would like to see the SRO used as much as allowed by the contract for student relations as well as safety and security. This was a discussion item, not requiring a vote.

g) Team Member Employment Handbook

A discussion was held on the existing handbook. It is current and up to date per the AMIkids human resources department. We will continue to use this version until updates are needed. This was a discussion item, not requiring a vote.

h) Progressive Discipline Plan for Staff

Ms. McBean presented the AMIkids Progressive Discipline Policy (for staff) Dr. Caffrey motioned that we accept the policy as written with an asterisk that if the Principal is the immediate supervisor and that a member of the AMIkids human resources team and/or other manager be involved in Step 2 when the Principal is also the immediate supervisor of the staff member receiving discipline. Mr. Looker seconded the motion. Motion carried 3-0.

i) Financial Auditor

Mr. Williams presented that the AMIkids home office has identified Carr, Riggs, and Ingram as their recommendation for this year's audit. We have used them in previous years, and this is who BDS uses. Mr. Looker made a motion that we accept the suggestion and hire Carr, Riggs, and Ingram for this year's financial audit. Dr. Caffrey seconded the motion. Motion carried 3-0.

j) Bay District Schools 23/24 Compliance Review

Dr. Battiste presented the results of the 23/24 Charter Compliance Review. There were no major findings or deficiencies. There were three areas under finance that the school was not in full compliance on. Mr. Looker is working with the finance department to ensure that school district requirements are met going forward. Mr. Looker stated that the audit just completed for 23/24 school year will still be deficient as it was combined with other AMIkids affiliates. Mr. Looker stated that the 24/25 school year audit will be correct and only have AMIkids Maritime Academy on the review and no other AMIkids affiliates. This was a discussion item; no vote was needed.

k) Annual Schedule of Board Meetings

Future board meeting dates set were:

Oct 17th @ 6pm – Virtual Meeting

Jan 9th @ 6pm – Virtual Meeting

April 10th @ 6pm – In Person Meeting

Mr. Looker made a motion to add approving an out-of-field teacher to the agenda. Dr. Caffrey seconded the motion. Motion carried 3-0.

Ms. McBean presented information on Ms. McClain. She is certified in social studies 6-12. She has previous experience teaching English language arts (ELA) in a private school. She would be teaching ELA out of field. Dr. Caffrey made a motion that Ms. McClains teaching ELA out of field be approved, with the proper posting on the website and notifications to parents. Mr. Looker seconded the motion. Motion carried 3-0.

l) Resolution to Restate Articles of Incorporation

Mr. Stander presented the restated Articles of Incorporation. Mr. Looker made a motion to accept the board resolution to restate the Articles of Incorporation. Dr. Caffrey seconded the motion. Motion carried 3-0.

Dr. Caffrey presented information on a charter school consultant who has agreed to advise Ms. McBean this year at no cost to the school. They have experience with six other charter schools and are willing to help.

Mr. Looker asked what methods we are using to increase enrollment. Ms. McBean stated she is working with the AMIkids marketing and communication department to update flyers, update the website, provide geotargeting with Facebook, and create a mailer using a zip code list. She has also made contact with several middle school principals, the Chamber of Commerce, and is connecting with military base liaisons.

Mr. Stander thanked Dr. Caffrey for obtaining the charter school consultant to assist Ms. McBean.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:35 pm.

Respectfully Submitted
Jaime Dahlin