

**AATF Board of Directors Minutes**  
**June 17, 2024**  
**Location: In-Person and Virtual via Zoom**

- 1. Call to Order  
Suzanne Larkin called the meeting to order at 5:31 pm.

- 2. Roll Call - Suzanne Larkin

	Oct 16	Nov 13	Dec 18	Jan 22	Feb 9 Special	Feb 26	Mar 18	Apr 15	May 20	May 28 Special	Jun 6 Special	Jun 17
Larkin, Suzanne	X	X	X	X	Zoom	X	X	X	X	X	Zoom	X
Bingham, Will	X	Absent	X	X	Zoom	X	X	Absent	X	X	Absent	X
Rouser, Janay	X	X	X	X	X	X	X	X	Zoom	Absent	X	X
Lastowski, Emily	X	X	X	x	X	X	X	X	X	Absent	X	Zoom
Maggard, Dana	X	X	X	x	X	X	X	X	X	X	X	X
Bussey, Rutland	X	X	X	x	X	X	X	X	X	X	X	X
Brady, Ryan	X	Absent	X	Absent	X	Zoom	X	X	X	x	Zoom	X
Douthard, Sean									X	Zomm	X	X

- 3. Pledge of Allegiance and Moment of Silence

- 4. Public Inquiry - None

- 5. **Minutes May 20, 2024, May 28, 2024, June 6, 2024**

Dana Maggard motioned to approve the minutes for May 20, 2024, May 28, 2024, June 6, 2024 as presented; Will Bingham seconded; all approved.

- 6. Committee Reports

- 6.1. **Financial Report**

Dina Bardin reported that summer payroll has been paid out. To get ready for the expansion we have added additional students this year which provides us with additional funds at the end of the school year. We are closing the month of May with \$552,860.17 revenue.

Janay Rouser motioned to approve the Financial Report for May 2024 as presented, Ryan Brady seconded; all approved

- 6.2. **Expansion Committee**

- 6.2.1. **Florida Capital Bank N.A. - Notice of Extension of Maturity Date**

Will Bingham reported that the Florida Capital Bank loan has been extended until June 30, 2024. BankFlorida has agreed to pay off the current loan for \$296,269.95 (as of 6/28) with Florida Capital Bank.

The Board is acknowledging and verifying the extension of loan with Florida Capital Bank to June 30, 2024.

- 6.2.2. **BankFlorida Loan**

Mr. Bingham shared that BankFlorida is prepared to authorize the loan to pay off the Florida Capital Bank.

Dana Maggard motioned to approve 6.2.1. And 6.2.2. to authorize Mr. Bingham to move forward to obtain a loan from BankFlorida to pay off the Florida Capital Bank loan, Ryan Brady seconded; all approved.

- 6.2.3. **Projected Budgeted Statement of Activities**  
Mrs. Bardin and Bob with King & Walker created the projected budgeted statements for the next 5 years. This was requested by BankFlorida prior to signing for the loan.
- 6.2.4. **Ag Classroom Plan, Resource Building and Site Plan**  
Mr. Bingham went over the changes made to the exterior of the resource building to make it more aesthetically pleasing. He further reported that the primary access point is now Handcart Rd. Kieffer Road access will be for emergency vehicles only.  
To control the increased drop off and pick up traffic, the high school will have a different starting time than K-8th.  
Ryan Brady offered to contact the local Sheriff's department regarding the Crime Prevention Through Environmental Design program and report back to the Board if this program can be utilized in our expansion efforts.
- 6.3. **Ways and Means Committee**
- 6.3.1. **PTO 2024-25 Fundraisers**  
Mrs. Larkin announced that 12 students will go to the FFA National Convention in Indianapolis and are seeking support through a number of fundraisers that will be shared with the Board and the Public soon.  
Mrs. Fagan, PTO President, introduced the PRP Wine Tasting social at Handcart Nursery (next door to school). Childcare will be provided at the school. This fundraiser will offer parents an opportunity to socialize and meet other parents outside the school.  
Mrs. Larkin reported that the Ways & Means committee is recommending to approve the FFA fundraiser and the PRP Wine Tasting parent social as presented.  
Will Bingham motioned to approve the FFA fundraiser and the PTO PRP Wine Tasting Social as presented; Ryan Brady seconded; all approved
- 6.3. **SAC Committee**
- 6.3.1. **AATF Market Update - Tami Flourmory**  
The AATF Market was created foremost to generate revenue for the school. Since its inception it has grown into so much more:
- Promote healthy nutrition
  - Create unique learning opportunities for students
    - Applying and interviewing for a job
    - Customer service skills
    - Basic components of running a business
    - Build skills that support academic success
- 26 Students applied to become team members and had to meet specific requirements. Students helped once a week during school hours from February to the end of the school year. Some volunteered after school. Students are able to earn volunteer hours through this program.
- In addition to produce, the market carries:
- Drinks (water - sparkling and flavored)
  - Snacks (fig bars, variety of nuts, dill pickles, sunflower seeds, boiled peanuts, meat sticks)
  - Plants - herbs and others
  - Popsicles
  - Fresh sourdough bread and sourdough starter
  - Vinaigrette and seasonings
  - Local honey and other spreadable honey products
  - Other seasonal items like flowers for Mother's Day and engraved wood cutting boards for Father's Day.
- The AATF Market supports and partners with the Ag/FFA department, Aftercare, Art Department and 4th Grade Field Trip.

