

# DISCOVERY HIGH SCHOOL GOVERNING BOARD MEETING MINUTES

**Meeting Type:** Regular Monthly Governing Board Meeting

**Date:** Tuesday, October 21, 2025

**Time:** 9:15 AM to 9:59 AM

**Location:** Discovery Academy of Lake Alfred

**Presiding Officer:** Nancy Daley, Chairperson

**Minutes Prepared By:** Melva Mitchell Green, Secretary (Interim)

The Regular Monthly Meeting of the Discovery High School Governing Board was called to order at 9:15 AM by Nancy Daley, Chairperson.

## *Board Members Present:*

- Kevin Warren, President/Treasurer
- Nancy Daley, Chairperson/Community Member
- Charlotte Butler, Community Member
- Doretha Tillman, Community Member
- John Taylor, Community Member

## *Board Members Absent:*

Tania Sims, Secretary

## *Others in Attendance:*

- Gordon Crozier, CFO from Building Hope
- Jemison Darryl, Principal
- Adam Phelps, Teacher of the Year
- Alex Trujillo, Auditor

Board Approved  
11-18-25  
Date

## I. Approval of Previous Minutes

**Main motion:** Moved by Charlotte Butler to approve the minutes from the September 23, 2025, meeting as written. Doretha Tillman seconded the motion. The motion passed by unanimous vote.

## II. Principal's Report

### **A. Principal's Enrollment Update – Mr. Jemison**

Mr. Jemison provided the following enrollment update for the 2025–2026 school year:

- **Current Enrollment:** 899 total students
  - 9th Grade: 276
  - 10th Grade: 229
  - 11th Grade: 208
  - 12th Grade: 186
- **Waiting List:**
  - 9th Grade: 41

- 10th Grade: 19
- 11th Grade: 12
- 12th Grade: 9

Mr. Jemison noted that the FTE count was 907 students in line with the budget projections. The school continues to accept applicants. Mr. Jemison states our enrollment goal is 925, but this also depends on what classes the students require.

**B. Title I Funding Update – Mr. Jemison**

Mr. Jemison announced that Title I funding will need an additional 45 students for the next year (2<sup>nd</sup> FTE) at Discovery High School to qualify for Title I funding.

**C. Personnel Action – Mr. Jemison**

Mr. Jemison reported that Discovery High School had no personnel actions requiring board approval.

**III. Old Business**

**A. Health Insurance Update – Kevin Warren**

Mr. Warren stated that many staff members had issues getting appointments with our insurance rollover, as no one received an ID card by October 1, 2025. The reasoning behind this is that our new provider took on too many clients to meet the deadline. Everything has now been issued and do not foresee any more issues. Baycare is now also a contracted vendor.

**B. Pre-Cambridge Update**

Mr. Jemison stated that Cambridge will help a certain population of students, but it is a specialty program and will be small classes. DHS will revisit for 2026-2027 school year. The startup cost is \$12,000-\$20,000, with an annual of at least that.

We currently offer 5 Advanced Placement Courses and Dual Enrollment.

**IV. New Business**

**A. Property Sale – New Interest**

Chairperson Daily received a letter of interest on the 7 acres remaining of vacant property. This decision has been set for further discussion at a later date as the Board of Directors would like to take this under consideration if we want to sell the property in the future or use it for expansion of Discovery Schools.

Chairman Daily announced that the funds from the sale of the property we sold to TECO is accessible for the schools to utilize the interest earned.

**B. Upcoming Events**

- Trunk or Treat (Haines City) October 24, 2025
- Trunk or Treat (Discovery High School) October 31, 2025
- Budget Planning Meeting November 4, 2025
- Havendale Christmas Parade

**VI. Stakeholder Report**

**A. DHS Fall Festival – Mrs. Daley**

Chairperson Daley stated Fall Fest was a huge success, and we had a lot of kids on property enjoying themselves.

- B. Discovery High School received a \$2500 donation from Mulling Insurance
- C. **Bond Holder Update – Mrs. Daley**  
Chairperson Daley reported that next bondholder call is scheduled for October 30, 2025 at 3:30pm.

### VIII. Treasurer’s Report – Mr. Warren and Mr. Gordon Crozier

Mr. Warren introduced Mr. Gordon Crozier, CFO from Building Hope, to the board. Mr. Crozier presented a comprehensive financial update:

#### **A. Financial Statement Review**

- Conducted a detailed line-item analysis of current financial statements.
- September monthly close is currently in process.
- Once September fully closes, we are projected to be right on budget.

#### **B. Budget Status**

- Current budgets align with projections discussed with Mr. Jemison and Mr. Warren.
- Payroll, the largest budget item, has been reconciled with ADP registers and requires minor adjustments over the next one to two pay periods. Mr. Crozier and Mrs. Pulse will work together on this.

#### **C. Compliance and Structure**

- Financial reporting remains partially combined; further review of bond documents is needed to determine optimal reporting strategy.
- The structure is not overly complex, but intercompany transactions require careful management to optimize cash flow and provide clear consolidated and school-level financial pictures.

#### **D. Financial Health Metrics**

- **Combined (DHS/DALA):** Debt service coverage ratio of 1.05x with 25 days cash on hand.

#### **E. Forward-Looking Strategies**

- Focus on aggressive financial management to improve ratios and compliance.
- Implement monthly variance analysis and forecasting:
  - Use actuals for elapsed months (e.g., July) and budget for remaining months.
  - Adjust for timing differences (e.g., capital outlay received in January/February, grant reimbursements).
- Financial reports will be 2 months back (e.g., October will be reported on in December)

#### **F. Reporting and Oversight**

- Provide detailed financial data to Mr. Warren and Mr. Jemison for daily management.
- Offer summarized reports to the board as needed.
- Ensure timely and accurate information to support proactive decision-making.

### **G. Funding and Cash Flow**

- Monitoring charter capital outlay (~\$90,000) for the high school.
- Assessing Polk County funding nuances to anticipate timing differences (e.g., Title I fund disbursement delays).
- Current cash balances are sufficient to meet obligations, though inter-school transfers may be necessary.
- Mr. Crozier concluded that the school is headed in the right direction with adequate resources and a clear plan for financial management.

### **H. Audit Report**

Full Audit Report was included in meeting packets with presentation by Mr. Trujillo. He stated both schools within budget for the close of books for our annual audit closing in June 2025. We still need to refine the separation of how transactions are entered between the two schools. We show to be in improved financial capacity from the 2023-2024 school year.

Charlotte Butler moved to accept the audit, John Taylor 2<sup>nd</sup> the motion. The motion passed by unanimous vote.

### **IX. Adjournment**

With there being no further business, the meeting was adjourned at 9:59 AM by Chairperson Daley.

Respectfully submitted,

**Melva Mitchell Green**

Secretary, Discovery High School Governing Board (Interim)

**Next Meeting: Nov 18, 2025**  
Discovery Academy of Lake Alfred Media  
Center at 9:15 A.M.