

# Newberry Community School Board Meeting Minutes

December 15, 2025

6:30 PM

Newberry City Hall, 25440 W. Newberry Rd., Newberry FL 32669

**CALL TO ORDER:** at 6:30 PM, by Derek Danne/ Chair

## **PLEDGE OF ALLEGIANCE**

### **ROLL CALL:**

**Board members present** – Derek Danne/ Chair, Chuck Clemons, Leslie Hayes Morrison/ Treasurer, Leslie McGehee/ Vice Chair, Veronica Kadala/ Secretary, Quorum present by roll call

**Others present:** Principal- Lacy Roberts; Parent Representative- Leslie Hayes Morrison

### **APPROVAL OF AGENDA:**

Motion to approve agenda as distributed

**Made by:** Chuck Clemons; **Second by:** Leslie Hayes Morrison; **Discussion:** None; **Vote:** Passed unanimously

### **CONSENT AGENDA:**

1. Approval of Minutes from prior meeting (11/17/25)

**Motion** to approve minutes

**Made by:** Leslie McGehee; **Second by:** Leslie Hayes Morrison; **Discussion:** None; **Vote:** Passed unanimously

**PUBLIC COMMENT (LIMIT TO 2 MINUTES):** None at this time

## **AGENDA ITEMS**

### **1. Principal Contract Update:**

Principal contract has been signed – Lacy Roberts is now officially the Principal of Newberry Community School

### **2. Employee Drug Screening and Physical:**

Each employee will go to Pabst Medical Clinic for drug screening and physical; \$100/ employee

**Motion** to approve Pabst Personal Care for preemployment screening

**Made by:** Leslie McGehee; **second by:** Chuck Clemons; **Discussion:** included conversation about being a drug free workplace, as well as whether the board would be accepting of doctor's note for cannabis use. It was determined by the statute that a governing board is not required to allow/ accommodate it – it is completely discretionary. **Vote:** passed unanimously

### **3. Clearinghouse Access and Fingerprinting:**

It was reported that communication with the district is now open and going well. Meetings with HR are coming up to check for fingerprints of current employees, plus any disciplinary notes on file. It is recommended that Field Print be used for fingerprinting for those that are not current.

**Motion** to use Field Print for fingerprinting if any are not current

**Made by:** Leslie Hayes Morrison; **second by:** Leslie McGehee; **Discussion:** None; **Vote:** Passed unanimously

### **4. Personnel Changes to Office Staff:**

Lacy Roberts reported that she would like to revamp 3 roles that exist in the budget into two. By doing so, we would be able to hire an exceptional finance specialist – who will also fill the data base role – who lives in Newberry, as well as the executive assistant. This would reflect a change in the budget resulting in savings in salary and benefits, going from 3 to 2 employees.

**Motion** to approve a change in the budget to positions for executive assistant and financial specialist

**Made by:** Chuck Clemons; **second by:** Leslie Hayes Morrison; **Discussion:** involved questions about the hiring timeline for Parent Liaison (Title I) – hire on July 1st ; and Executive Assistant will be brought on earlier. **Vote:** Passed unanimously

### **5. Modular Classrooms:**

Lacy Roberts reported on the current status of portables at the elementary school and what plans the district has for them. Mobile Modular Management is the current provider that leases portables to the district. We are waiting to find out about current leases and what the cost is. Five portables have been removed, and 2 more are expected to leave – we will need 7 portables to replace these due to the expected number of students. All SBAC owned portables will be removed and only leased portables will stay.

**Motion** to lease 7 additional portables and include everything required to set up

**Made by:** Chuck Clemons; **second by:** Veronica Kadala; **Discussion:** involved questions about permits needed and who would need to get those permits (since; the timeline for getting the portables in place (we can begin the process on the day after teachers leave in June; estimated cost and delivery for 7 portables is \$78,073.66. Other companies charge about the same. We will check if that is the same cost as SBAC. **Vote:** Passed unanimously.

**6.Phone service:** We will need equipment and installation. By June 1<sup>st</sup> we will need more. These can be purchased per procurement policy. Phones will go to the new school.

### **7. Proposed Policies:**

a. Foundational Policy

b. Public Records Policy

c. Financial Control/ Procurement Policy

#### **d. Contractual Agreements/ Authorized Signers**

(e. Employee Policies – are not yet ready; will be presented at next meeting)

**Motion** to adopt the 4 policies brought before the board

**Made by:** Leslie McGehee; **second by:** Leslie Hayes Morrison; **Discussion:** None; **Vote:** Passed unanimously

**FINANCE REPORT:** Presented by: Derek Danne

Report was shared, no discussion.

**PRINCIPAL UPDATE:** Presented by Lacy Roberts/ Principal

1. Today was the first day she is moved into the Little Red School House (LRSH). This will be great for parents to visit and ask questions, as well as provide access to a computer for enrollment. It will be open to the public on January 6th. Executive Assistant, Ms. Yannone will also be there. A volunteer will be there to assist with translation.

2. HR will set up payroll and job listings. There will be a way for “external” employees to apply; “internal” employees will have a different link.

3. In January, she will provide an intent form for current employees. On Wednesday at 3:30, at LRSH, there will be an opportunity for employees to have questions answered.

4. Teacher salary increase was presented and opened for discussion. In order to fulfill the promise to teachers, in the original proposal for the charter school, the cost of teacher salaries may reflect an increase in cost from the original budget. Options were discussed, including 3%, 4% or 5% increases over the district offered salary. It was determined, after extensive discussion, that it is important to support our teachers - to fulfill our promise to them, to retain excellent teachers, and to attract great teachers. Also, the state legislature is in our favor resulting in other savings.

**Motion** to accept the step salary at a 5% increase over ACPS step salary

**Made by:** Chuck Clemons; **second by:** Leslie McGehee; **Discussion:** more about keeping a close eye on monthly budget report to know where we are every month. Also looking at bonuses for retention – good staff should be rewarded. Between February and March, we will know the approximate number of students we’ll have. **Vote:** Passed unanimously

**LEGAL UPDATE:** Shawn Arnold/ Attorney

1. There are some legislative initiatives that he will discuss at next meeting

2. There have been some good discussions with SBAC – things are moving forward.

#### **BOARD COMMENTS**

**Derek Danne:** Thanks to Lacy Roberts for being the principal!

People will want to see things like the student handbook – we want to make sure all the information is available on the website. The timeline is in the application, and we need to update as needed.

We need to designate a second person to sign contracts.

**Motion** to designate a second person, Derek Danne/ Chair as primary and Veronica Kadala/ Secretary as secondary, to sign contracts. **Vote:** Passed unanimously

**Chuck Clemons:** We need to be aware of recent lawsuits regarding accessibility of websites. We need to make sure our website is accessible.

We need to maximize messaging about class size and salary differential of 5%. It is imperative to get the correct information out. We need to hire and get things done to be ready for the school to open. If there are any other promises that were made to the community, we need to meet or exceed expectations.

**Leslie Hayes Morrison:** I'm glad that Pabst is here!

**Lacy Roberts/ Principal:** We need to discuss marketing. Lacy will be meeting with Liquid next week. If it's in budget, and follows procurement policy, the principal & treasurer (as additional signer) can probably do something under \$10,000. Lacy will move forward with marketing.

We will have a float in the Newberry Christmas Parade – meet 12/20/25 at 5:00