



Board of Directors Meeting Minutes

July 19, 2023

- I. **Call to Order:** By Mike Aitcheson at 7:04 pm.
- II. **Roll Call:** Mike Aitcheson (Chair- Present), Dave Dixon (Secretary- Via phone), (Paula Harman-Present)
- III. **Others:** Andrew Kinlock (Principal-Present), Via phone Meera Patel (VP Business Dev- Present)
- IV. **Quorum:** A quorum was established.
- V. **Minutes:**
Read and approved minutes. Mike Aitcheson motioned to accept and Dave Dixon seconded. All approved, none opposed.
- VI. **Old Business:**
 - a. None**New Business:**
 - a. Principal reported that ASA is has offered a few potential sites.
 - b. Principal reported that ASA is working with the Public Adjuster for a new roof.
 - c. Principal reported that ASA still needs to do some more cabling.
 - d. Principal reported that ASA will need to acquire additional storage space.
 - e. Principal reported that the cleaning staff continues to disinfect the buildings.
 - f. Vice-Chair reported that she will visit and is happy with the setup.
 - g. Chair reported that he continues to work with landlords regarding the new site.
- VII. **Business Managers Financial Report:**
 - a. VP of Business Development reported that the ASA Monthly Financial Report was sent out to all Board members for their review.
 - b. VP of Business Development reported that ASA Accounting Company has been running a Profit/Loss analysis.
 - c. VP of Business Development reported that she is preparing Financial info for the Independent Auditors.
 - d. VP of Business Development reported she is interviewing new teachers for the upcoming school year.
- VII. **Principal Report**
 - A. The Principal reported that ASA is working is conducting teacher hiring.
 - B. The Principal reported that ASA is preparing to rebuild PowerSchool.
 - C. The Principal reported that ASA is working on implementing Edgenuity.

Action and Discussion Items:

- I. **Approved:** The Board unanimously approved ASA (5028) and ASA-A (5233) to disburse payment for the Annual Audits. Motion by Aitcheson; Second by Dixon.
- II. **Approved:** The Board unanimously approved ASA (5028) and ASA-A (5233) to change next year's Governing Board meeting to 6 p.m. commencing August 2023. Motion by Aitcheson; Second by Dixon.
- III. **Approved:** The Board unanimously approved ASA (5028) and ASA-A (5233) to amend the lease to facilitate co-location for both schools and split the rent evenly. Motion by Aitcheson; Second by Dixon.

Courtesy of the Floor: Members of the public who wish to address the Board about an item on the agenda must submit a request form and will have a minimum amount of time (3 minutes) to speak at the discretion of the Board Chair. The Board will not address the presenter or take action at this time.

- a. No public comment

VIII. Next BOD meeting

- b. August 16, 2023

IX. Adjournment:

Motion to adjourn by Dave Dixon and Michael Aitcheson seconded. All approved, none opposed Meeting adjourned at 7:36 pm.

The undersigned hereby certifies that he/she is an Officer and/or Director of Academic Solutions Academy, INC. a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on 7/19/23

ACADEMIC SOLUTIONS ACADEMY, INC.

A Florida not-for-profit corporation

By: 

Date: 8/16/23

Board of Directors Meeting Minutes

September 20, 2023

- I. **Call to Order:** By Mike Aitcheson at 7:03 p.m.
- II. **Roll Call:** Mike Aitcheson (Chair- Present), Dave Dixon (Secretary- Via phone), (Paula Harman-Present)
- III. **Others:** Andrew Kinlock (Principal-Present), Via phone Meera Patel (VP Business Dev- via phone)
- IV. **Quorum:** A quorum was established.
- V. **Minutes:**
Read and approved minutes. Mike Aitcheson motioned to accept and Dave Dixon seconded. All approved, none opposed.
- VI. **Old Business:**
 - a. None**New Business:**
 - a. Principal reported that ASA is working and is still searching for the new site.
 - b. Principal reported that ASA is working with the Public Adjuster for roof leak
 - c. The principal reported that ASA still needs more IP addresses.
 - d. Principal reported that ASA is redoing the driveway as old asphalt is very worn.
 - e. Principal reported that the cleaning staff continues to disinfect the buildings.
 - f. Vice-Chair reported that she will visit and comment on the landscape.
 - g. Chair reported that he continues to search for new sites as the previous site didn't work out.
 - h. Vice-Chair reported she is very eager to complete gym once the roof is fixed.
 - h. Chair reported that ASA needs to get a maintenance crew for the property to keep the property looking sharp.
- VII. **Business Managers Financial Report:**
 - a. VP of Business Development reported that the ASA Monthly Financial Report was sent out to all Board members for their review.
 - b. VP of Business Development reported that ASA Accounting Company has been running a Profit/Loss analysis.
 - c. VP of Business Development reported that ASA is in the final phases of the audit
- VII. **Principal Report**
 - A. The Principal reported that ASA is working on the New BTA Protocol.
 - B. The Principal reported that ASA is preparing students for testing.

