

**The Island School Boca Grande, FL Board Meeting Minutes
April 13, 2023-Annual Meeting**

Members in Attendance: Mary Keevil, Skip Branin, Donna Lutton, Margo Freeman, Chris Reecher, Sharon Cross, Liz Verney

Guest Attendees: Christine Oliver, Head of School; Nicole Tillotson-Main, Assistant Head of School; John Edwardson, Island School Foundation Board.

The meeting was called to order at 3:30pm

A motion was made by Ms. Keevil to waive the reading of the minutes of the previous meeting and to approve them as written/recorded. The motion was seconded by Skip Branin. All members voted in favor and the motion carried.

Treasurer's Report: Mr. Branin reported that the finances of The Island School are sound and close to budget.

Mr. Branin presented the Budget Summary for the 2023-2024 school year.

Ms. Keevil made a motion to approve the budget as presented. Ms. Verney seconded the motion. All board members voted to approve the proposed budget as presented.

The Salary Increase Allocation for The island School staff was discussed and agreed upon by all Board or Directors.

Head of School Report: Ms. Oliver reported on the following topics:

1. Safety & Security: A request was made to the Boca Grande Woman's Club for a grant to purchase a Raptor System (a license scanner) to be used at sign in.
2. Donation Updates: a second appeal letter for donations to the Annual Fund is in the process of being sent out.
3. Events:
 - Art Show: held April 26-28 at the Boca Grande Art Center. Each student will exhibit approximately 4 pieces.
 - Spring Music Performance: The Music Club will hold the Spring Music Performance on June 6.
 - Field Day: June 5
 - Mother's Day Tea: May 5.
4. F.A.S.T. Assessment-PM3
 - K-2 window opens-May 1, 2023
 - Grade 3 reading-May 4, 2023
 - Grades 4-5 reading-May 18, 2023
5. Graduation Day-June 2, 2023
6. An invitation was extended to Mr. & Mrs. Farish to visit the Island School and to thank them for their contributions to the school.
7. Lottery-the lottery for admission to the school for the 2023-2024 school year was held on April 6. There were 13 openings that were filled. There are presently 4 additional applicants on the waitlist.

Ms. Oliver made a suggestion to change the deadline for submission of proof of residency and required paperwork for parents of children who move to Boca Grande (after the annual lottery) from July 15 to June 30. Ms. Keevil made a motion to move the date to June 30 beginning with the 2024-2025 school year. The motion was seconded by Mr. Branin.

All board members voted to approve the change of date and the motion carried.

President's Report: All business in the President's report was covered in the Head of School report.

New Business: Election of Officers-As this meeting is the Annual Meeting of The Island School, elections for outgoing Board of Directors are held. This year the following Board Members have completed their terms of service:

Mary Keevil, Island School Board President

Margo Freeman, Island School Board Member

Sue Heldrich, Island School Board Member

Ms. Keevil made the motion to elect Christine Reeher as the incoming Island School Board President. The motion was seconded by Ms. Verney. All board members voted in favor of Ms. Reeher as the incoming President.

Ms. Keevil made the motion to re-elect Mr. Francis Branin as Island School Board Treasurer and Ms. Donna Lutton as Island School Board Secretary. The motion was seconded by Ms. Liz Verney. All board members voted in favor and the motion passed.

By remote vote, the Board approved the engagement of Langemann and Associates as the independent accounting firm for The Island School to conduct the FY2022-2023 audit.

By remote vote, the Board authorized the Treasurer to utilize up to \$100,000.00 from the Strategic Reserve to balance the FY2023 budget.

Public Comments: Mr. Edwardson reported The Island School Golf Shootout will be held on February 8, 2024.

Ms. Oliver thanked the outgoing Island School Board members on behalf of the school employees.

With no additional new business, the meeting was adjourned at 4:45pm

Respectfully submitted by Donna Lutton, Island School Board Secretary
Hoping everyone has a wonderful summer!