

MINUTES BY: Ruthie Bunkelmann

PRESIDENT SIGNATURE

*[Signature]* 9-19-24

DATE: 8/29/24  
TIME: 12:00

Members present: Richard Busto, Tim Stapleton, Paola Herrera, Ruthie Bunkelmann, Hank Schmidt, Kristi Yannatta, Sherry Bernal, Ivy Lima, Calley Smith

Location: 18370 Limestone Creek Rd, Jupiter, FL

Board Member Ex Officio present: Marlene Sotelo  
Guests: Toby Honsberger

#	MEETING MINUTES MOTION (M) or DISCUSSION TOPIC (D) or ACTION ITEM (AI)	MOTION	SECOND	FOR	AGAINST
1	The Meeting was called to order at 12:00				
2	Public Comment – None				
3	D: Dr Toby Honsberger SY 24/25 163 enrolled/ 113 upper school 50 lower school SY 23/24 TLC graduated 30 students, 22 enrolled in June for TLA & 8 declined, + 2 (1 sib of TLA student & 1 staff's child) Since Nov 2023 took in 65 TLC students 21 classrooms between upper and lower school *some spots available, will look at WL Added 3 new teachers Added 9 assistance, need 3 more Still interviewing – not at compacity – making sure all staff is supported with a strong foundation before opening more classrooms Mentor program is key				
4	D,M: Dr Toby Honsberger – Dissolve TLC Articulation Agreement	Paola	Ruthie	all	
5	D,M: Dr Toby Honsberger Approve Board Meeting Schedule for SY 24/25, last Thursday of every Month	Ivy	Sherry	ALL	
6	D,M: Dr Toby Honsberger Adoption of SDPBC safety policies (those required by FI state statute)includes: emergency notification	Hank	Sherry	ALL	

	plan, crisis response plan, evacuation drills, school campus security, Safe Schools collaborate and comply, harassment policy, parents rights to access records, zero tolerance for weapons on campus, zero tolerance for incidents, zero tolerance for incident plan, threat assessment team, mental health crisis response team				
7	D,M: Dr Toby Honsberger Approve Out of Field Teachers (see attached list)	Calley	Ivy	ALL	
8	D,M: Dr Toby Honsberger Approve Charter Renewal Contract Took longer due to new contract to include both upper and lower school. Have new contract for 10 yrs	Paola	Ivy	ALL	
9	D,M: Dr Toby Honsberger Approve Staff Progressive Discipline Policy for compliance with state safety requirements. Part of the requirements Three steps 1 <sup>st</sup> instance of knowingly violating TLA Safety Policy instance staff member receives verbal warning from TLA admin (documentation), 2 <sup>nd</sup> instance of knowingly violating TLA Safety Policy staff will receive formal written warning from TLA admin, 3 <sup>rd</sup> instance of knowingly violating TLA Safety Policy will result in termination from employment.	Ruthie	Ivy	ALL	
10	D: Dr Toby Honsberger Amendment to TLA enrollment policies (re medical leave) Need for Dr documentation				
11	D,M: Dick Busto review and approve financial statement Month and Year-to-date ending July 31, 2024	Sherry	Calley	ALL	
12	D,A: Dick Busto and Dr Toby Honsberger: Hired School Financial Services, Kelly Goddin is director of accounting services. Budget based on time of charter renewal, redo budget in 90 days and develop 5 yr plan. FTE in Feb 2023 was based on 138 students, now at 163. August is big month for expenditures supplies and staffing FTE Oct & Feb each school yr				
13	D,M: Toby Honsberger Approval of Referendum Spending Plan	Paola	Calley	ALL	

14	D,M: Dr Toby Honsberger – Approve IDEA funding for SY 24/25 For assistants and benefits	Sherry	Ruthie	ALL	
15	D: Dr Toby Honsberger New Members training and refresher / Peggy to send out reminders				
16	D: Dr Toby Honsberger next meeting discuss parent and staff survey results				
17	D: Dr Marlene Sotelo There are openings in the Rec Program at the Foundation 10/26/24 Fall O Ween will be in the morning lots of fun activities 9/6/24 Big Easy Café open to the public. Will try first Friday of every month opening to the public				
18	D,M: –discuss and approve - executive directors- Dr Toby Honsberger compensation plan for school yr 23/24 and 24/25	Ruthie	Paola	ALL	
19	Motion to Adjourn at 1:54pm	Ruthie	Paola	all	

**Next Meeting Date: 9/19/24 at 12:00 -2:00**  
**TLA lower school conference room**  
**Excellence \*video conference available**