



Pineapple Cove Classical Academy
Lockmar, Palm Bay, West Melbourne campuses
Board Meeting Minutes for March 23, 2023 at 6 p.m.

A. Opening Exercises

1. Call to order- Meeting called to order at 6:10 p.m.
2. Roll call of those present- Dir. Mike Contreras (via phone), Dir. Norda Gordon, Dir. Angela Harrigan, Dir. Rebecca Nagel. Non-voting parties present: Kelly Gunter, Lisa Wheeler, Erika Lucarotti, Paris Koblitz, John Moran.
3. Adoption of agenda- Agenda adopted with no changes.

B. Recognition of Visitors

1. C. Fuller, Building Hope- Mr. Fuller is here at the behest of our bondholders to conduct an operational assessment of our school.

C. Consent Agenda

D. Financial Report

1. Form 990 reviews- Mrs. Gunter reviewed the Form 990 filings for Palm Bay and West Melbourne campuses. The Form 990s have been filed with the IRS and will be given to Dir. Gordon for signature.

2. RFP for new auditor- progress update and selection- Mrs. Gunter presented the choice of two auditors who completed the Request for Proposal process. Allison Becka, the school's accountant, has made the recommendation of HLB Gravier based on experience, capacity, and ease to work with. Given the similar pricing and milestone structure, Mrs. Gunter echoed Ms. Becka's recommendation to the board. Dir. Gordon moved to approve the engagement of HLB Gravier for all three schools; Dir. Harrigan second. Motion passes unanimously, no dissent.

3. Budget to actuals- Mrs. Gunter reviewed budget to actuals with the Board by function and object code. At the time of the meeting, the schools are 67% through the school year. Mrs. Gunter reviewed areas that are over/under budget, providing context for those expenditures.

E. Action Agenda

1. Presentation of Minutes- Meeting December 2022- The minutes for the December 2022 regular meeting were reviewed for accuracy. There were no additions or edits from the Board. Dir. Contreras moved to approve; Dir. Harrigan second. Motion passes unanimously, no dissent.

2. Declaration of Covenants Amendment- Parcel B (Palm Bay Campus)- Mrs. Gunter reviewed a Declaration of Covenants from the Palm Bay campus' attorney regarding a misfiled property deed on the Palm Bay campus. The school's attorney worked with the owner of an adjacent parcel to correct the misfiled information. The new information will be filed with the Brevard Clerk of Courts and the property deed updated. Dir. Harrigan moved to approve, Dir. Nagel second. Motion passes unanimously, no dissent. Document will be provided to Dir. Gordon for signature.
3. Administrator Evaluations- Administrator evaluations for Mrs. Lucarotti (WM) and Mrs. Wheeler were presented at the last meeting for information. Mrs. Gunter asked the Board if they would like to pull any part of the evaluations for discussion. Dir. Gordon made a motion to approve the evaluations as presented. Dir. Harrigan second. Motion passes unanimously, no dissent. Evaluations will be presented to principals for signature and added to their personnel file.

F. Information Agenda

1. Principal reports
2. Projected budgets for FY 24- June meeting

G. Board Member Reports

H. Adjournment- Meeting adjourned at 8:00 p.m.