

Richard Milburn Academy of Florida, Inc.

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

Meeting Location: 913 New York Ave. East, Deland FL 32724  
3:00 P.M., Tuesday, October 13, 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 3:11 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

Mr. Edson Graham made the motion to approve the Consent Agenda without item E. Approval of RMA POLICIES AND PROCEDURES removed as this item was approved at the August 18 meeting. The motion was seconded by Dr. Houston Conley and the Meeting Agenda with the removal of item E was approved by the Board.

III. PUBLIC COMMENTS / CITIZENS INPUT

There were none

IV. APPROVAL OF AGENDA AND CONSENT

- A. Approval Minutes of August 18, 2015 RMA HS Board Meeting
- B. Approval of RMA BOARD MEETING SCHEDULE with change of date for the December Meeting
- C. Approval of RMA EMPLOYEE HANDBOOK
- D. Approval of RMA FACULTY HANDBOOK
- E. ~~Approval of RMA POLICIES AND PROCEDURES~~
- F. Approval of RMA School Way Café Agreement for student meals.

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 Director Reports - Mr. Art Sands, Principal, RMA Daytona Beach and Deland campuses, Ms. Erin LeDuc, Campus Director, RMA Daytona Beach and Ms. Manouchka Pierre, Campus Director, RMA Deland made remarks and presented reports to the Board regarding student enrollment and demographics, staffing, professional development, instructional program plans, and facility at their respective campus. The Directors shared information on differentiated instruction and how that ties in with student performance information that is currently becoming available and has to be reviewed. Mr. Sand shared the 2015 Initial Florida Standards Assessment Scores which were recently received by the District.
- B. RMA HS Accreditation Update – Mr. Sands reported that all reports for the accreditation visit in December will be uploaded by November 4<sup>th</sup>. He reported that the new protocols and processes have been challenging, but RMA will have a successful visit and re-accreditation.
- C. Facility Updates – Mr. Sands reported that the work on the AC unit in the back of the Daytona Beach location was completed and we are waiting on the replacement of the unit on the front of the facility.  
Also, Deland is prepared for the District’s annual Security Audit which will take place on October 18<sup>th</sup>.
- D. Financial Reports
1. RMA HS FY 2015 Audit – Mr. Paul Augello, President & Co-Founder, BoostEd Finances, presented an overview of the high school audit report performed by McCrady, Hess CPA’s. There were no findings.
  2. August, 2015 RMA HS Financials – The BoostEd team of Mr Augello and Mr. Charles Graham presented the August 2015 financials and reported that RMA HS is showing a surplus, but the September reports may show a significant impact due to the lower enrollment than budgeted.
  3. Revised RMA HS FY 2016 Budget – Mr. Augello shared a revised RMA HS budget based on reduced HS enrollment showing an annual deficit and a cumulative surplus of \$14,957. Once the October FTE Count is finalized, the budget will be reviewed and actual expenditures will be incorporated.
- E. Board Membership – Ms. Donna Eldridge, Vice President, informed the Board that a community representative and parent have indicated interest in serving on the Board. RMA will continue to reach out to these individuals about serving.

Mr. Graham moved to accept all reports shared with the RMA HS Board. Dr. Conley seconded the motion and the Board unanimously approved the Reports made.

## VII. BOARD ACTION ITEMS

- A. OUT OF FIELD AND ESOL TEACHERS – Dr. Conley made the motion to approve the OUT OF FIELD AND ESOL TEACHERS as presented by Mr. Sands. Mr. Graham seconded the motion and the Board unanimously approved the motion.
- B. Revised RMA FY 2016 HS Budget – Mr. Graham made the motion to approve the Revised RMA FY 2016 HS Budget with continuous monitoring and updating based on the October FTE Counts. Dr. Conley seconded the motion and the Board unanimously approved the motion.



