

**Discovery High School**  
Governing Board Meeting Minutes  
**06/24/2025**

The following members were present:

Kevin Warren	President/Treasurer
Nancy Daley	Chairperson/Community Member
Charlotte Butler	Community Member
Doretha Tillman	Community Member
Tania Sims	Secretary

Nancy Daley welcomed everyone and called the meeting to order at 9:15 AM.

Charlotte Butler made a motion to excuse Mr. Taylor from the meeting. Doretha Tillman seconded the motion. The motion was passed by unanimous vote.

### Minutes

A motion was made by Charlotte Butler to accept the 05/20/2025 minutes as written. Doretha Tillman seconded the motion. The motion was passed by unanimous vote.

### Principal's Report

#### **\*Enrollment Report**

Mr. Jemison reported that Discovery High School currently total enrollment: 929 students.

- Grade breakdown: 9th - 277, 10th - 247, 11th - 207, 12th - 198.
- Original 9th grade goal: 270 students; currently exceeding goal.
- Enrollment paused for 9th and 10th grades; still accepting 11th and 12th graders.
- Waiting list: 9th - 78, 10th - 25, 11th - 14, 12th - 13; total 130.

#### **\* Personnel Actions**

Mr. Jemison presented the following personnel matters: three resignation, nine new hires, and two open positions. The personnel actions were put to a vote and Doretha Tillman voted to accept, seconded by Charlotte Butler. The Personnel Actions were passed with a unanimous vote.

Board Approved  
7/28/25  
Date

Mr. Jemison then presented five teachers require out-of-field approval for 25-26 school year.

A motion to approve the out-of-field teachers for the 2025-2026 school year was made by Ms. Charlotte Butler. The motion was seconded by Ms. Doretha Tillman. The motion passed by unanimous vote.

### **\*Title I & II Funding Overview**

Mr. Jemison presented the following updates on federal Title I and Title II funding allocations for the upcoming school year:

1. Title I and II funding allocations detailed, with focus on literacy, coaching, and professional development.
2. Title I funding for next year: \$162,000; allocations: 60% counselor, 65% literacy coach, 80% Title I parent, \$4,000 reserved for family outreach; Title II: 50% math coach salary.
3. Title II funds allocated for Kagan training.
4. Stipends planned for math and for focus class curriculum planning starting next month.

### **Old Business**

#### **\*Transportation Update**

Mr. Frabotta presented the following updates regarding Discovery Schools' transportation:

- Discovery Schools have recently updated its routing list and is working to provide it to the GPS company.
- Mr. Warren has signed the contract with BusBoss, the transportation software provider.
- Geotab, a sister company, will assist in equipping each bus with GPS tracking, which will integrate with BusBoss's parent notification system.
- Parents will have access to an app to track their child's bus and receive real-time updates on drop-off times.

Currently, Discovery Schools is in the onboarding process, compiling necessary data and establishing a connection between Focus (the student management system) and BusBoss to ensure seamless integration.

The implementation is expected in approximately four weeks, aligning with the start of the school year. Mr. Frabotta noted that Mr. Warren has been collaborating with Ms. Newman to finalize student lists for BusBoss and move the process forward.

Once all data is uploaded, the district will assess the impact on individual bus routes. Until then, specific routing adjustments remain undetermined.

### **\*Bus Warranty Update**

Mr. Frabotta reported on the Discovery Schools' evaluation of extended warranty options for its bus fleet:

- Discovery Schools is still evaluating the terms of an extended warranty to ensure it provides long-term value. A clear understanding of coverage for the four buses in question is needed before proceeding.
- Caution is being exercised to avoid entering into an agreement that may not be financially or operationally beneficial. As with any warranty, its effectiveness depends on the company's commitment to honoring its terms.
- Discussions are ongoing with Cummins Engine (the manufacturer of the engines in the Thomas buses) to clarify warranty options and coverage.

No decision will be made until the Discovery Schools is confident in the terms and long-term advantages.

