

MEETING MINUTES

Name of Foundation: Education Foundation
Charter Board of Trustees
Board Meeting: August 10, 2010

School(s): Canoe Creek Charter Academy
PM Wells Charter Academy
Bellalago Charter Academy

The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
08.10.10	2:05 p.m.	4:35 p.m.	09.14.10	2:00 p.m.	M. Vecchione
Meeting Location:					
Education Foundation, 2310 New Beginnings Road, Kissimmee, Florida					

Attended by:	
Dr. Wade Davis, Ed.D., Chairman Dr. George Gant, Director Ms. Nan Johnston, Director (arrived 10 min late) Mr. David Lane, Director Mr. Mike Steigerwald, Director	Mr. John Bushey, Principal, PMWCA Ms. April Williams, Principal, CCCA Ms. Wendy Honeycutt, Principal, Bellalago Mr. Paul Hage, Director of Facilities, CSUSA Mr. Dan Cappola, Facilities, CSUSA Ms. Kimberly Lewis, Director of Education, CSUSA Mr. Mike Essik, Director of Finance, CSUSA Ms. Mary Vecchione, Gov Board Liaison, CSUSA Ms. Pattie Burdick, Education Foundation Ms. Sharon Harrington, Education Foundation Ms. Kathy Carr, Education Foundation Ms. Migdalia Mercado, Osceola School District Mr. Gary Sermersheim, Osceola School District
Highlights:	

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 2:05 p.m. with a Call to Order by Chairman Davis. Roll call was taken and quorum was established.

I. APPROVAL OF MINUTES

Chairman Davis asked the Board to review the minutes from the Education Foundation Charter Board of Trustees meeting on June 8, 2010 and note any corrections or comments. The minutes stand.

Motion made by Mr. Steigerwald with a second by Dr. Gant to approve the Education Foundation Charter Board of Trustees minutes from the June 8, 2010 Governing Board meeting. The motion was approved 4-0 (1 arrived late).

Dr. Davis introduced Ms. Wendy Honeycutt as the new principal at Bellalago Charter Academy and welcomed her to the new position.

II. BOARD UPDATES

- Chairman Davis reminded the Board of the upcoming CSUSA Summit, scheduled for August 17th. He asked CSUSA about an agenda and parking. Ms.

Vecchione will email an agenda and parking information to Sharon Harrington for the Board members.

- The Foundation spoke on the Charter BOT Schedule and possible events that Board could be invited to the Schools. The principals will work with Sharon Harrington on this information.

III. UPDATES FROM FOUNDATION

- Chiller Contract - Ms. Burdick told the Board that the chiller contract has been approved by the District Board. She will get an executed copy for her files. It appears that the previous invoices have been paid in full but she will verify this information and report back to the Board to confirm. She suggested that the charter contract be amended to reflect the new agreement with CSUSA.
- Imagine Update - Ms. Burdick reported that they are in the final stages of negotiations with Imagine and anticipates this will be finalized in the near future.
- Safety Inspection Report - The walls that were cited in the safety inspection report have been removed and the schools should now be in compliance. Ms. Burdick is asking the District to re-inspect the walls and remove this violation from the report. She indicated that this year the charter contract is up for renewal and wants a clean report before moving through this process.
- Polling Site at CCCA - CSUSA and the Education Foundation agreed to extend to the county and allow CCCA to be a polling site for one more year. After the November election, she will send a letter to the County to have them remove CCCA as a polling location for future years.
- There was a discussion regarding school uniforms. Ms. Burdick expressed parent complaint regarding expense of buying bottoms with logo as well as shirts. CSUSA will look into a solution.

IV. BELLALAGO CHARTER

- Ms. Honeycutt spoke on continued continuity and consistency as Bellalago transitions into this school year with a new principal. She was the Assistant Principal at Bellalago and feels comfortable in her new role. She indicated that they will comply with the District class size requirement and meet this goal. FCAT scores dropped slightly and the school grade dropped to a B. FCAT and AYP will be the main focus for this school year. Ms. Honeycutt has 31 new staff members and feels this is an opportunity to build a good team and "chart a new course to excellence".

