

MEETING MINUTES

Name of Foundation: Education Foundation
Charter Board of Trustees
Board Meeting: February 9, 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:
02.09.2010	2:03 p.m.	3:40 p.m.	03.09.2010	2:00 p.m.	M. Vecchione
Meeting Location:					
PM Wells Charter Academy, 2426 Remington Blvd, Kissimmee, Florida 34744					
Attended by:					
Wade Davis, Ed. D, Chairman Dr. George Gant, Director Ms. Nan Johnston, Director Mr. David Lane, Director Mr. Mike Steigerwald, Director			Ms. Pattie Burdick, Charter Liaison, Education Foundation Ms. Sharon Harrington, Charter Assist, Education Foundation Mr. Mike Essik, Dir of Finance, CSUSA Ms. Kimberly Lewis, Dir of Education, CSUSA Mr. Craig Horn, Curriculum Specialist, CSUSA Mr. Paul Hage, Dir of Facilities, CSUSA Mr. Dan Cappola, Facilities, CSUSA Ms. Mary Vecchione, CSUSA Mr. John Bushey, Principal, PMWCA Ms. April Williams, Principal, CCCA		
Highlights:					

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 2:03 p.m. with a Call to Order by Chairman Wade Davis, Ed. D. 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 January 12, 2010 and note any corrections or comments. The minutes stand.

Motion made by Mr. Steigerwald with a second by Ms. Johnston to approve the Education Foundation Charter Board of Trustees minutes from the January 12, 2010 Governing Board meeting. The motion was approved 5-0.

II. BOARD UPDATES - Wade Davis, Ed.D, Chairman

Governance Training - Revised Rule

- Chairman Davis noted that the rules for the Governance 2-Year Training Update had been revised by the Florida Department of Education. The 2-year training update has been changed from a yearly update to once every 3 years, after you have taken the initial training as a new Board member.
- Discussion will pursue when the 3 year anniversary date gets closer.

III. UPDATES BY FOUNDATION LIAISON - Ms. Pattie Burdick

Chiller Update

- Ms. Burdick reported that she has initiated contact with the District personnel responsible for this service and has been playing "phone tag" with them. She indicated that everyone is in favor of CSUSA taking control of this service but expressed concern that if CSUSA is no longer the management company how this would affect maintenance. (Will the SDOC take contract back) Mr. Clyde Wells, with the District, is researching and Ms. Burdick will report at the next Board meeting.
- It was suggested that a formal agreement be made between the School District and the Education Foundation, then the Education Foundation will make an agreement with CSUSA. Further discussions will continue at the next meeting.

Canoe Creek Scholarship Requirements

- Ms. Burdick will format the requirements for the scholarship fund for those students at CCCA that have continuously attended the school from its inception through 8th grade. She will provide those students with information on the requirements and attach a letter to be sent home with those students.

PTO Scholarship Fund Presentation

- Ms. Burdick sent an email to ask when the next PTO meetings will be held to discuss scholarship funds and will report back to the Board.

Procedure Manual for Charter Board

- The Board was informed that a policy and procedures manual exists but can't be found? They are still searching for the manual and if found, will be updated. If not, the Foundation will start from scratch and pull one together.

Landscaping for PM Wells Portables

- The Foundation will approach The Master Gardeners Club in Osceola County for guidance and support in the landscaping of the portables at PM Wells. In addition, they will hope for a discounted price of the purchase of the plants and ask volunteers to help in the planting.
- Mr. Hage, from CSUSA, will provide assistance in creating a plan and bring back to the board at the next meeting.

IV. BELLALAGO CHARTER ACADEMY

- Dr. Diez was absent from the meeting and the school report was presented in the Board packet. No discussion.

V. CHARTER SCHOOLS USA

School Reports

- *Canoe Creek Charter Academy* - Ms. Williams reported enrollment of 436 students with a budgeted enrollment of 481. Leadership and Leading Edge programs include 2 staff members. Ms. Williams reported the last SAC meeting was cancelled. Professional development topics included ESOL, Scoring writing prompts, What every teacher should know about FCAT, and Model reading. She also reported on numerous school and community events.
- *PM Wells Charter Academy* - Mr. Bushey reported on enrollment of 828 students with a budgeted enrollment of 835. In addition, he commented on numerous school and community activities. Facility updates include the phone system and intercoms are now in working order in the portables. Mr. Bushey will be submitting a plan to CSUSA on Friday for the development to upgrade the

technology at the School. The School surplus dollars will be used to fund this. Benchmark 3 data have been analyzed and will be reported at this meeting by Ms. Kimberly Lewis.

