

HARTRIDGE ACADEMY
GOVERNING BOARD MEETING
SEPTEMBER 24, 2024

The meeting was called to order. Members Officer Lopez, Lisa Street, and Sherry Kelley were present as was Principal Richards. The minutes from the last meeting were read and unanimously approved.


The Principal presented the bank statements and most current financial statements for fiscal year July 1 2024 – September 22, 2024.

The Principal reported that we were able to get one additional classroom started August 12. New students comprised of a large portion of non-English first language families, primarily Spanish. We have added another bilingual-English/Spanish staff member.

The principal stated that we were able to expend over \$200,000 of the remaining ESSR grant funds through today – grants expire September 30. The school received over \$32,000 in computers this month to replace those that were obsolete and bringing us to a one to one computer to student ratio. The computers will not be sent back and forth from home. A used set is on hand for the times a family may need to temporarily borrow one to complete homework or makeup work.

The Principal has noted that staff continues to work many hours past their contracted hours, as previously approved. The after school tutoring until 5:30 continues e successful for the students attempting to close learning - funded with ESSR through September 30. PM1 results and parent requests for tutoring afterschool supports use of 2024 2025 Title 1 funds to continue the program. 50% of the staff and the principal are willing to participate.

We continue to pass all inspections but have received recommendations that we would like to implemented but will required funding as well as time. Safe Schools is the source for many and has invited us to make a “wish list.” The LAFD recommends steps outside the portables backup exits – primary exits have a ramp already. Many costly upgrades to the site were completed during the fiscal year ended June 2024 with some continued through summer break and some ongoing. The construction dumpster and a Uhaul is still needed as we complete the work in the middle building and clear another warehouse. The district picked up some of the stored items during the summer and we have more ready. Since tutoring program does not end until 5:30, the extra work for projects and clearing the warehouse, completing the audit, and complying with Safe Schools and required title 1 conferences, will require evening and weekend work. This is paid to admin, teachers, porter, and Kelly services, at an hourly rate that is not time and one half. Drudy and Associates continues to assist with payroll processing, Trinet continues to be our staff leasing company and Kelly Services provides substitutes and classroom aides as well as clerical manpower. Payroll information and banking remains accessible to the board members but without access to confidential information such as social security numbers and health records.



The state funding amount for annual Teacher Salary increase is available and report due this week. The financial statements and cost report will be completed this week for 2023 2024. An extension of the Annual Audit report will be requested since we will have a new auditing firm from out of county. The 990 tax return is expected to be completed timely if the same team can do it. In addition, Drudy and Associates is able to be on site at least one day per week to assist with the audit at a cost of \$50 per hour.

Attorney Kathleen Schoenberg clarified allowable positions versus unallowed when / if relatives of the board members or principal apply for job openings. At this time, none have applied but the attorney will advise if it comes up again. A new teacher was added for the additional kindergarten and one bi-lingual support person was hired with general funds. Neither is related to or associated with board members or the principal.

The board and principal discussed the change in contracted porter and end of day cleaning. A third daily porter/end of day cleaning service has begun. The previous two were unable to perform the necessary lifting and time restraints. As needed, this porter/cleaning service will also work during storm days and holiday break at the regular rate but will not be paid when not working.


Principal and staff and contracted labor who work during Hurricane days if closed will be paid their hourly rate. Teachers will be offered the work if they want it.

Finally, the principal proudly announced that Hartridge has maintained its "High Performing" school status. Though our results were not as high as most years, we reached the threshold necessary. Summer school was long and tough on staff but it was appreciated by the parents and successful for the children. The financial cost was covered by grants.

Board discussed items on the consent agenda with principal. Members voted unanimously to approve all items on the consent agenda.

All board members are also Audit committee members and vice versa who will meet immediately following this meeting.

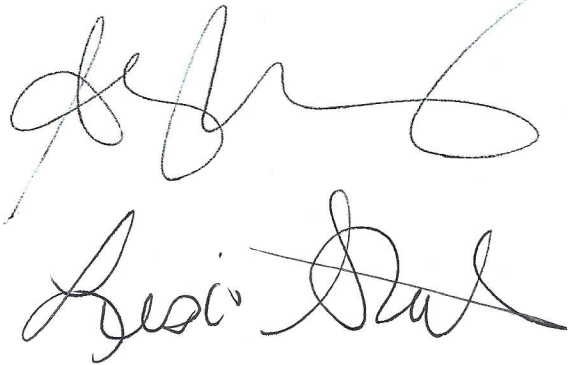
There were no members in the audience asking to speak. A motion was made and seconded to adjourn. Meeting was adjourned.

A handwritten signature in black ink, appearing to be "Lof" followed by a stylized monogram or initials.

HARTRIDGE ACADEMY AUDIT COMMITTEE MEETING

SEPTEMBER 24, 2024

The governing board members are also the audit committee. Members met immediately after today's regular meeting. The previous auditor of many years, Mike Brynjulfson CPA, is no longer performing charter school audits. The field of auditors who continue to do charters is limited. The committee unanimously accepted the proposal presented by BKHM CPA. The firm was selected by other charter schools who previously contracted with Brynjulfson. BKHM CPA has also served some Polk charters in the past. The auditors and principal will require an extension of time beyond the due date. This is the first year an extension of time will have been requested. The principal will find out if the extension request requires any specific process or form requiring board signature or if the principal signature is sufficient as it is for a timely audit. If a board signature is required, the board preapproves now as not to have to wait for a second meeting to proceed.



The image contains two handwritten signatures in black ink. The top signature is a cursive signature that appears to be 'John'. The bottom signature is also in cursive and appears to be 'Luis'. Both signatures are written in a fluid, connected style.

FILING REQUIREMENTS

LOCAL GOVERNMENTS AND EDUCATIONAL ENTITIES

Section 218.39(1), Florida Statutes, provides that if, by the first day in any fiscal year, a local governmental entity, district school board, charter school, or charter technical career center has not been notified that a financial audit for that fiscal year will be performed by the Auditor General, each of the following entities shall have an annual financial audit of its accounts and records completed within 9 months after the end of its fiscal year by an independent certified public accountant retained by the entity and paid from its public funds:

Mar 31

- Each county.
- Any municipality with revenues or the total of expenditures and expenses in excess of \$250,000, as reported on the fund financial statements.
- Each municipality with revenues or the total of expenditures and expenses between \$100,000 and \$250,000, as reported on the fund financial statements, that has not been subject to a financial audit pursuant to Section 218.39(1), Florida Statutes, for the 2 preceding fiscal years.
- Any special district with revenues or the total of expenditures and expenses in excess of \$100,000, as reported on the fund financial statements.
- Each special district with revenues or the total of expenditures and expenses between \$50,000 and \$100,000, as reported on the fund financial statements, that has not been subject to a financial audit pursuant to Section 218.39(1), Florida Statutes, for the 2 preceding fiscal years.
- Each district school board.
- Each charter school established under Section 1002.33, Florida Statutes.
- Each charter technical career center established under Section 1002.34, Florida Statutes.

Pursuant to Sections 10.558(3), 10.807(3), and 10.857(4), Rules of the Auditor General, each entity required to submit an audit report to the Auditor General pursuant to Section 218.39, Florida Statutes, must provide both a paper copy and an electronic copy of the audit report along with the required submittal checklist. The electronic copy is required to contain all elements described in Sections 10.557, 10.806, and 10.856, Rules of the Auditor General.

INSTRUCTIONS BY ENTITY TYPE

Charter Schools and Technical Career Centers

Eric D. [Signature] Secretary