### **\*PTO Policy Review**

Mr. Frabotta presented an update regarding Paid Time Off (PTO) accruals and potential payouts:

Key Discussion Points:

- Discovery Schools need to establish a plan to address accumulated PTO balances, particularly those exceeding the 20-day carryover limit.
- The current excess PTO liabilities are significant, with approximately:
  - \$81,000 at the middle school level
  - \$62,000 at the high school level
- These liabilities created budgetary challenges in the 2024-25 fiscal year.

Proposed Solutions:

1. Full Payout Option:
  - Pay 100% of balances exceeding 20 days for all eligible staff
  - Require 100% staff participation in the revised PTO program
2. Grandfathering Option:
  - Maintain current balances for grandfathered employees
  - Establish a separate reserve account to fund future PTO payouts
  - Protect annual operating budgets from impact when long-term employees separate

#### Next Steps:

- The administration will analyze both options and present recommendations
- Any policy changes would aim to prevent future budgetary strain while being fair to staff

#### Financial Considerations:

- The solution must address both immediate liabilities and long-term fiscal sustainability
- Any plan implementation would need to align with the district's financial planning processes

Board Member Nancy Daley raised several considerations regarding the PTO policy review:

#### Key Questions and Suggestions:

1. Staff Engagement:
  - Inquired whether affected staff members had been consulted
  - Suggested gathering input through discussions, email communication, or informal feedback mechanisms
2. Alternative Payout Structure:
  - Proposed implementing a graduated payout system as a third option
  - Suggested distributing payments incrementally (monthly) over 1-2 years rather than as lump sums
  - Highlighted this approach could ease budgetary impact while honoring obligations
3. Urgency of Action:
  - Emphasized the critical need for policy changes
  - Expressed concern about potential fiscal consequences if multiple employees separate simultaneously with large PTO balances
  - Noted such a scenario could create significant operational challenges

Mr. Frabotta responded to the concerns regarding PTO payouts:

#### Budgetary Clarification:

- Currently, the PTO liabilities do not directly impact the operating budget
- The district has established an accrual account to track these future obligations
  - This appears on P&L statements as an expense recognition
  - However, no dedicated funds are currently reserved for these payouts

Nancy Daley emphasized:

- Encouraging staff to utilize their accrued time off, noting the importance of mental health breaks and proper rest
- The need to honor earned compensation while balancing fiscal responsibility
- Proposed forming a committee to:
  - Gather input from affected staff and teachers
  - Explore solutions within the Discovery Schools' financial capabilities

#### **\*TSA Allocation Update**

Mr. Warren discussed the timing of the **Teacher Salary Allocation (TSA)** from the state and its impact on salary adjustments:

- **TSA Timing:** The state typically releases TSA funds in October or later, a practice that has been in place for years.
- **Salary Adjustments:**
  - Teachers begin the school year on their current salary scale.
  - Once TSA funds are allocated, salaries are adjusted retroactively.
  - This past year, teachers received two mid-year salary increases due to delayed TSA notifications.
- **Retroactive Pay:**
  - Any retro pay resulting from the TSA adjustment will be processed at the end of the fiscal year.
- **Funding Restrictions:**
  - The legislature mandates that a portion of TSA funds must be used for maintaining prior raises, while another portion is allocated for new raises.

Mr. Warren noted that while this process is not ideal, it is the current structure set by the state.

#### **\*Teacher Salary Scale Update**

Mr. Frabotta presented the approved teacher salary scale for the upcoming school year, highlighting the following key points:

##### Salary Scale Breakdown

- **New Hires:** The scale reflects the base salary structure for incoming teachers, as agreed upon by the PEA (Professional Educators Association) and teaching staff.
- **Current Teachers:** Existing staff will receive a **1.5% salary increase** for the upcoming school year.

#### State Funding Considerations

- **TSIA (Teacher Salary Increase Allocation):** Still under negotiation between the state legislature and senate, with final figures pending.
- **FEFP (Florida Education Finance Program) Increase:** Expected to be minimal, likely in the 1.5% range, resulting in limited additional funding for salary adjustments.

