**Meeting Minutes**

**DATE AND TIME**

10/23/2023 at 0900

**ATTENDANCE LIST**

Mr. Hartsaw, K., Mr. Merrell, C., Mrs. Jones, B., Mr. Blackall, D. Mr. Duprey, W., ***Absent*** Hindson, D.

**CALL TO ORDER**

Mr. Merrill opened the floor and asked staff to share the topics that should be discuss.

**DISCUSSION TOPICS**

* Portal and links

There are three portal links that WAA must maintain lines of communication externally to ensure any assessment involving police officers' issues, mental and health welfare, and OCPS.

1. Smart Sheets: This portal opens communication with Orange County Sherriff Office (OCSO) and should be logged in daily to inform OCSO who will be our guardian for the day.
2. SharePoint: This portal is the *Mental and Health Welfare* site and lines of communication have been stablished. This portal is to be used whenever an incident regarding the wellbeing of a student is to be addressed.
3. Charter Link: This portal is to be used for communication regarding topics associated to OCPS.

* Financial

Mrs. Jones has to review monthly financial statements being transmitted to OCPS and other financial institutes and provide Mr. Merrell and Mr. Hartsaw with information as needed.

* Inventory

Accountability for items that have been purchased in the past need to be listed, and any item being disposed of or donated needs to be accounted for.

* Eating / Drinking / Phone Policies

Policies regarding the consumption of food and drinks in the classrooms must be upheld by teachers and staff. The use of phones in the classroom if forbidden and teachers must uphold those rules.

**Agenda and Time for Next Meeting**

* Next meeting will be held on January 30th at 0900 in G Portable
* Topics for next meeting
  + Substitute folders -Update on finances and Inventory
  + Spring Break -Testing (FSA)

**Meeting Minutes**

**DATE AND TIME**

* 1/30/2023 at 0900

**ATTENDANCE LIST**

* Mr. Thomas, E., Mr. Hartsaw, K., Mr. Merrell, C., Dickinson, S., Mrs. Preston-Hughes, E. Mrs. Jones, B., Mr. Blackall, D. Mr. Duprey, W., ***Absent*** Hindson, D.

**CALL TO ORDER**

* Mr. Hartsaw called board members and staff to order.

**DISCUSSION TOPICS**

* **Safety Protocol**

The Standard Response Protocol K12 (SRPK12) adheres to the rules and procedures regarding:

-Assailants

-Security

-Safety school plans

-Response protocol

-Communication

SRPK12 is officially the S.O.P. for Workforce Advantage Academy and Orange County Schools. The SRPK12 was presented to the board members, and the chairman (Mr. Thomas, E.) motioned to proceed to consider. The rest of the board members voted in favor.

* **Hostage Training**

Workforce Advantage Academy held its monthly assailant drill and mandatory hostage training. The training was held by officer Colon, Eulalia of Orange County Sherriff Department. Officer Colon gave scenarios that generated questions from teachers and staff members, which jointly created resolutions to the strategies discussed.

The Office of Safe Schools Inspection Team will be visiting Workforce Advantage Academy in the coming days. Single point of access to school was discussed, and methods to keep control of traffic coming in and out of campus for the safety of students and staff.

* **Inventory**

Accountability for items purchased in the past need to be listed, and any item being disposed of or donated must be accounted for. Both the accountant's and the school's inventory lists need to be aligned

* **New Board Members**

Mr. Hartsaw mentioned the possibility of two new board members being added, and the introduction will be made official once their training is completed and their fingerprints cleared.

* **Spring Break**

Current updates on students (14) and staff members (6) that have signed up for the trip were shared. A tentative itinerary was shared with Mr. Hartsaw and Mr. Merrell. The final itinerary is expected by February 10th. A presentation for parents is scheduled for 1/31/2023 and 2/2/2023 at 1800. The end result of the meeting with parents and the update on the itinerary will be presented at the next staff meeting on 2/6/2023.

**Agenda and Time for Next Meeting**

* Next meeting will be held on February 6th at 0900 in G Portable
* Topics for next meeting

-ADT quotes for gate and cameras

- E-Rate

-Chicago Trip

-WAA Power Up Schedule

-Fire Alarm

**Meeting Minutes**

**DATE AND TIME**

2/6/2023 at 0900

**ATTENDANCE LIST**

Mr. Hartsaw, K., Mr. Merrell, C., Mrs. Jones, B., Mr. Blackall, D. Mr. Duprey, W., ***Absent*** Hindson, D.

