

Board of Directors Meeting Minutes

July 17, 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 ASA will need to charter a school bus.
 - c. Principal reported that ASA is preparing for the new school year.
 - d. Principal reported ASA replaced the water cut-off valve to the building.
 - 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 she will go on the roof to see new roof plus lighting rods.
 - h. Chair reported that he attended and spoke at the graduation.
 - i. Chair reported that he met many of the parents after the ceremony.
- 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 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 FOCUS.

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 disburse payment for the Lightning Rods of the roof. Motion by Aitcheson; Second by Dixon.
- III. **Approved:** The Board unanimously approved ASA (5028) to accept Home Depot settlement agreement for the replacement of the gym door. Motion by Aitcheson; Second by Dixon.
- IV. **Approved:** The Board unanimously approved ASA (5028) and ASA-A (5233) to purchase gym equipment for the weight room. Motion by Aitcheson; Second by Dixon.
- V. **Approved:** The Board unanimously approved ASA (5028) and ASA-A (5233) to disburse payment for the Guard Booth. Motion by Aitcheson; Second by Dixon.
- VI. **Approved:** The Board unanimously approved ASA (5028) and ASA-A (5233) to charter a school bus for the 2024-2025 school year. 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 21, 2024

IX. Adjournment:

Motion to adjourn by Michael Aitcheson and Dave Dixon seconded. All approved, none opposed Meeting adjourned at 6:41 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 7/17/24
ACADEMIC SOLUTIONS ACADEMY, INC.
A Florida not-for-profit corporation

By: Michael A. Aitcheson

Date: 8/21/24



Board of Directors Meeting Minutes

August 21, 2024

- I. **Call to Order:** By Mike Aitcheson at 6:03 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 on updating the SIS system.
 - b. Principal reported that ASA is preparing for the new school year.
 - c. Principal reported ASA turned the weight room into a math class.
 - d. Principal reported that the ASA maintenance team continues to do minor repairs.
 - e. Principal reported that the cleaning staff continues to disinfect the buildings.
 - f. Chair reported that he will visit the school before the month is over.
- 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 is conducting teacher training.
 - B. The Principal reported that ASA is fine-tuning and preparing the teacher schedule.
 - C. The Principal reported that ASA is working on FOCUS implementation.

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. September 18, 2024

IX. Adjournment:

Motion to adjourn by Michael Aitcheson and Dave Dixon seconded. All approved, none opposed Meeting adjourned at 6:38 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 8/21/24

ACADEMIC SOLUTIONS ACADEMY, INC.

A Florida not-for-profit corporation

By: Mark A. Cuh

Date: 9/18/24



Board of Directors Meeting Minutes

November 20, 2024

- 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. The principal reported that ASA is working on replacing the broken camera.
 - b. The principal reported that the student is kicking the soccer ball aiming to break cameras.
 - c. Principal reported that ASA is working on APR deficiencies.
 - d. Principal reported that the new AC company found a fault with the new AC on the Roof.
 - e. Principal reported that he is working with the previous AC company to rectify the problem.
 - f. Principal reported that ASA maintenance is replacing damaged ceiling tiles.
 - g. Principal reported that the ASA maintenance team continues to do minor repairs.
 - h. Principal reported that the cleaning staff continues to disinfect the buildings.
 - i. Chair reported that he found a potential site in Ft. Lauderdale.
 - j. Chair reported that the attorneys are working on the details of the site.
 - k. Chair and Vice Chair reported that they will attend the ASA College Fair.
- 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 vetting new Benefits Company as Staff Link raises their insurance by 40%
- VII. **Principal Report**
 - A. The Principal reported that ASA is preparing students for testing
 - B. The Principal reported that ASA is working is attendance with students
 - C. The Principal reported that ASA is working on implementing FOCUS.