#### Discovery Schools Alignment & Budget Planning

- Discovery Academy remains committed to matching county salary adjustments, which are projected at 0.6%.
- After consultation with Building Hope and CFO Dana Vignale the administration is confident in budgeting for the **1.5% staff increase** while maintaining fiscal stability.

#### \*Position Review Update

Mr. Warren provided an update on the ongoing position review process:

#### Current Status

- All positions are currently under review to clarify roles and responsibilities
- The administration is working to align job duties and eliminate overlapping functions
- Focus on ensuring each position has clear, defined responsibilities (e.g., separating terminal operator duties from bus-related tasks)

Ms. Daley shared the following guidelines:

1. **Teachers may attend board meetings** to listen and stay informed.
2. **For concerns or issues**, teachers should follow the proper chain of command:
  - First, discuss with their principal
  - If unresolved, go through the administrative liaison
  - Board meetings should not be the first step for addressing concerns

Mrs. Fontaine provided the following clarification regarding the high school's existing communication structure and concerns about adding a new liaison role:

1. **Issue Escalation Path:**
  - **New Teachers** → Mentor Teacher → Department Chair → Administrators (Erica/Mrs. Fontaine) → Daryl (if unresolved).
  - **Department Chairs** already serve as elected liaisons between teachers and administration.

## 2. Rationale for Existing System:

- Teachers have different comfort levels and planning times—consolidating to one liaison may not work.
- Department Chairs are already voted representatives with defined liaison duties in their job descriptions.
- Adding another role could complicate the current hierarchy rather than streamline it.

Mrs. Fontaine suggested the following addition to DHS's existing structure:

### Proposed Adjustment to Department Chair Responsibilities

#### 1. New Protocol:

During annual pre-week meetings, department chairs will be instructed that:

- If an issue remains unresolved after administration (including Principal)
- They may bring it directly to the next board meeting as the department's representative.

### \*Administrative Liaison Position Discussion

Ms. Daley initiated discussion regarding the Administrative Liaison position, currently held by Mr. Warren, with the following key points:

#### Position Overview

- **Current Status:** Mr. Warren has been fulfilling this role in addition to his other responsibilities
- **Proposed Change:** Transition to a permanent, defined position within the organizational structure
- **Rationale:** Ensures continuity through succession planning (e.g., retirement transition)

#### Key Considerations

##### 1. Title Clarification:

- Board discussed renaming the position but will retain "Administrative Liaison" title
- Note: The liaison also serves as President of the Governing Board for official signatory authority

##### 2. Full-Time Status Proposal:

- Board to determine if position should be converted to full-time
- Requires review of:
  - Salary range
  - Benefit package
  - Detailed job description (provided in board packet)

Ms. Tillman confirmed motion remains valid with proposed amendments. Ms. Butler seconded motion to approve as amended. The motion was passed by unanimous vote.

**Formal Motion:**

"To approve the Administrative Liaison position description as amended, including expanded liaison responsibilities with school administrators, with final vote deferred to next meeting pending salary/benefit information."

**\*Bus Driver Compensation Proposal**

Mr. Warren presented the proposed new hourly rate scale for bus drivers:

In response to the board's previous request, administration calculated the budgetary impact of matching Polk County's pay scale. The total budget impact \$32,400.

- **Proposed Pay Scale**

- Starting wage: \$19.08/hour (increase from current \$18.00/hour)
- Step increases: \$0.33 per step
- Scale structure mirrors Polk County's compensation model

A motion was made by Charlotte Butler to approve the proposed bus driver pay scale increase matching Polk County's rates. Doretha Tillman seconded the motion. The motion was passed by unanimous vote.

