

**OFFICIAL MINUTES**  
**Governing Board of Directors Meeting**  
**Richard Milburn Academy, Volusia County**  
**High School**

Meeting Location: 1031 Mason Avenue, Daytona Beach, FL 32117  
3:00 P.M., Tuesday, August 18, 2015

Board Members Present

Mr. Sam Smith, Chairman  
Dr. Houston Conley  
Mr. Edson Graham

Absent

Mr. Robert Crosby

I. CALL TO ORDER

Mr. Sam Smith called the meeting of the Governing Board of Directors of Richard Milburn Academy Volusia Co. High School to order at 3:00 PM.

Board Member Roll Call – Mr. Smith asked that the record show all current board members present except Mr. Crosby.

II. ACCEPTANCE OF THE AGENDA AND CONSENT

Dr. Houston Conley made the motion to approve the Consent Agenda as shown. The motion was seconded by Mr. Edson Graham and the Meeting Agenda was approved by the Board.

III. PUBLIC COMMENTS / CITIZENS INPUT

There were none

IV. APPROVAL OF AGENDA AND CONSENT

- A. Approval Minutes of May 19, 2015 RMA HS Board Meeting (ATTACHMENT 1)
- B. Approval of Art Sands to serve as the Principal of RMA HS Charters in Volusia County for the 2015/2016 School Year
- C. Approval of Erin LeDuc to serve as Campus Director of RMA Daytona Beach Campus for the 2015/2016 School Year
- D. Approval of Manouchka Pierre to serve as Campus Director of RMA Deland Campus for the 2015/2016 School Year
- E. Approval of Art Sands as Community Liaison for RMA HS for the 2015/2016 School Year
- F. Approval of the RMA HS 2015/2016 CAPITAL OUTLAY PLAN (ATTACHMENT 2)
- G. Approval of RMA HS Title I Plan (ATTACHMENT 3)
- H. Approval of the RMA 2015/2016 Salary Schedules with 2% increase (ATTACHMENT 4)
- I. Approval of the UPDATED RMA FINANCE MANUAL dated July 29, 2015 (ATTACHMENT 5.)
- J. Approval of the RMA SAFETY AND SECURITY MANUAL (Document will be available for review at the Board Meeting.)
- K. Approval of Contracts and Agreements (Documents will be available for review at the Board Meeting.)

1. City of Daytona Beach – Police Security at Daytona Beach Campus
2. Cleaning Ladies of Central FL – Cleaning Services at Deland Campus
3. Compass Learning – Learning Software at Daytona Beach and Deland Campuses
4. Coverall of NE FL – Cleaning Services at Daytona Beach Campus
5. Easter Seals of Volusia and Flagler Counties – Speech Services for Daytona Beach and Deland Students
6. Universal Protection Services – Security at Deland Campus
7. Volusia County Schools – Transportation for Daytona Beach and Deland Campuses

Mr. Graham moved to approve the Consent Agenda. Dr. Conley seconded the motion and the Board unanimously approved the Consent Agenda.

V. ITEMS REMOVED FROM THE CONSENT AGENDA

No Action was required.

VI. REPORTS TO THE BOARD

- A. RMA School Reports - Mr. Art Sands, Principal, RMA Daytona Beach and Deland campuses, made remarks and introduced Ms. Erin LeDuc, Campus Director, RMA Daytona Beach and Ms. Manouchka Pierre, Campus Director, RMA Deland who presented reports to the Board regarding student enrollment and demographics, staffing, professional development, instructional program plans, and facility upkeep at their respective campus.
- B. RMA HS Renewal – Mr. Sands noted that the HS was preparing for the five year accreditation reporting and visit during early December 2015. Mr. Sands, Ms. Pierre, and Ms. LeDuc have been providing information and data to Hildy Boardman, Operations Director. The online reports are in progress and due November 4, 2015.
- C. Facility Updates – Provided in School Reports
- D. Financial Reports
  1. May and June 2015 RMA HS Financials – A review was provided by Ms. Loretta Bobb, Director of Accounting, BoostEd, a Division of Victory Education Partners.
  2. June 30, 2015 Unaudited RMA HS Financials - Mr. Paul Augello, President & Co-Founder, BoostEd Finances, presented an overview, noting that RMA budgeted for 360 FTE and RMA HS was funded on approximately 346 FTE. Due to the careful monitoring of expenditures, the unaudited financials indicate the High School will be in a positive financial position for FY 2015.
  3. RMA HS Audit Update – Mr. Augello reported that the audit process is going smoothly, auditors have been supplied requested information, and RMA HS audit is anticipated to be completed on time.
  4. July 2015 RMA HS Financials – Mr. Augello shared the financials and reminded the Board that there is relatively little activity in July and that activity will increase in the months to come.
  5. RMA HS Budget – Mr. Augello shared that the approved budget will be carefully monitored as we move into the school year and the first FTE Count.
- E. Human Resources Update – Ms. Melissa Sposato, Human Resources Director, Little Bird HR, a Division of Victory Education Partners, provided an overview of the HR services being provided to RMA.
- F. Board Membership – Ms. Donna Eldridge, Vice President, informed the Board that all Board Members are current on background screens and board training.

VII. BOARD ACTION ITEMS

A. Dr. Conley made the motion to approve engaging The Change Consulting, LLC, Professional Development Proposal for Title I services. Mr. Graham seconded the motion and the Board unanimously approved the motion.

VIII. PUBLIC COMMENT ON NON-AGENDA ITEMS


There were none.

IX. ANNOUNCEMENTS / NEXT MEETING

Dr. Conley announced that the next Board meeting is scheduled for 3:00 PM Tuesday, October 13, 2015 at the RMA Deland Campus.

X. ADJOURNMENT

Mr. Smith accepted a motion from Dr. Conley and seconded by Mr. Graham to adjourn the meeting at 4:05 PM.



Mr. Sam Smith, Chairman of the Board

10-13-15  
Date