Action and Discussion Items:

Approved: The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) School Improvement Plan (SIP). 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 and Salary Schedule. 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. December 18, 2024

IX. Adjournment:

Motion to adjourn by Michael Aitcheson and Dave Dixon seconded. All approved, none opposed Meeting adjourned at 6:39 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 11/20/24
ACADEMIC SOLUTIONS ACADEMY, INC.
A Florida not-for-profit corporation

By: 

Date: 12/18/24



Board of Directors Meeting Minutes

January 15, 2025

- 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. The principal reported that ASA received the Health Certificate.
 - b. Principal reported that the school is working with the Community on recruitment.
 - 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 budget items for both schools.
 - h. The Chair reported that he will continue to work with local officials 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 roof inspected.
 - B. The Principal reported that ASA is preparing students for testing.
 - C. The Principal reported that ASA is working with Cognia for Engagement Review.

Action and Discussion Items:

1. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to file Annual Reports with the Florida Secretary of State. Motion by Dixon; Second by Aitcheson
2. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) to Reynolds Technology to add more cameras and run more cabling. Motion by Dixon; Second by Aitcheson
- 3.

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 19, 2025

IX. Adjournment:

Motion to adjourn by Michael Aitcheson and Dave Dixon seconded. All approved, none opposed Meeting adjourned at 6:31 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 1/15/25

ACADEMIC SOLUTIONS ACADEMY, INC.

A Florida not-for-profit corporation

By: 

Date: 2/19/25



Board of Directors Meeting Minutes

February 19, 2025

- 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. The principal reported that ASA is working with J1X for new staff.
 - b. Principal reported that the school is working with the School Improvement Plan.
 - c. Principal reported that the ASA maintenance team continues to do minor repairs to the building.
 - d. Principal reported that the cleaning staff continues to disinfect the buildings.
 - e. Vice-Chair reported that she will review the budget items for both schools.
 - g Vice –Chair reported that she will help with any staff that need nutritional advice.
- 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 Team preparing for FSA testing.
 - B. The Principal reported that ASA is preparing students for testing.
 - C. The Principal reported that ASA is working with Cognia for the Engagement Review.

Action and Discussion Items:

Approved: Approved: The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) Updated (2024-2025) Budget). 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. March 19, 2025

IX. Adjournment:

Motion to adjourn by Michael Aitcheson and Dave Dixon seconded. All approved, none opposed Meeting adjourned at 6:36 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 Board of Directors adopted the minutes at a meeting held on 2/19/25

ACADEMIC SOLUTIONS ACADEMY, INC.

A Florida not-for-profit corporation

By: Michael A. Aitcheson

Date: 3/19/25



Board of Directors Meeting Minutes

April 16, 2025

- 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 ASA-A provided a Letter of Intent to BCPS regarding the Renewal.
 - b. The principal reported that ASA received Cognia Engagement Review lead.
 - c. Principal reported that the school is working on the Progress Monitoring.
 - d. Principal reported that the ASA maintenance team continues to do minor repairs to the building.
 - e. Principal reported that the cleaning staff continues to disinfect the buildings.
 - f. Vice-Chair reported that she will review the budget items for both schools.
 - g. Vice reported that he will attend the upcoming school events.
 - h. Chair reported that ASA he is reviewing the budget for the new year with some suggestion.
- 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 many students at ASA is working on course completion.
 - B. The Principal reported that ASA is preparing for graduation.
 - C. The Principal reported that ASA is working with Cognia for the Engagement Review.

Action and Discussion Items:

Approved: The Board unanimously approved Academic Solutions Academy-A (5233) Renewal letter. Motion by Aitcheson; Second 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. May 21, 2025

IX. **Adjournment:**

Motion to adjourn by Michael Aitcheson and Dave Dixon seconded. All approved, none opposed Meeting adjourned at 6:34 pm.

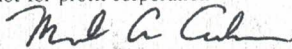
The undersigned hereby certifies that he/she is an Officer and/or Director of Academic Solutions Academy, INC. a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of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

The Board of Directors adopted the minutes at a meeting held on 4/16/25

ACADEMIC SOLUTIONS ACADEMY, INC.