**\*Bus Driver Policy Updates – Mr. Warren**

Mr. Warren announced the following changes to bus driver compensation and training policies:

1. **Minimum Hour Guarantee for Substitute Drivers**

- Implemented 1.5-hour minimum pay for short routes (e.g., 30–40-minute routes)
- Applies to all short trips at the driver's regular pay rate
- Maximum of 3 guaranteed hours per day (excludes field trips/athletic events)

2. **Training Reimbursement Program**

- New \$400 reimbursement for candidates completing the mandatory 40-hour district training course
- Payment issued with first month's paycheck post-training
- Designed to offset opportunity costs for trainees

Mr. Frabotta added the following provisions regarding staff serving as substitute drivers:

**1. Time Tracking Requirement**

- Staff performing driving duties during their contracted instructional time must:
  - Log driving hours separately from teaching responsibilities
  - Complete missed teaching duties outside their regular schedule (e.g., before or after contract time)

**2. Compensation Structure**

- Drivers receive standard bus driver pay for logged hours
- Teaching obligations remain unchanged and must be fulfilled

**3. Policy Intent**

- Prevents "double-dipping" (receiving simultaneous compensation for both roles)
- Maintains accountability for core job responsibilities
- Supports substitute driver availability while protecting instructional time

Key Example:

A teacher contracted until 3:30 PM who drives a bus at 3:00 PM must:

1. Receive bus driver pay for the 3:00-3:30 PM shift
2. Complete 30 minutes of teaching duties before or after contract time

**\*Property Update**

Ms. Daley reported that the Florida Gas Corporation has contacted her regarding Discovery Schools' property located at the corner of 587 and Evenhouse. The company has expressed interest in purchasing a permanent easement on the property. Board approval would be required to proceed with this transaction. Additionally, bondholder consent may also be necessary, pending further review

During discussions, Ms. Daley and Mr. Warren reviewed a temporary access request from Florida Gas Corporation, which included a waiver of insurance liability for property access to perform servicing work until a formal agreement is established. No objections were raised to granting this temporary access pending final board approval of the easement agreement.

Ms. Daley reported receiving a separate inquiry from another company regarding potential acquisition of the parcel located between the two existing properties. The party has submitted a letter of intent to initiate discussions, pending the Discovery schools' determination of whether to pursue further sale of this property.

## New Business

### **\*Proposed Meeting Schedule**

Three alternative meeting frequency options were presented for the upcoming year:

1. Monthly Meetings
2. Bi-Monthly Meetings (Every Other Month)
3. Quarterly Meetings

A motion was made by Ms. Charlotte Butler to adopt a monthly meeting schedule for the 2025-2026 school year. Ms. Doretha Tillman seconded the motion. The motion was passed by unanimous vote.

### **Comprehensive Evidence-Based Reading Plan Summary**

Mrs. Fontaine provided a high-level overview of the comprehensive certification documentation submitted for the 2025-2026 school year.

Mrs. Fontaine announced an upcoming professional development opportunity:

DHS is taking advantage of the **free FL DOE Secondary Literacy Institute** in Orlando to gather critical updates on testing and evidence-based reading strategies. By sending three staff members, the school will maximize session coverage and bring back valuable insights to share with the literacy coach, department chairs, and English/reading teachers. This aligns with DHS's broader literacy goals, including progress monitoring (via McGraw Hill and i-Ready 3000), data-driven planning in SAMS meetings, and classroom observations by the reading coach. The initiative reflects DHS's commitment to cost-effective professional development and targeted instructional improvement.

A motion was made by Ms. Charlotte Butler to accept the Comprehensive Evidence-based Reading Plan. Ms. Doretha Tillman seconded the motion. The motion was passed by unanimous vote.