Action and Discussion Items:

Approved: The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) Bonuses, TSIA, Referendum, and Salary increases as indicated in all contracts for the 2023-2024 school year. Motion by Aitcheson; Second by Dixon

Approved: The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) Teacher Salary Increase Allocation (TSIA) for the 2023-2024 Proposed Salary Distribution Plan. Motion by Dixon; Second by Aitcheson

Approved: The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to use the FCPCS Evaluation System for Teachers and School Base Admin. Motion Dixon; Second by Aitcheson

Approved: The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to use the Florida Consortium Public Charter School (FCPCS) Salary Schedule Calculator for the 2023-2024 school year and the employee Compensation-Pay for Performance Plan including bonuses. Motion by Dixon; Second by Aitcheson

Courtesy of the Floor: Members of the public who wish to address the Board about an item on the agenda must submit a request form and will have a minimum amount of time (3 minutes) to speak at the discretion of the Board Chair. The Board will not address the presenter or take action at this time.

a. No public comment

VIII. Next BOD meeting

b. October 18, 2023

IX. Adjournment:

Motion to adjourn by Dave Dixon and Michael Aitcheson seconded. All approved, none opposed Meeting adjourned at 7:28 pm.

The undersigned hereby certifies that he/she is an Officer and/or Director of Academic Solutions Academy, INC. a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on 9/20/23
ACADEMIC SOLUTIONS ACADEMY, INC.
A Florida not-for-profit corporation

By: 

Date: 10/18/23



Board of Directors Meeting Minutes

December 20, 2023

- I. **Call to Order:** By Mike Aitcheson at 6:00 p.m.
- II. **Roll Call:** Mike Aitcheson (Chair- Present), Dave Dixon (Secretary- Via phone), (Paula Harman-Present)
- III. **Others:** Andrew Kinlock (Principal-Present), Via phone Meera Patel (VP Business Dev- via phone)
- IV. **Quorum:** A quorum was established.
- V. **Minutes:**
Read and approved minutes. Mike Aitcheson motioned to accept and Dave Dixon seconded. All approved, none opposed.
- VI. **Old Business:**
 - a. None**New Business:**
 - a. Principal reported that the ASA Raptor system needs an update.
 - b. Principal reported that the Public Adjuster suggested legal action against the insurance company regarding the roof.
 - c. Principal reported that ASA needs a Vape Detector in the school.
 - d. Principal reported many students are being caught vaping in the locker room and restroom area.
 - e. Principal reported that the ASA maintenance team continues to do minor repairs to the building.
 - f. Principal reported that the cleaning staff continues to disinfect the buildings.
 - g. Vice-Chair reported that she will review the quote for the Vape Detector system.
 - h. Chair reported that he continues to search for new sites, but nothing good so far.
 - i. Chair reported that he will review the Insurance Policy regarding the roof.
- VII. **Business Managers Financial Report:**
 - a. VP of Business Development reported that the ASA Monthly Financial Report was sent out to all Board members for their review.
 - b. VP of Business Development reported that ASA Accounting Company has been running a Profit/Loss analysis.
- VII. **Principal Report**
 - A. The Principal reported that ASA is working on the New Florida Threat Model.
 - B. The Principal reported that ASA is preparing students for testing.
 - C. The Principal reported that ASA continues to recruit for the new site.

Action and Discussion Items:

Courtesy of the Floor: Members of the public who wish to address the Board about an item on the agenda must submit a request form and will have a minimum amount of time (3 minutes) to speak at the discretion of the Board Chair. The Board will not address the presenter or take action at this time.

a. No public comment

VIII. Next BOD meeting

b. January 17, 2024

IX. Adjournment:

Motion to adjourn by Dave Dixon and Michael Aitcheson seconded. All approved, none opposed Meeting adjourned at 6:23 pm.