Preliminary FY11 Budget

- Ms. Mercado reviewed the Preliminary FY11 Budget. She commented the expected state revenue would be \$8.9M with a local revenue of \$1,000.
- Expenditures are expected to increase by \$800,000 due to the District requiring the School to meet the District class-size level requirement. The management fee is expected to be \$1.4M. The Board questioned the large amount and Ms. Mercado explained they are in the process of renegotiating this fee. She stated that overall the school should end with a balance of \$1M, a very healthy financial outlook.
- Under General Funds is the Capital Outlay expenses. Capital Outlay is expected to be \$818,476.00 which is used to pay rent.

Motion made by Ms. Johnston with a second by Dr. Gant to approve the Preliminary FY11 Budget for Bellalago Charter Academy. The motion was approved 5-0.

V. CHARTER SCHOOLS USA

Canoe Creek Charter Academy

- Chairman Davis congratulated both CCCA and PMWCA on a successful school year. He thanked their efforts on both FCAT scores and AYP. Only 3 schools in the District made AYP this year.
- Ms. Williams reported current enrollment of 455 students. Six new staff members have been added.
- SAC members dwindled last year and no one has shown interest in organizing the group. Therefore, there are no minutes for certain dates. A plan is in process to reevaluate and get a structure in place.
- Ms. Williams also discussed the school improvement/strategic plans and professional development.
- Facility items include the addition of staff and the school now has 2 full time custodians. The brush area surrounding the school has been cleared and the school is now visible from the road. In addition, the building has been power washed.
- Technology equipment has been added and every classroom now has 4 computers and a computer lab has been established.
- Ms. Williams reported on numerous school, PTO, and community activities.

PM Wells Charter Academy

- Mr. Bushey reported enrollment of 873 students with a budgeted enrollment of 875. 14 new staffing positions have been added.
- Summer facility projects include the cleaning and painting of the school.
- Mr. Bushey was pleased with the school grade of B. Total points increased by 10 over the previous year. Approximately 36% of the student population turns over during the course of the year.
- The School start time has been moved to 9:00 a.m. The first 15 minutes of each day will be devoted to reading. At 9:15 a.m. first period will begin.

FCAT Results

- Canoe Creek Charter Academy - Ms. Lewis reviewed the FCAT scores. Overall the scores were very good and the Board was pleased. She indicated that Benchmark results throughout the year helped determine the focus and skills required for FCAT Testing.
- PM Wells Charter Academy - Ms. Lewis reviewed the FCAT scores. Overall the scores were very good and the Board was pleased. She indicated that Benchmark results throughout the year helped determine the focus and skills required for FCAT Testing.

School Grade

- Canoe Creek Charter Academy - Ms. Lewis reviewed the point system for determining school grade. CCCA went from a B to an A and raised their overall points by 42.
- PM Wells Charter Academy - Ms. Lewis reviewed the point system for determining school grade. PMWCA had a school grade of B and raised their overall points by 10.

School Policies

- Ms. Vecchione asked the Board if they had reviewed the school policies and documents, including: Parent/Student handbook; Behavior/discipline contract; grievance policy; wellness plan; emergency disaster plan; volunteer policy; uniform policy; and school calendar. The Board acknowledged that they did review these documents and only had an issue with the uniform policy. They did not like the idea that the parents could not go elsewhere to seek out lower pricing on the uniforms and they did not like the school logo on the back of the pants.

Motion made by Ms. Johnston with a second by Dr. Gant to approve the above school policies and documents for CCCA and PMWCA for the school year 2010-2011. The motion was approved 4-1.

Student Accident Claim

- There is currently no lawsuit pending on this accident. CSUSA has notified the insurance company. The parent will not sign the student accident claim form. This requirement should be included in the parent contract, if it is not already there. CSUSA needs to send letter to the District stating the facts from our perspective.