Currently the Market is working with three different vendors:

- Honey - GEM Aviaries
- Sourdough bread - Olive and Fern Farmhouse Goods
- Soaps - Buzzy Bee Soaps

The Market will be closed until August 5, 2024. At registration day, August 8th, a Coffee and BBQ truck will be available for staff and parents to start the school year.

Mrs. Flournory shared profit margin details and information.

Sam Hicks has been hired as the new manager and is training with Mrs. Flournory to take over at the beginning of the new school year.

Future plans are to increase the online orders, continue to add a variety of products, and open a Saturday market, maybe once a quarter.

## 7. **Consent Agenda**

Janay Rouser motioned to accept the consent item; Will Bingham seconded; all approved.

### 7.1. **2024-2025 Budget**

Ryan Brady motioned to approve the 2024-2025 Budget as presented; Dana Maggard seconded; all approved.

## 8. **Old Business - None**

### 8.1. **Director's Assessment - Suzanne Larkin**

Mrs. Larkin shared that Mr. Polk's assessment is once again highly effective.

### 8.2. **Director's Contract - Will Bingham**

#### 8.2.1. **2024-2025 Directors Contract**

Based on the highly effective assessment, Mr. Bingham and the committee is pleased to offer Mr. Polk the new contract which he accepted. The committee is requesting the Board to approve the presented Director's contract.

Ryan Brady motioned to approve 8.2.1 as presented; Janay Rouser seconded; all approved.

## 9. **New Business**

### 9.1. **Out of Field Teacher- Preliminary Reporting**

Will Bingham motioned to approve 9.1 as presented, Ryan seconded; all approved

### **Emergency Item**

Dana Maggard motioned to accept the emergency item, Job Description for the High School Principal; Ryan Brady seconded; all approved.

The Board reviewed and discussed the presented job description for the position of High School Principal. The following changes/additions were made:

- Under About Us was changed to "We are creating a team of ..."
- Under Essential Duties & Responsibilities, add "Work outside of normal office hours when needed."
- Under Minimum Requirements, add "Knowledge of state testing and graduation requirements."
- Indent Education, Training & Experience and add " Master's Degree from an accredited institution in Educational Leadership or Master's Degree and Educational Leadership or School Principal certification." Further add, "Minimum of three years of school based experience."
- Under Certificates, Licenses & Registrations, add "State of Florida Department of Education Certification in Educational Leadership or School Principal."

- Preferred Qualifications, add “Minimum of three years experience in a school-based administrative role or equivalent leadership experience.” Add, “Knowledge of college enrollment requirements.”

Ryan Brady motioned to accept the High School Principal job description based on the changes discussed; Dana Maggard seconded; all approved.

9.3. 2024 Strategic 5 Year Planning - October 23rd

Mrs. Bardin shared that she contacted Step by Step Consulting for our next strategic 5 year planning meeting. This facilitator, Elizabeth Step, assisted AATF in the past 2 planning sessions. Please mark your calendar for October 23rd to participate in this planning session.

10. Individual Board Member Reports/Inquiry (Non-Agenda Items)

- Mr. Brady compared last years and this year's school climate surveys and reported that almost all points significantly increased this year.
- Mrs. Lastowski thanked Tiffany Hines for doing a marvelous job with the summer camp.
- Board discussed the new guidelines for school volunteers to be fingerprinted for a level 2 background check with an applicable fee and its effects on future needs for volunteers.

11. Faculty/Staff Inquiry (Non-Agenda Items)

Lori Gauttier gave an update on the 8th grade graduation and noted that this event was mostly student run.

12. Friends of the Academy

12.1. Financials

Mrs. Fagan shared that PTO donated to the school a total of \$152,000.00 this year.

Upcoming events are:

Chuck E Cheese Spirit Day - July 26th - Starting at 3:00 p.m.

Back to School Bash - Volunteers Needed

PTO will be participating in registration day.

13. Date of Next Meeting

13.1. BOD 7-15-24

14. Upcoming Events

June 3 - 28 - AATF Summer Program

June 20 - PTO Board Meeting 6:00 p.m.

July 8 - 19 - AATF Summer Program

15. Meeting Adjourned

Janay Rouser made a motion to adjourn at 7:10 pm; all approved.

Minutes submitted by:

  
Emily Lastowski, Secretary

Date: 7-15-2024