A Florida not-for-profit corporation

By: _____



Date: 5/21/25



Board of Directors Meeting Minutes

June 16, 2025

- 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. The principal reported that ASA is working on the Renewal for 5233.
 - b. Principal reported that the school is working on the PM3.
 - c. Principal reported that the ASA maintenance team continues to do minor repairs to the building.
 - d. Principal reported that the cleaning staff continues to disinfect the buildings.
 - e. Chair reported that he will be present for the next Cognia call.
- 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 ASA is working on the End of Year process.
 - B. The Principal reported that ASA is working on Cognia for the Engagement Review materials.

Action and Discussion Items:

- I. **Approved:** The Board unanimously approved Parents Handbook for the 2025-2026 school year. Motion by Aitcheson; Second by Dixon.
- II. **Approved:** The Board unanimously approved the Students Handbook for the 2025-2026 school year. Motion by Dixon; Second by Aitcheson.
- III. **Approved:** The Board unanimously approved the Faculty Handbook for the 2025-2026 school year. Motion by Dixon; Second by Aitcheson.
- IV. **Approved:** The Board unanimously approved Student Dress Codes for the 2025-2026 school year. Motion by Aitcheson; Second by Dixon.
- V. **Approved:** The Board unanimously approved Faculty Dress Codes for the 2025-2026 school year. Motion by Dixon; Second by Aitcheson.
- VI. **Approved:** The Board unanimously approved the Teacher Training Manual for the 2024-2025 school year. Motion by Dixon; Second by Aitcheson.
- VII. **Approved:** The Board unanimously approved the Termination of Employment Contracts for Teachers who are unable to obtain a teaching certification and have failed the necessary testing to secure such certification. Motion by Aitcheson; Second by Dixon.
- VIII. **Approved:** The Board unanimously approved ASA (5028) and ASA-A (5233) to utilize EGIS Insurance. Motion by Dixon; Second by Aitcheson.
- IX. **Approved:** The Board unanimously approved the Employment Contracts and bonuses including salary increases as indicated in all contracts for the 2025-2026 school year. Motion by Dixon; Second by Aitcheson.
- X. **Approved:** The Board unanimously approved Corporate to reduce Academic Solutions Academy High School (5028) Management fee for the 2025-2026 School year to (0%) if needed. Motion by Dixon; Second by Aitcheson.
- XI. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to Adopt ASA Parent or guardian notification requirements before an involuntary examination of a minor. Motion by Aitcheson; Second Dixon.
- XII. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to Adopt ASA Behavior Threat Assessment (BTA) training and intervention services. Motion by Aitcheson; Second Dixon.
- XIII. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to Adopt ASA Parent right to access school safety discipline incidents. Motion by Aitcheson; Second Dixon.
- XIV. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to Adopt ASA Timely parent notification of threats, unlawful acts, or significant emergencies. Motion by Aitcheson; Second Dixon.
- XV. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to Adopt ASA School Safety Requirements and Monitoring. Motion by Aitcheson; Second Dixon.
- XVI. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to Adopt ASA Parent Reunification Plan. Motion by Aitcheson; Second Dixon.
- XVII. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to Adopt ASA Safe School Officer Coverage Outside of School Hours. Motion by Aitcheson; Second Dixon.
- XVIII. **Approved:** The Board unanimously approved the VERDEJA, DE ARMAS & TRUJILLO, LLP to perform the (2025-26 Annual Audit) for ASA (5028) and ASA-A (5233). Motion by Dixon; Second by Aitcheson.
- XVIII. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to adopt Broward County Public Schools Behavior Assessment Policy. Motion by Dixon; Second by Aitcheson.
- XIX. **Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to Adopt the 2025-2026 School Budget. Motion by Aitcheson; Second Dixon.

- XX. Approved:** The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) Bus Transportation Agreement. Motion by Aitcheson; Second Dixon

Approved: The Board unanimously approved Academic Solutions Academy High School (5028) and Academic Solutions Academy-A (5233) to Adopt the 2025-2026 School Budget. Motion by Aitcheson; Second 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. July 16, 2025

IX. Adjournment:

Motion to adjourn by Michael Aitcheson and Dave Dixon seconded. All approved, none opposed Meeting adjourned at 6:55 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 6/16/25

ACADEMIC SOLUTIONS ACADEMY, INC.

A Florida not-for-profit corporation

By: Mark A. Cuh

Date: 7/16/25