

AATF Board of Directors Minutes
May 20, 2024
Location: In-Person and Virtual via Zoom

1. Call to Order
 Suzanne Larkin called the meeting to order at 5:30pm.
2. Roll Call - Suzanne Larkin

| | Jul 17 | Aug 21 | Sep 18 | Oct 16 | Nov 13 | Dec 18 | Jan 22 | Feb 9 Special | Feb 26 | Mar 18 | Apr 15 | May 20 |
|------------------|--------|--------|--------|--------|--------|--------|--------|---------------|--------|--------|--------|--------|
| Larkin, Suzanne | Absent | X | X | X | X | X | X | Zoom | X | X | X | X |
| Bingham, Will | X | X | X | X | Absent | X | X | Zoom | X | X | Absent | X |
| Rouser, Janay | X | X | X | X | X | X | X | X | X | X | X | Zoom |
| Lastowski, Emily | X | X | X | X | X | X | x | X | X | X | X | X |
| Maggard, Dana | Absent | X | X | X | X | X | x | X | X | X | X | X |
| Bussey, Rutland | Zoom | X | X | X | X | X | x | X | X | X | X | X |
| Brady, Ryan | X | X | X | X | Absent | X | Absent | X | Zoom | X | X | X |
| Douthard, Sean | | | | | | | | | | | | X |

3. Pledge of Allegiance and Moment of Silence
4. Public Inquiry - None
5. **Minutes April 15, 2024**
 Dana Maggard motioned to approve the minutes for April 15, 2024 as presented; Ryan Brady seconded; all approved.

Chairman Suzanne Larkin asked to move line item 9.3. Board Treasurer Position up for vote now (see details under 9.3)

6. Committee Reports
 - 6.1. **Financial Report**
 Rutland Bussey reported he had a meeting with Dina Bardin and Bob Walker, the external auditor, to review last year's audit report. Mr. Bussey noted a significant cash reserve earmarked for the end-of-year teacher payroll and health insurance reserves. He highlighted that we accrued approximately \$11,000.00 in interest from the money market account, emphasizing that some surplus funds are transferred to that account to maximize interest earnings.
 Emily Lastowski motioned to accept the financial report for April 2024, Will Bingham seconded; all approved.
 - 6.3. SAC Committee
 - 6.3.1. 7th Grade Team - Nothing to report
7. **Consent Agenda**
 Will Bingham motioned to accept the budget amendment as a consent item, Ryan Brady seconded; all approved.

7.1. Budget Amendment

Mrs. Bardin clarified that all accounts (line items) have been recalibrated, with the majority aligning closely with the actual budget. Certain accounts saw increments, such as the payroll, to accommodate a buffer for end-of-school-year expenses.

Emily Lastowski motioned to accept the budget amendment as presented; Will Bingham seconded; all approved.

8. Old Business - None

8.1. Director's Assessment - Suzanne Larkin

Mrs. Larkin conveyed that the committee is in the final stages of completing the evaluation by the week's end. She urged any board members who have not yet filled out the Board survey to do so promptly in order to be included in the evaluation process.

8.2. Director's Contract - Will Bingham

Once the evaluation results become available, the Directors Contract/Compensation committee will proceed to finalize the contract.

9. New Business

9.1. 2024-25 Mental Health Assistance Allocation Intent to Participate

This participation form is a requirement that is due annually. The recommendation is to Opt-In to participate in the Pasco County Schools mental health assistance for 2024-2025.

9.2. 2024-25 Board Meeting Schedule

Mrs. Larkin explained the meeting schedule for next year with some dates being the 2nd or 4th Monday of the month due to holidays and school being closed on some days.

Dana Maggard motioned to approve 9.1 and 9.2 as presented; Emily Lastowski seconded; all approved.

9.3. Board Treasurer Position

Ryan Brady motioned to install Rutland Bussey as Treasurer of the Board effective 5-20-24; Will Bingham seconded; all approved.