Mrs. Hudson explained the following comprehensive updates to the faculty handbook:

### **\*Faculty Handbook Revisions**

Mrs. Hudson presented the following updates:

1. **Role Updates**
  - "Director" → "Principal" (Mr. Jemison)
  - Added "Administrative Liaison" role

## 2. Process Improvements

- Single email for absence reporting
- Common Curriculum lesson planning
- Unified student pass system
- Streamlined recertification/address changes

## 3. New Policies

- Food delivery rules (Uber Eats, etc.)
- Seating chart/attendance requirements
- Annual hourly rate appendix

## 4. Removals

- Tattoo coverage rule
- Guidance referral forms → hall passes
- Obsolete program references (Rachel's Challenge, 7 Habits)

## II. Vaping/Substance Policy

- **Phoenix Program Option:**

- 10-day suspension reducible to 5 days if enrolled
- Must complete 30-day program or face withdrawal

## III. Dress Code Changes

- **Banned:** Leggings
- **Allowed:** Pajamas

## IV. Operational Updates

1. **Orientation Date:** Tuesday → Wednesday
2. **School Day:** Starts 6 minutes earlier
3. **Family Contract Amendment:**
  - Current: "Not responsible for lost/stolen devices"
  - Proposed: "Not liable for broken/lost/stolen electronics"

A motion was made by Ms. Doretha Tillman to accept the new faculty and staff handbook. Ms. Charlotte Butler seconded the motion. The motion was passed by unanimous vote.

### \*Staffing Adjustments Update

Mr. Jemison outlined the following staffing changes for DHS:

- **Clinic:** 1 para → no para
- **Subs:** 2 sub paras → 1

- **Counselors:** 3 → 2
- **Admin:** Dean position cut (replaced by teacher splitting duties)
- **Teachers:** 3 positions cut

#### **\*Contract Renewals Review**

Mr. Jemison discussed the following contract updates for the upcoming school year:

##### **1. Janitorial Services**

- Will return to Enterprise (previous vendor)

##### **2. Grounds Maintenance Services.**

- Renewing current contract with Him & Jay (no changes)

Mr. Warren reported the following status regarding the audit selection process:

- Awaiting clarification on a preferred proposal from the audit committee
- Specifically requires updated pricing details

Ms. Daley expressed support for the audit committee's selection process.

#### **\*Insurance Renewals Update**

Mr. Warren shared the following updates regarding insurance renewals:

##### **1. Workers' Compensation**

- Due July 1
- Currently reviewing one quote; expecting two more this week

##### **2. Property/Vehicle/Fire Insurance**

- Due August 1
- Three agents are obtaining exclusive quotes from different providers
- Expect finalized proposals by the next meeting

##### **3. Benefits Insurance**

- Renews October 1
- Committee being formed (DALA staff: Mrs. Bateham, bus driver rep, high school staff TBD)
- Will meet via Zoom to review options

Mr. Warren reported the following changes from Building Hope:

##### **1. Student Fee Adjustment**

- **Current Rate:** \$55/student (unchanged for our school this year)
- **New Rate for Other Schools:** \$65/student (*effective immediately*)
- **Our Rate Lock:** \$55/student guaranteed until next year

## 2. Service Restructuring

- **Dana Vignale (CFO Services):**
  - Now offered as a separate monthly service
  - Provides dedicated financial oversight (calls, emails, advisory)
  - Critical this year during transition period
- **Daily Operations:**
  - Handled by Mel Green (DHS) & Tania Sims (DALA)

## 3. Recommendation

- **Continue CFO Services**
  - Cost-effective vs. hiring a full-time CFO
  - Ensures continuity during operational changes
  - Maintains responsive financial support

Ms. Doretha Tillman moved to approve Enterprise for DHS janitorial services. Ms. Charlotte Butler seconded the motion. The Board approved the measure by unanimous vote.

## Treasurer's Report

Ms. Vignale, representing Building Hope, conducted a comprehensive line-item analysis of the financial statements for the Board's review.

