



NDHS BOARD OF DIRECTORS MEETING Minutes – October 28, 2009

Members Present:

Susan Crutchfield – Vice Chair
Michael Magruder
Carmen R. Torres
Christina Cafiero
Ryan H. Adams
Jacqueline Grimm
Loomes Wheeler
Lynn Sparrock
Ross Whitley – Berman Hopkins Auditor

The meeting opened at 7:30 a.m. at the office of attorney Michael Magruder, located at 203 S. Clyde Avenue, Kissimmee, Florida. Susan Crutchfield, facilitated the board meeting as the NDHS Board Vice-Chair in the absence of Ms. McMillon. She welcomed all present and turned the meeting over to Ross Whitley, the auditor from Berman Hopkins.

Annual Audit: Ross Whitley, auditor, presented the audit that was conducted at NDHS for the 2008-2009 school year. He explained how the audit was conducted according to governmental policies, compliances, contracts, and financials. Copy of audit narrative was presented to board members in attendance. Whitley submitted a clean audit. Financially, the school is very solid with one significant deficiency that may require correction.

Three comments from the 2008 audit were corrected and not repeated. A fourth comment was repeated. Though nothing wrong was detected, it included a suggestion to have a more defined segregation of duties, understanding that the school would have to consider costs of personnel to meet suggestion. A second repeat from the 2007 audit suggested that the records be kept on a modified accrual basis rather than a cash basis. The last comment included a suggestion of not having all cash in one account. Auditor recommended that money be insured through FDIC by placing money in separate accounts since money is only insured up to \$250,000 per account. Board explained that money was being held as collateral for loan on gym.

Jackie indicated that she will be meeting with Peter Freuler, the school's accountant to work on a system to record the accruals such as teacher salaries, insurance, etc. She also indicated that there is a more defined segregation of duties between her, Tina Cafiero, and Thalia Rijos.

Lynn made a motion to accept the financial report. Mike Magruder seconded the motion. Vote was made to accept the report. No further discussion was held.

Old Business:

Acceptance of the minutes of the last board meeting: The board meeting minutes of July 22nd, 2009 were reviewed and accepted. A motion to accept the minutes was submitted by Mike Magruder and seconded by Lynn Sparrock. Minutes were approved

New Business:

Membership Drive Update: Jackie Grimm indicated that we contacted two possible candidates: Bob Alexander who works with students at Stetson to help them pass the SAT and ACT. NDHS has hired him in the past to help students with FCAT. He was not able to make the meeting. The other person is Michelle Saia. She was not able to come to this meeting because of previous commitments but submitted her application. She will be at the next meeting. She is the HR director at the Radisson. She is very interested in being part of NDHS. Susan Crutchfield asked if we could try to recruit people to add to the diversity of the Board to reflect the school population. Mike indicated that this is becoming more and more difficult since the state is now requiring board training as well as fingerprinted for which there a fee is associated.

Mike Magruder motioned for Michelle Saia to be accepted on the board. Vote was made and motion passed and approved Michelle Saia to be on the NDHS board.

Approval of Out-of-Field Teachers: Tina Cafiero indicated that the Board needs to approve all out-of-field teachers. There are two teachers out-of-field one is out of field for reading; the other is dance teacher and is out-of-field for aerobics. She will not be out-of-field for next semester. The language arts teacher will be in compliance next semester. Mike Magruder motioned to accept the out-of-field teachers. Motioned was seconded and motion was passed.

Tina asked if the board needs to accept the resignation of Lionel Landuyt, the foreign language teacher which comes in lieu of termination for showing a video with inappropriate material and without administrative approval. The report is being submitted to professional practices. The board indicated that they do not have to approve the resignation. Resignation can be accepted by administrators.

Update of Golf Tournament: Mike Magruder and Ryan Adams gave update on golf tournament. Mike has a guy from Publix to take care of the food. April 24, 2010 is the date of the tournament. The golf course will probably be Kissimmee Oaks. They are working on getting sponsors and people to play. Mike indicated that they should be able to make \$2-\$4 thousand dollars. They are targeting 18 teams of four. Susan asked for a flyer to pass out to her acquaintances. Ryan is going to bring the information to SAC committee and the Poinciana Chamber of Commerce.

Set Date for Next Board Meeting: Next meeting is January 27, 2010. Other dates for Board meetings will be decided at the next meeting.

Other Business: Loomes Wheeler made a \$1,000 donation to the dance department to install a new wooden floor in dance room.

Susan Crutchfield suggested that we look at other banking options to help protect our savings accounts.

HOME is doing a walk to help the homeless. NDHS is participating in this project.

NDHS increased their school grade to a “B”. A++ money, \$24,455.00. The SAC committee voted on how that money would be distributed. Most of the money went to the teachers and staff. Other money went to books,

Susan made a motion to adjourn and Mike seconded it. The meeting was adjourned at 8:55 a.m.

Action Items:

Who	Does What	By When	Status
Ross Whitley	Send form to NDHS to fill out to allow bank to consider savings account as government account that needs to be collateralized.	October	
Ryan Adams	Create flyer for golf tournament to get to Susan Crutchfield		
Susan Crutchfield	Will help supply Mike and Ryan with list of business people or potential sponsor to help with tournament.	Next week	Done
Jackie Grimm	Will contact Mercantile to see what other options there are for banking purposes.		