The undersigned hereby certifies that he/she is an Officer and/or Director of Academic Solutions Academy, INC. a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on 12/20/23

ACADEMIC SOLUTIONS ACADEMY, INC.

A Florida not-for-profit corporation

By: _____

Mark A. Cule

Date: _____

12/20/23



Board of Directors Meeting Minutes

January 17, 2024

- I. **Call to Order:** By Mike Aitcheson at 6:02 p.m.
- II. **Roll Call:** Mike Aitcheson (Chair- Present), Dave Dixon (Secretary- Via phone), (Paula Harman-Present)
- III. **Others:** Andrew Kinlock (Principal-Present), Via phone Meera Patel (VP Business Dev- via phone)
- IV. **Quorum:** A quorum was established.
- V. **Minutes:**
Read and approved minutes. Mike Aitcheson motioned to accept and Dave Dixon seconded. All approved, none opposed.
- VI. **Old Business:**
 - a. None**New Business:**
 - a. Principal reported that the ASA Raptor system was hacked.
 - b. Principal reported that the Public Adjuster Attorney wants 30% down to fight the case.
 - c. Principal reported that ASA will commence roof work after the permits are received approve by Coral Spring.
 - d. Principal reported that we are working Arbitrage Management Group for the Treasury Bond.
 - e. Principal reported that the ASA maintenance team continues to do minor repairs to the building.
 - f. Principal reported that the cleaning staff continues to disinfect the buildings.
 - g. Vice-Chair reported that she will review the quote for desk top for both schools.
 - h. Chair reported that he continues to work with local office for sites.
- VII. **Business Managers Financial Report:**
 - a. VP of Business Development reported that the ASA Monthly Financial Report was sent out to all Board members for their review.
 - b. VP of Business Development reported that ASA Accounting Company has been running a Profit/Loss analysis.
- VII. **Principal Report**
 - A. The Principal reported that ASA is working on getting the new roof.
 - B. The Principal reported that ASA is preparing students for testing.

Action and Discussion Items:

Courtesy of the Floor: Members of the public who wish to address the Board about an item on the agenda must submit a request form and will have a minimum amount of time (3 minutes) to speak at the discretion of the Board Chair. The Board will not address the presenter or take action at this time.

a. No public comment

VIII. Next BOD meeting

b. February 21, 2024

IX. Adjournment:

Motion to adjourn by Michael Aitcheson and Dave Dixon seconded. All approved, none opposed Meeting adjourned at 6:28 pm.

The undersigned hereby certifies that he/she is an Officer and/or Director of Academic Solutions Academy, INC. a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The Board of Directors adopted the minutes at a meeting held on 1/17/24

ACADEMIC SOLUTIONS ACADEMY, INC.

A Florida not-for-profit corporation

By: Mark A. Cuh

Date: 2/21/24



Board of Directors Meeting Minutes

March 20, 2024

- I. **Call to Order:** By Mike Aitcheson at 6:01 p.m.
- II. **Roll Call:** Mike Aitcheson (Chair- Present), Dave Dixon (Secretary- Via phone), (Paula Harman-Present)
- III. **Others:** Andrew Kinlock (Principal-Present), Via phone Meera Patel (VP Business Dev- via phone)
- IV. **Quorum:** A quorum was established.
- V. **Minutes:**
Read and approved minutes. Mike Aitcheson motioned to accept and Dave Dixon seconded. All approved, none opposed.

VI. Old Business:

- a. None

New Business:

- a. Principal reported that the ASA Coral Spring issued the permit for the roof.
- b. Principal reported that the roofing company started working on the roof.
- c. Principal reported that ASA IT folks are working of the Classroom Clocks.
- d. Principal reported ASA security team is working well with troubled students.
- e. Principal reported that the ASA maintenance team continues to do minor repairs.
- f. Principal reported that the cleaning staff continues to disinfect the buildings.
- g. Vice-Chair reported that all buildings will be going through that Safe Inspection.
- h. Vice-chair reported that the building is in great condition considering all the recent renovations.
- i. Chair reported that he will review the requirements for the Building Inspection.
- j. Principal reported that Coral Spring will come out and re-inspect the Building after the roof is completed.

VII. Business Managers Financial Report:

- a. VP of Business Development reported that the ASA Monthly Financial Report was sent out to all Board members for their review.
- b. VP of Business Development reported that ASA Accounting Company has been running a Profit/Loss analysis.