### 1. Accounting Discrepancies Identified

- Material variance between DHS balance sheet (showing deficit) and P&L statements
- \$100K/month lease payments and transportation costs withheld but not recorded in general ledger (11 months of unreported transactions)
- Tracking method relied on spreadsheets without GL integration

### 2. Root Cause Analysis

- Funds flow process: Bond proceeds to DALA → expense withholdings → residual transfers to DHS
- Lack of visibility into withheld amounts (transportation, lease payments, shared costs)
- Comingled expenses creating reconciliation challenges

### 3. Corrective Measures Implemented

- Controller engaged to update GL with all withheld transactions (June financials)
- New process effective July 1:
  - DHS assumes full bond payment responsibility
  - Clear monthly invoicing for shared services
  - Direct billing of expenses to proper school (MSID/EIN)

#### 4. Forward-Looking Improvements

- Complete separation of:
  - Food service contracts
  - Insurance allocations
  - Payroll distributions
- Implementation of financial "guardrails" for accurate school-level reporting

Ms. Vignale shared that separating the finances between the two schools is achievable. Since taking over the books in October, there have been many unknowns, which is normal—similar organizations often take 6–8 months to fully understand complex financial systems. In this case, the process has been more complicated, but progress has been made.

#### Clear Plan for July 1:

- The school administration and Kevin Luger (controller) have developed a structured plan to streamline finances starting next fiscal year.
- Ms. Vignale and her team also met with the school to align on processes, ensuring smoother operations moving forward.

#### Challenges & Improvements:

- **October – Survival Mode:** The initial focus was on paying bills, even without full clarity on obligations.
- **Now – Better Understanding:** There's now a clearer grasp of revenues, expenses, and transaction flows.
- **Future – Transparent Reporting:** The new system will provide cleaner financial reports, helping schools make data-driven decisions with less time spent untangling errors.

Ms. Vignale expressed confidence in the new fiscal year, expecting fewer financial puzzles and more efficient operations.

#### Mr. Warren expressed confidence in the financial progress, noting:

- Alignment between Mr. Jemison (who has implemented significant budget adjustments), Mr. Frabotta, and Building Hope to ensure clarity moving forward.
- A shared commitment to refining financial oversight and maintaining positive momentum.

Ms. Vignale reported on efforts to clarify Discovery High School's (DHS) balance sheet per Mr. Warren's request. While a full understanding remains ongoing, key findings include:

**1. Legacy Items Identified:**

- The prior auditor flagged certain line items as carryovers from previous years.
- Bank account balances (unlike other carryovers) reflect actual May 31st statements.

**2. Cash Flow Issue Resolved:**

- Previously, withheld payments (transportation/lease) reduced cash transfers to DHS's operating account.
- **New Process (Effective July 1):**
  - DHS will receive full owed amounts directly.
  - Leadership (Mr. Warren/Mr. Jemison) will closely monitor cash flow to prevent deficits.

**3. Forward Outlook:**

- With transparent transfers and budget adherence, negative balances should not occur.
- Expect clearer financial reporting as new processes take effect.

Ms. Vignale presented a plan to separate food service funds to improve financial flexibility:

**1. Current Situation:**

- National School Lunch Program (NSLP) reimbursements and private pay food funds are currently combined
- This restricts use of private pay funds due to NSLP spending rules

**2. Key Changes:**

• **For Past Year:**

- Identifying and moving private pay funds from NSLP account to general account
- Freeing up discretionary money previously tied to NSLP restrictions

• **Going Forward (July 1):**

- NSLP account will receive only program reimbursements
- Private pay funds will go directly to general account
- NSLP expenses will be paid only from NSLP account

**3. Benefits:**

- More flexible use of private pay funds for:
  - Student activities
  - Faculty appreciation
  - Graduation/Prom expenses
- Clearer compliance with NSLP spending requirements

#### 4. Next Steps:

- Complete separation of historical funds
- Implement new accounting process for FY25

**Profit and Loss Statement – Food Services:** The school has received more than \$24,000, but we need to determine how much is actually owed to DHS.

**Transportation Costs:** We noted that transportation expenses were recorded up to October. However, we later realized that transportation costs were not being incurred because the funds were being withheld in transfers. This discrepancy will be corrected in the July report.

**Facilities and Acquisition:** The amount of \$400,000 reflects four months of lease payments. No additional payments were recorded beyond that point. Initially, I assumed DHS had not made the payments due to their fragile financial state. However, the payments were made, and we will reconcile and update this for the July meeting.