9.4. Academy at the Farm 401 (K) Profit Sharing Plan - Darren Brewis

Mr. Brewis provided an update on AATF's 401(K) plan, including a brief review of the enclosed 401(K) audit for 2022/23. As per the Employee Retirement Income Security Act of 1974 (ERISA), the audit confirms AATF's compliance with ERISA Section 103. Currently, there are 79 active participants, with employees contributing 6.3% of their own earnings. AATF offers a 7% contribution for full-time employees, while part-time employees can contribute but won't receive AATF's contribution. Additionally, 93% of participants are enrolled online without paper statements.

The 401(K) plan provides 45 investment options categorized into three groups: those suitable for nearing retirement, risk-based funds (conservative, balanced, and growth), and cherry-pick funds (individual holdings), with the latter being less popular. The Roth option within the traditional 401(K) plan, introduced a couple of years ago, is favored by AATF employees. However, it's noted that the Academy's 7% contribution cannot be directed into the Roth component.

Mr. Brewis is personally meeting with each new employee to introduce the 401(K) plan, facilitate online sign-up (as there's no paper option), and to address any questions. Furthermore, he plans to offer AATF employees tools, at no cost, this summer or later, to assist them in purposeful investing towards their financial goals.

9.5. AATF 401(K) Profit Sharing Plan - Annual Report

Mr. Brewis commented on the report under 9.4.

- 9.6. **2024-25 IDEA, Part B Intent to Participate - Information Only**
Will Bingham motioned to accept 9.6 as presented; Ryan Brady; all approved.
- 9.7. Governance Training Renewal - Suzanne Larkin - Information Only
Thank you to Suzanne Larkin for renewing her governance training.
- 9.8. Governance Training - Sean Douthard - Information Only
The Board greeted Sean Douthard warmly, granting him the status of a voting member.
- 9.9. Directors Roll Out, Governance Training + Fingerprinting - Information Only
Information on renewal dates for board members for fingerprinting, roll-out and governance training.
- 9.10. Designation of the 2022-23 Schools of Excellence - Memorandum
- 9.11. Florida State Fair Achievement Recognition - Information Only
Mrs. Carter provided an explanation of the Designation of the 2022-23 Schools of Excellence and the Florida State Fair Achievement Recognition, detailing how our chapter earned eligibility for these prestigious honors.
- 9.12. Florida FFA Belinda G. Chason Legacy Award - Information Only
AATF is the only school in Florida to receive the middle school award.
10. Individual Board Member Reports/Inquiry (Non-Agenda Items) - None
- Suzanne shared that Will Bingham has joined the Expansion Committee as Co-Chair with Lauren Monbarren.
 - Dana Maggard suggested having a monthly report presented to the board with updates on all expansion projects.
 - Suzanne Larkin mentioned that the Student and Employee handbooks are currently being updated by Admin and will be forwarded to the board members for review. A special board meeting will be necessary to approve both handbooks to meet the deadline of the printer.
 - Ryan Brady thanked all employees for keeping the school running while Mr. Polk was out.
11. Faculty/Staff Inquiry (Non-Agenda Items)
Lori invited the Board to join the 8th grade graduation celebration May 23rd at 6:00 p.m.
12. Friends of the Academy
- 12.1. Financials
Mrs. Fagan reported Clay Shoot income and preliminary Golf Tournament income information is listed in the financials as well as the contribution of \$50,000.00 from PTO to the school. PTO has voted on an additional \$15,000.00 contribution for the school to be paid next month.
Plans for next year are on the way starting with the Back to School Bash
13. Date of Next Meeting
- 13.1. BOD 6-17-24
14. Upcoming Events
- May 21 - 2nd - Zoo Tampa
 - 22 - 7th - Lakewood Retreat
 - 22 - 4th - Kennedy Space Center
 - 23 - Directors Assessment Committee - 8:00 am
 - 23 - 1st - Chuck E. Cheese
 - 23 - 2nd EOY Celebration
 - 23 - 8th Grade Clap Out 2:00 pm
 - 23 - 8th Grade Graduation 6:00 pm at the School
 - 24 - Water Day - Grades K-8th

24 - Last Day for Students
27 - No School - Memorial Day
28 - 29 - Teacher Post Planning Days
June 3 - 28 - AATF Summer Program

15. Meeting Adjourned

Emily Lastowski made a motion to adjourn at 6:29 pm; all approved.

Minutes submitted by:



Emily Lastowski, Secretary

Janay Rouser, Vice President

Date: 6-17-2024