

OFFICIAL MINUTES

RICHARD MILBURN ACADEMY OF FL, INC. BOARD OF DIRECTORS MEETING

1031 Mason Ave. Daytona Beach, FL 32117

3:00 PM, Tuesday, February 6, 2018

Board Members Present

Mr. Edson Graham, Chairman
Mr. Sam Smith
Ms. Cathy Egley
Ms. Ashley Kelly

Board Members Absent

I. CALL TO ORDER

Mr. Edson Graham called the meeting of the Richard Milburn Academy High School to order at 3:00 PM.

Board Members Roll Call – Mr. Graham asked that the record show all current board members present.

II. ACCEPTANCE OF THE AGENDA AND CONSENT

The motion was made to approve the Meeting Agenda and Consent Agenda as shown. The motion was seconded and unanimously approved by the Board.

III. PUBLIC COMMENTS / CITIZENS INPUT

There were none.

IV. APPROVAL OF CONSENT AGENDA ITEMS

- A. The motion was made to approve the Consent Agenda Items. The motion was seconded and the following items were unanimously approved by the Board.
- B. Approval of February 6, 2018 RMA HS Board Meeting Minutes.

V. ITEMS REMOVED FROM THE CONSENT AGENDA

VI. REPORTS TO THE BOARD

- A. Campus Reports - Mr. Art Sands, Principal, reported to the Board regarding current student enrollment, demographics, staffing, professional development, student performance, instructional program plans, student activities, and facility upkeep at both campuses. Mr. Sands presented the Daytona and the Deland report and gave an update on student performance that will occur during the first semester of the school year. Richard Milburn Academy is currently requesting renewal.
- B. Facility updates – There were no major RMA issues or repairs at either campus.

- C. Financial Reports – Loretta Bobb reviewed the following financial information and documents with the Board.
 - 1. November and December RMA HS Financials
- D. Student Recruitment Update – FTE – Survey 3 - January 26, 2018 through February 9, 2018.
 - 1. Mr. Sands and Mr. Smith will continue recruiting throughout the school year by visiting schools, meeting with high school counselors and principals, passing out brochures and business cards.

VII. BOARD ACTION ITEMS

VIII. ITEMS FROM THE BOARD, PRESIDENT, OR OTHER RMA OFFICERS FOR DISSUCSSION OR ANNOUNCEMENT

- 1. Mr. Smith continues to suggest that we continue cutting administrative costs for this years' budget.

IX. ANNOUNCEMENTS/ NEXT MEETING

Mr. Graham announced that the next Board meeting is scheduled for 3:00 PM, Tuesday, April 3, 2018 at the RMA Deland Campus.

X. MID-YEAR SIP REPORT SUMMARY

A small margin of students at Richard Milburn Academy are currently scoring at a proficient level in grade levels 9-12 for math. This small margin is also showing meeting proficiency in reading. This information data shows that all grade levels need to continue improvement in all areas as did 2016/2017 SY.

The monitoring of Title 1 activities continues to be monitored on a consistent basis through the monthly PLC meetings, attendance logs and Title 1 funds utilized. We collect and analyze data through these PLC meetings, the success of students while online courses and completion as well as mastery of tests and quizzes.

Monitoring and attendance are completed on a daily basis. All students are very receptive and are responding very well to tutoring and additional resources for help to increase and master tests. Richard Milburn Academy's after school tutoring through Title 1 has been very successful and is opened and offered to all students whose scoring levels are 1 or 2 on standardized testing. Approximately 20-30 pre-identified students at Richard Milburn Academy are tutored and respond well. Attendance and progress monitoring is done on all tutoring days. All teachers provide tutoring within their certification before school and during lunch. Professional development has been provided by a contracted individual, Rugina Castillo. She provides ongoing teacher-preparation and development focused on providing educators with the tools and hands-on experience they need to increase their pedagogy and student achievement. They review, refine and develop standards based formative and summative assessments; differentiated instruction – content, process, outcome; and effective

analysis of multiple data points to make instructional decisions. These trainings are conducted in multiple sessions.

We need to increase focus on attendance and tardiness at Richard Milburn Academy. Referrals are marginal and suspensions are average. Richard Milburn Academy's Guidance Counselor, Nancy Blair monitor attendance contracts with frequent communication between teachers, parents and students. Attendance letters are sent out frequently.

We have improved our differentiated instruction and continue to increase the use of technology. The use of Richard Milburn Academy's Title 1 funded iPads as well as manipulatives being used has increase learning and acceleration.

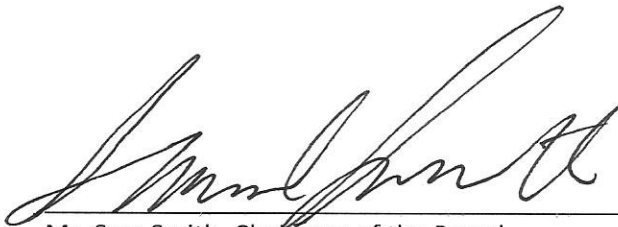
The following evidence specifies strategies have been implement with fidelity:

- PLC and Professional Development training sign-in sheets as well as minutes.
- DPP evidence provided in MyPGS.
- Lesson plans and administrative walk through and VSET observation evidence.

PLC meetings are scheduled monthly in order to help analyze data. This data is used to formulate instruction, interventions and help with the creation of assessments.

XI. ADJOURNMENT

Mr. Graham adjourned the meeting at 4:00 PM.



Mr. Sam Smith, Chairman of the Board

4-5-2018
Date