Moving beyond the profit and loss statement, I'd like to address the bond covenants. DHS currently maintains only two days of cash on hand. Due to recent findings—specifically, not all cash being fully transferred—our liquidity has remained stagnant. However, because some funds were withheld (though not reflected in the P&L), the reported days cash on hand should still be fairly accurate.

Last month, DHS held three days of cash on hand, but the decline was partly due to the organization's commitment to avoiding mid-year layoffs, which has kept finances tight. Despite these challenges, I remain optimistic that the revised budget will allow us to gradually increase our cash reserves in the upcoming school year.

Moving on to the budget, I want to acknowledge the significant effort put forth by the school teams. Mr. Jemison has done outstanding work, leading his team in a thorough review and making difficult but necessary decisions.

While our ideal target is a 5% surplus, we are still pleased to project a year-end surplus of \$125,000 as our understanding of the finances continues to improve. This budget reflects an exhaustive review—every line item and expense were scrutinized—and represents a true collaborative effort. Every team member contributed, working diligently with the available data to develop a responsible and sustainable financial plan.

Upon approval today, we will enter these figures into QuickBooks, enabling us to generate clear, monthly budget-to-actual reports. This will allow us to closely monitor whether spending aligns with the approved budget across all school sites.

While adopting a budget is an important first step, the critical next phase is ensuring adherence to it. We strongly recommend that each school site conducts monthly budget reviews, carefully analyzing variances and adjusting spending as needed to stay on track.

I'd like to again commend the school teams, particularly Mr. Jemison, for their diligent work in reaching this point.

We've developed this budget using a conservative enrollment projection of 900 students- a figure that school leadership has confirmed as realistic through extensive discussion. This approach represents a shift from past practices where budgets were sometimes based on enrollment goals rather than actual expected numbers.

Key points regarding our enrollment-based budgeting:

1. **Funding Alignment:** The 900-student figure ensures our budget aligns with the October enrollment count that determines state funding
2. **Conservative Approach:** We've prioritized budgeting only for essential needs at this enrollment level
3. **Upside Potential:** Should summer recruitment exceed expectations (e.g., reaching 925 students), we would:
  - Quantify the financial impact of additional students
  - Consider allocating surplus funds to:
    - Classroom resources
    - Additional staffing
    - Compensation adjustments
4. **Budget Flexibility:** Stronger-than-anticipated enrollment would allow us to:
  - Revisit the budget
  - Consider amendments
  - Provide flexibility for resource reallocation

This methodology ensures we maintain fiscal responsibility while creating opportunities to address "want-to-have" items if enrollment outperforms projections.

Ms. Vignale presented a consolidated financial view of both schools, which we will examine in greater detail during the DALA budget discussion. The combined projection shows:

- **Total Revenue:** \$18.6 million
- **Key Benefits:**
  - Maintaining budget discipline will steadily improve our days cash on hand
  - Ensures continued compliance with debt coverage ratio requirements

This comprehensive approach allows for better financial oversight and demonstrates how responsible budgeting contributes to the organization's long-term fiscal health.

A motion was made by Ms. Doretha Tillman to the approve 2025-26 DHS annual budget. Ms. Charlotte Butler seconded the motion. The motion was passed by unanimous vote.

### **Board Member Report**

Ms. Daley emphasized the Board's ongoing commitment to prioritize staff welfare in all decisions. She specifically noted that when evaluating matters such as insurance costs, retirement benefits, or other employment considerations, the Board remains dedicated to acting in the best interests of staff.

"Our staff are the foundation of this organization's success," Ms. Daley stated. "You have my assurance that this Board will always strive to make decisions that support and value your contributions."

The meeting was adjourned by Nancy Daley at 11:45 A.M.

**Next Meeting: July 28, 2025**  
Discovery Academy of Lake Alfred  
Media Center at 9:15 A.M.