

Hartridge Academy
Minutes for Board Meeting
June 27, 2025

Board members Lisa Street, Juan Lopez, and Sherry Kelley plus Principal Debra Richards were present. The meeting was called to order. The minutes from the previous meeting, March 2025, were read and approved.

The principal provided the financial reports for quarter ending March 31, 2025 as well as bank statements through May and budgets.

The 2324 Audit report was completed and emailed to members upon completion earlier. The principal discussed it, bringing attention to it again being a clean unqualified audit and that only a fraction of the fund balance expected to be needed was actually used during 2324. The board voted unanimously to approve the audit. It was noted that an abundant fund balance remains that well exceeds both the recommended and required percentage. The budget for 2425 and 2526 was discussed.

The principal and board members discussed the details of the planned use of the fund balance. It was confirmed that up to \$199,000 can be spent to pay 2526 returning staff for the unused sick / personal time since hire through 2425, add-ons opportunities for 2526, and music program supplies.

Information from the attorney and Trinet (payroll and HR), PCSB paycales and policies, and charter attorney was compiled for viewing and decision making. It was added that professional advice would be sought regarding whether or not the payout can or cannot earn retirement, too, and also which school year the expenses would apply. It was determined that if allowed, retirement would apply and the preferred expense year would be 2425 since the days paid are through 2425. The planned use is on the consent agenda for approval and staff to be paid once attorney confirms there is nothing to prevent this use of fund balance.

The members also reviewed the 2526 salary chart/ TSIA after comparing with PCSB new schedule. Hartridge, like PCSB, adjusted for 2425 difference where applicable. The principal discussed that two teachers may be returning to PCSB to complete their FRS requirements for pension which would result in hiring two teachers for 2526. Teachers are often temporarily out of field as they complete ESOL or PE area test. The 2425 evaluations and 2526 contracts were available for viewing. The board voted unanimously to approve the evaluations, 2526 contracts, allow out of field teachers, accept the fund use plan to be spent/ paid including retirement but only up to \$199,000 at the 2425 pay rate for all years, and approve TSIA 2526.

A charter attorney remains on retainer and working on clarification and compliance as we prepare for our renewal options, new education statutes, human resource compliance and fund balance use. Hartridge is not involved in any legal suits; the attorney is for information gathering, guidance, training, and compliance as needed.

Principal shared that summer school just ended and was a success for students. All Hartridge third grade students have now met the qualifications to move onto fourth. Summer work hours are still needed for teacher training, repairs, planning, parent contracts, audit prep, and recruiting as well as meeting Title 1 and multiple PCSB requests. Hartridge staff and admin who work will be paid at their hourly rate (no time and half) and Kelly Services will be used in addition to the contracted vendors. The construction dumpster and van will be needed through the first quarter of SY2526 to complete projects.

The members selected 2526 meeting dates and will meet again before school starts.

There was no audience asking to speak and no new business from the members.

A motion was made to approve the consent agenda . The motion passed unanimously.

Nominations were accepted by current members to serve on the board for 2526. There were no nominations other than the current members. Hartridge requires staggered terms. Members voted unanimously to the positions of Sherry Kelly President/Chair for 3 years, Lisa Street Sec Treasure for 2 years and Juan Lopez for 1 year.

The meeting was adjourned and the Audit committee met immediately thereafter.

Hartridge Academy
Annual Governing Board Meeting
Consent Agenda

June 27, 2025

1. Continue summer hours and after school hours to be paid at an hourly rate to salaried teachers at \$35 per hour and principal at \$67.10 per hour flat rate (no time and one half) and hourly employees at their current hourly rate not to exceed 50 hours. Summer work includes but not limited to summer tutoring, reading camp and summer school May 31-August, supervision of contracted labor and vendors, parent meetings, ESE and ESOL meeting, required, safe school and other trainings, clerical, Frontier phone conversion and update, fire alarm cellular installation, records and warehouse purging, AC and ceiling repairs. 1 staff and admin at the flat rate (no time and a half) for onsite year end/new year work, weekly district requests, annual audit.
2. Contract with new payroll vendor CoAdvantage to replace Trinet if the quote is lower. Trinet continues to charge based on gross payroll whereas CoAdvantage has agreed to a per staff member flat fee which results in savings of thousands of dollars per year without changing health insurance providers. Other offers (examples Paychex, ADP) did not offer both a savings and same health providers. If CoAdvantage fails to produce the offer in contract as promised then we would keep Trinet for now.
3. Approve 2425 and 2526 Hartridge Teacher Base salary table. The retro table is due to PCSB and PEA recently settling and issuing their retro pay and have made it available to the public. Accordingly, PCSB HR personnel has provided Hartridge with the comparable data as well as individualized data for most of our teachers on PCSB leave to us. Hartridge table includes a rate that pays Hartridge teachers minimum \$500 difference. A payroll run for any differences will be included in SY2425 budget on the next payroll run. Approve Florida TSIA funding increases if applicable when the amount and report are completed to amend 2526 table. All board members will receive a copy of the report but only the chair is required to sign annually.
4. Approve budget amendment for SY2425
5. Approve Budget for SY2526 which includes afterschool small group and one on one tutoring, to be paid at the above stated hourly amount to any teachers accepting the assigned student load and hours. Title 1 funds and any applicable grants will be applied for the tutoring before use of 2526 general funds or fund balance.
6. Approve continuation of the following vendors for contracted services: Valor for weekly grounds maintenance including minor repairs; Mikes Minor for porter, painting, minor repairs, and cleaning services; Kelly Services aka Frontline Education (same used by PCSB) for as needed subs, support and clerical; Tim Cox – tree services; R&E for A/C services; Fletcher Therapy and OCCA for student therapy, and Heather Watkins for student gifted services. Vendors must provide current proof of insurance, business license, and background clearance for SY 2526.

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7. Approve purchase of safe school items and repairs. First apply grants before using general or fund balances.

8. Hartridge will continue to encourage parents to use the online platform to purchase uniforms and school supplies rather than cash onsite. Payroll services are being negotiated with CoAdv which would reduce or eliminate the need for Hartridge to have funds on campus. Until then, enough cash to do so as well as facilitate parents during the enrollment period to fulfill needs will be secured accordingly. Citizens has agreed to cash payroll checks for Hartridge employees who may not yet have an active account there.

10. Approve purchase of AC replacement for classroom and lunchroom.

11. Approve plan to use fund balance : 1. for employee additional compensation to 2526 staff and administrator only . To SY2526 staff and administrator, this includes but is not limited compensation for prior years unused sick/personal/holiday time and unpaid days worked-at current daily rate. Plan applies to future and newly hired staff for 2526 returning staff and also applies to new hires for 2526. #2 use fund balance for music and art program. Total fund balance use through July 31 for these two items less than \$199,000.

12. Hire attorney to confirm fund balance can be used for compensation as planned.

13. After attorney confirmation that the fund balance can be used for additional compensation, apply PCSB Charter school descriptions for salary and additional compensation -Survey 3 categories. Using fund balance, payout prior to August return to work as it includes teacher retention funds.

14. Hire attorney to update / add / draft policies necessary to remain in compliance as well as explain new statute as of July 1 2025 pertaining to education.

Yusef Sub Secretary 6/27/25