Canoe Creek Quarterly Financials

- The enrollment forecast is showing a decrease of 61 students under the projected budget plan. This amounts to a forecast deficit of (\$194,603). The FTE in excess of the \$6,124/student is being reserved to account for variances apart from differences in FTE amounts. Based on the FTE received through Q2, the reserve forecast is \$9,542 for the year. Reserve calculation will be adjusted monthly based on actual FTE per student amounts.
- Mr. Essik reviewed the summary of the significant budget variances in revenues and expenses. The actual for Q2, net change plus reserve, is \$109,000 and the FY10 forecast is (\$193,000).
- There is no management fee by the School to CSUSA for this school year.

PM Wells Charter Academy

- The enrollment forecast is showing a decrease of 23 students under the projected budget.
- The FTE revenue in excess of \$5,996/student is being reserved pending State reductions. If there are no reductions during FY10, these funds will be available to the school. Based on FTE received through Q2, the reserve forecast is \$33,918 for the year. Reserve calculation will be adjusted monthly based on actual FTE per student amounts. Total FY10 Forecast for Net School is a surplus of \$90,328.
- Mr. Essik reviewed the summary of significant budget variances in revenues and expenses. The actual for Q2, net change plus reserve, is \$296,000 and the FY10 forecast is a surplus of \$44,000.

VI. MARKETING PLAN

- Ms. Ivy Benardo discussed the re-enrollment process and the plans for marketing and communication for enrollment for next year. Enrollment opened for both schools on January 1, taking both new applications and re-commits. The response has been slow, most likely due to the internet skills of the population. Ms. Williams and Mr. Bushey will be sending home written applications and forms for the students and parents to recommit.
- Ms. Benardo is working with the CSUSA executive team on plans for an intense marketing campaign for the Schools. She stated that the School must have community acceptance to foster enrollment growth.
- It was also noted that advertisements will be published in local newspapers. Other forms of marketing used will be direct mail, Facebook, and Criag's List.
- The Board recommended that we target those areas where the District Schools are lower performing. They also suggested using the St Cloud Chamber Business Expo, March 6th, as an opportunity to promote the campaign.
- Ms. Benardo will submit to the Education Foundation a comprehensive Marketing Plan by March 1st and present to the Board at their March meeting.

VII. BENCHMARK 3 DATA COMPARISONS

- Ms. Lewis introduced the Benchmark 3 data and explained the use of the data and its relativity to the FCAT scores.
- Mr. Horn, Curriculum Specialist, reviewed the individual group scores, by grades, for both Canoe Creek and PM Wells.

- The Board expressed concern over the lower results for Benchmark 3 from the previous Benchmarks taken. Mr. Bushey explained that the scores were slightly lower due to questions getting more difficult with each benchmark.

VIII. PARENT SURVEY

- Ms. Vecchione presented the historical summary of the Parent Satisfaction Survey and the process used for distribution, collection, and analysis. There was some concern regarding the stress on internet skills for taking the survey although the Board acknowledged that a paper survey could be completed also.
- Scores were presented by buckets, and overall, the Board seemed fairly satisfied with the results, relative to overall results from CSUSA.
- The Board suggested a "reward system" be instituted, over and above the bonus hour given to those parents for participating. Ms. Vecchione noted that this idea has always been left to the individual Schools to institute.

IX. FACILITY UPDATE

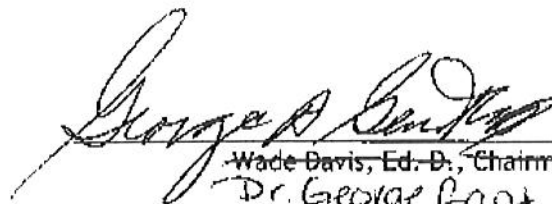
- Mr. Hage reported on the marquee signs for the entrance to the Schools. It was noted that the cost would be approximately \$3,500 to clean up, paint, and refurbish the existing signs. A final layout will be presented at the next meeting.
- Mr. Hage indicated that he will be submitting the Quarterly Facilities Report for both Schools at the next Board meeting.

X. OPEN FORUM

- Ms. Burdick asked the Schools to send her their newsworthy events so that she might publish and advertise them on their website. These events could also be placed on the School District's "Tip Sheet" which is given to several news media for publication in the paper. Suggestions for events are open houses, open enrollment, PTO meetings, pizza night, etc.
- Ms. Vecchione will coordinate with the Schools on sending this information to her.

Motion made to adjourn the Education Foundation Charter Board of Trustees meeting.

The next Board meeting will be held on March 9, 2010 at 2:00 p.m. at the Education Foundation Offices.


 Wade Davis, Ed. D., Chairman Vic
 Dr. George East Chairman
 Date: March 9, 2010