**CALL TO ORDER**

Mr. Blackall initiated the meeting and asked staff to share the topics that should be discuss.

**DISCUSSION TOPICS**

* **Chicago Trip**

Update on trip was given to Mr. Merrell and Mr. Hartsaw. The 20 students have been elected and folders have been initiated per student. Folders need to have the following:

-Copy of ID

-Permission Slip

-Packing List

-Medical Information

* **E-rate**

Merrell reached out to Miss Hansen and shared that Mr. Duprey is transitioning to be the new point of contact regarding information required for the e-rate. Mr. Duprey opened the lines of communication with Miss Hansen by email. He offered his contact information and guidance to proceed with the necessary 2023-2024 school year data to qualify for E-rate.

* **ADT**

School was visited by Mr. Paul Preston an ADT consultant. Information regarding the equipment needed by WAA to meet the OCPS safety requirements was shared. School is pending an estimate cost of equipment from Mr. Preston, so it can be presented to Mr. Merrell and Mr. Hartsaw for approval.

* **Puma Day**

Scheduled trip at Valencia College’s new campus was discussed. Lunch for the students participating on this trip was approved by Mr. Merrell. Trip is schudled for 2/8/2023.

* **Fire Alarm**

New fire alarms is required for portable B. This information was shared with Mr. Merrell and Mr., Hartsaw. An coast estimated has been requested and purchase is pending.

* **Puma Day**

Scheduled trip at Valencia College’s new campus

**Agenda and Time for Next Meeting**

* Next meeting will be held on February 13th at 0900 in G Portable
* Topics for next meeting

-Failure and Attendance letters

-OCPS Mental Health Supervisor Visitor

-Active Assailant Drill

-Guardian Training for 2023-24 School Year

-Recruiting and Retention Enrollment

-Lunch

**Meeting Minutes**

**DATE AND TIME**

2/13/2023 at 0900

**ATTENDANCE LIST**

Mr. Hartsaw, K., Mr. Merrell, C., Mrs. Jones, B., Mr. Blackall, D. Mr. Duprey, W., ***Absent*** Hindson, D.

**CALL TO ORDER**

Mr. Hartsaw initiated the meeting and asked staff to share the topics that should be discuss.

**DISCUSSION TOPICS**

* **Failure/Attendance Letters**

Letters were sent to parents/guardians regarding the status of their child enrolled at WAA and the possibility of the student failing the school year. Letters were sent to Juniors and Seniors who are failing or borderline to failing. Mr. Hartsaw and Mr. Merrell were notified regarding the letters sent to the parents/guardians.

* **OCPS’ Mental and Health Visit**  Miss Jackson-Wright (Mental Health Supervisor for OCPS) visited WAA's campus, and Mr. Blackall shared our school's program and some of the students that Mrs. Odum (WAA's Mental Health Coordinator) is assisting with anxiety and social issues.
* **Active Assailant Drill & Fire Extinguishers**

An Active Assailant Drill was held on 2/8/2024. During the drill, three students were found outside of their classrooms. How to best approach this situation was discussed amongst staff members. It is best for teachers to assess their conditions outside their classroom before opening the door and letting any student back into their classrooms. All fire extinguishers inside the portables were check and they all were replaced. This information was shared with Mr. Merrell and Mr. Hartsaw.

* **FSA Testing & Power-Up**

Florida Standard Assessment will initiate on 2/21/2023 for WAA's students. Two weeks prior to testing, students have been enrolled in a mentoring and tutoring program assessing their skills towards improving their FSA testing.

* **Guardian**

Mr. Duprey is signed up through Ms. Dole for Guardian training, Mr. Blackall, Mrs. Farfan, & Mrs. Perkins signed up for requalification.

* **Enrollment and Retention**

In keeping the 2023-2024 school year, recruiting and enrollment meetings are being held. Current student enrollment is at 289.

* **Lunch**

A brief discussion regarding lunch was discussed with some of the students. Quantity, quality, and selection were the main topics. Students would like a better selection for their lunches.

**Agenda and Time for Next Meeting**

* Next meeting will be held on February 21st at 0900 in G Portable
* Topics for next meeting

-Custodian for the portables

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