Parent Survey

- Canoe Creek Charter Academy - Ms. Williams reviewed the end of year parent survey results. She shared the school results, school results compared with CSUSA network, and noted the strengths and opportunities. These results will be incorporated into the school strategic/improvement plans.
- PM Wells Charter Academy - Mr. Bushey reviewed the end of year parent survey results. He shared the school results, school results compared with CSUSA network, and noted the strengths and opportunities. These results will be incorporated into the school strategic/improvement plans.

Student Survey

- Canoe Creek Charter Academy - Ms. Williams reviewed the end of year student survey results. She shared the overall school results, school results compared with CSUSA network, and noted the strengths and opportunities. These results will be incorporated into the school strategic/improvement plans.
- PM Wells Charter Academy - Mr. Bushey reviewed the end of year student survey results. He shared the overall school results, school results compared with CSUSA network, and noted the strengths and opportunities. These results will be incorporated into the school strategic/improvement plans.

Staff Survey

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- PM Wells Charter Academy - Mr. Bushey reviewed the end of year staff survey results. He shared the overall school results, school results compared with CSUSA network, and noted the strengths and opportunities. These results will be incorporated into the school strategic/improvement plans.
- The Board questioned the amount of parent participation with parent survey. Chairman Davis suggested that in the past incentives for the students is very successful.

VI. FINANCIALS

Capital Outlay Plans

- Mr. Essik reviewed the Capital Outlay Plans for the year 2010-2011.

Motion made by Dr. Gant with a second by Mr. Lane to approve the Capital Outlay Plans for both CCCA and PMWCA for the School Year 2010-2011. The motion was approved 5-0.

Canoe Creek Charter Academy Summary of FY10 Financials

- Revenue variance is unfavorable due to lower enrollment but FTE funding per student was higher than budget. This difference in FTE had been reserved throughout the year pending state funding reductions. These reductions did not occur and the reserve amount is helping to offset the lower enrollment. Surplus shown is from contribution from CSUSA.
- Total revenue is showing a deficit of (\$216,000). Total expenses were favorable by \$57,000. This leaves a net change in fund balance of \$57,000.
- The deficit before contribution was (\$107,466); contribution from CSUSA was \$165,000 leaving the fund balance of \$57,534.
- Mr. Essik highlighted those variances that had a significant impact on the budget.

PM Wells Charter Academy Summary of FY10 Financials

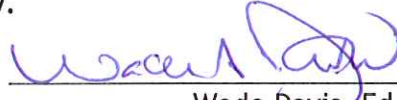
- Net school surplus for FY10 Budget was \$47,187. The revenue variance is favorable due to FTE funding per student being higher than budget. This difference in FTE had been reserved throughout the year pending state funding reductions. These reductions did not occur and the reserve amount is reflected in the Year End results.
- Total revenue is favorable by \$87,000. Total expenses were favorable by \$207,000. This leaves a net change in Fund Balance of \$294,000.
- The balance surplus before additional management fee was \$506,512; additional management fee was (\$165,000) leaving an ending fund balance of \$341,512.
- Mr. Essik highlighted those variances that had a significant impact on the budget.

Motion made by Dr. Gant with a second by Mr. Steigerwald to approve the Summary of FY10 Financials for both CCCA and PMWCA for the School Year 2009-2010. The motion was approved 5-0.

VII. OPEN FORUM

- Ms. Carr addressed the Board to let them know that the Foundation was offering backpacks, with school supplies to those students who are in need. In addition, she reminded the principals of the Bookmark Buddies program, the teacher store and the Design and Go Studio all housed right here at the Foundation offices.
- Ms. Carr also informed the principals that they could apply for a grant for science & math through a partnership with the Foundation and Disney. They need to request an application through Kathy Carr at Foundation offices.

Motion to adjourn the Education Foundation Charter Board of Trustees Governing Board meeting. The motion was approved unanimously.



Wade Davis, Ed.D., Chairman

Date: 9-14-10