VII. Principal Report

- A. The Principal reported that ASA is working on book bag in school.
- B. The Principal reported that ASA is preparing students for testing especially PM2.

Action and Discussion Items:

1. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to pay All American Gutter to replace gutter. Motion by Dixon; Second by Aitcheson.
2. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to All Phase Roofing for the roof replacement Motion by Dixon; Second by Aitcheson.
3. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to pay the expenses related to the Principal's lessons, equipment, materials, and any other necessary resources at Delray Shooting Range to successfully complete the Guardian Program. Motion by Dixon; Second by Aitcheson.
4. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to pay Bonded Lighting Protection to replace lightening rod on the roof .Motion by Dixon; Second by Aitcheson.

Courtesy of the Floor: Members of the public who wish to address the Board about an item on the agenda must submit a request form and will have a minimum amount of time (3 minutes) to speak at the discretion of the Board Chair. The Board will not address the presenter or take action at this time.

- a. No public comment

VIII. Next BOD meeting

- b. March 20, 2024

IX. Adjournment:

Motion to adjourn by Michael Aitcheson and Dave Dixon seconded. All approved, none opposed Meeting adjourned at 6:29 pm.

The undersigned hereby certifies that he/she is an Officer and/or Director of Academic Solutions Academy, INC. a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The Board of Directors adopted the minutes at a meeting held on 3/20/24

ACADEMIC SOLUTIONS ACADEMY, INC.

A Florida not-for-profit corporation

By: 

Date: 4/17/24



Board of Directors Meeting Minutes

April 17, 2024

- I. **Call to Order:** By Mike Aitcheson at 6:02 p.m.
- II. **Roll Call:** Mike Aitcheson (Chair- Present), Dave Dixon (Secretary- Via phone), (Paula Harman-Present)
- III. **Others:** Andrew Kinlock (Principal-Present), Via phone Meera Patel (VP Business Dev- via phone)
- IV. **Quorum:** A quorum was established.
- V. **Minutes:**
Read and approved minutes. Mike Aitcheson motioned to accept and Dave Dixon seconded. All approved, none opposed.

VI. Old Business:

- a. None

New Business:

- a. Principal reported that the ASA roof is completed, just waiting for final inspection.
- b. Principal reported that Vape Detectors were installed in the school.
- c. Principal reported that ASA had a College/ Job Fair.
- d. Principal reported ASA security team found some students trying to bring vape on campus.
- e. Principal reported that the ASA maintenance team continues to do minor repairs.
- f. Principal reported that the cleaning staff continues to disinfect the buildings.
- g. Vice-Chair reported that she will get on the roof once the work is completed.
- h. Chair reported that he was with the local commissioner to see the possibility of the new site.
- i. Chair reported that he was at the College Fair and enjoyed the event. Many of the students were engaged.
- j. Principal reported that Coral Spring Municipal will come out and redo the 25 25-year building Inspection.

VII. Business Managers Financial Report:

- a. VP of Business Development reported that the ASA Monthly Financial Report was sent out to all Board members for their review.
- b. VP of Business Development reported that ASA Accounting Company has been running a Profit/Loss analysis.
- c. VP of Business Development reported that she is working with Auditor to commence the annual audit.

VII. Principal Report

- A. The Principal reported that ASA is working on graduation.
- B. The Principal reported that ASA is preparing students for testing especially PM3.

C. The Principal reported that many students at ASA is working on course completion.

Action and Discussion Items:

Courtesy of the Floor: Members of the public who wish to address the Board about an item on the agenda must submit a request form and will have a minimum amount of time (3 minutes) to speak at the discretion of the Board Chair. The Board will not address the presenter or take action at this time.

a. No public comment

VIII. Next BOD meeting

b. May 15, 2024

IX. Adjournment:

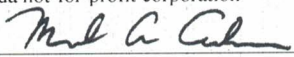
Motion to adjourn by Michael Aitcheson and Dave Dixon seconded. All approved, none opposed Meeting adjourned at 6:26 pm.

The undersigned hereby certifies that he/she is an Officer and/or Director of Academic Solutions Academy, INC. a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The Board of Directors adopted the minutes at a meeting held on 4/17/24

ACADEMIC SOLUTIONS ACADEMY, INC.

A Florida not-for-profit corporation

By: 

Date: 5/15/24