

# MEETING MINUTES

**Name of Foundation:** The Education Foundation

Charter Board of Trustees

**Board Meeting:** September 14, 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:
09.14.10	2:00 p.m.	3:40 p.m.	10.12.10	2:00 p.m.	M. Vecchione

<b>Meeting Location:</b>
Education Foundation, 2310 New Beginnings Road, Suite 117, Kissimmee, Florida 34744

<b>Attended by:</b>	
Dr. Wade Davis, Ed.D., Chairman Dr. George Gant, Vice-Chairman Ms. Nan Johnston, Director Mr. David Lane, Director	Ms. Kimberly Lewis, Director of Education, CSUSA Mr. Paul Hage, Director of Facilities, CSUSA Mr. Dan Cappola, Facilities, CSUSA Ms. Mary Vecchione, Governing Board Liaison, CSUSA Mr. Gary Sermersheim, Osceola School District Dr. Sonia Esposito, Osceola School District Ms. Wendy Honeycutt, Principal Bellalago Charter Academy Ms. Pattie Burdick, Education Foundation Ms. Sharon Harrington, Education Foundation
Absent: Mr. Mike Steigerwald, Director	

<b>Highlights:</b>
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## CALL TO ORDER

Pursuant to public notice, the meeting commenced at 2:00 p.m. with a Call to Order by Chairman Dr. 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 August 10, 2010 and note any corrections or comments. The minutes stand.

Motion made by Ms. Johnston with a second by Dr. Gant to approve the Education Foundation Charter Board of Trustees minutes from the August 10, 2010 Governing Board meeting. The motion was approved 4-0 (1 absent).

### II. Chairman's Report & Board Updates

- Chairman Davis expressed his thanks to CSUSA for the invitation to the CSUSA Summit. He commented that it was a very enjoyable day for all.
- He also asked CSUSA to make sure they used the Education Foundation logo on all ads, either print or media. He was aware that recent media advertisement did not include the logo.
- Chairman Davis also reminded CSUSA and the schools to be sure they maintain compliance with SACS and follow the deadlines and requirements.

- PMWCA is still not sending in their list of activities to the Education Foundation to post in their publications. Ms. Vecchione will make sure Mr. Bushey completes this ongoing task.
- Lastly, Chairman Davis asked the status of the PM Wells lawsuit and responding to the letters the District is receiving. Ms. Vecchione updated the Board on what steps have been taken with the underwriters and the timeline involved. The Board asked that CSUSA remain in constant contact with the insurance company and follow through with the timeliness of the responses.
- It was noted that Bellalago Charter Academy will renew their SACS Accreditation this school year.

### III. FOUNDATION UPDATES

- Chiller Contract - Ms. Burdick addressed the Board and said that we now have a signed Chiller contract with the District. She asked about a water service charge still appearing on the invoice for \$42.20. Mr. Hage indicated that this was most likely a third party charge and should not be charged due to the signing of the contract. Mr. Hage stated that he would research this charge and report back to the Board. Ms. Burdick asked for a written document to back up any changes. Mr. Hage will document this in writing for Board signature.
- Safety Inspection - The re-inspection with the District went well. Ms. Burdick is waiting for a written confirmation stating this. There was some concern over smoke detectors vs. fire alarms and where each of these needed to be placed. CSUSA facilities team will work towards clarifying this.

### IV. BELLALAGO CHARTER ACADEMY

- School Report - Ms. Honeycut reviewed enrollment at her school. She indicated that they are keeping a close eye on class size reduction and how this will impact her classrooms. As of today there are 1436 students enrolled. The staff at Bellalago is working towards getting the school back to an A and taking steps towards accomplishing this. There was discussion by the Board as to how much effort should be placed in meeting class size reduction until we know the final results at the November election.
- FY11 Budget - Mr. Sermersheim presented the FY11 Budget for Bellalago Charter Academy. Total revenues are showing a decrease of (\$138,054.64). Expenditures are showing an increase in instruction expenses, partly due to class size requirement; the district administrative fee holdback of (\$77,645.97) is less, due to the change in State Statute to reduce the administrative fee from 5% of the first 500 students to 5% of the first 250 students only. transportation services; operation of plant; and maintenance of plant (please remove, not mentioned on recording.) Overall the budget is representing a healthy fund balance.

Motion made by Ms. Johnston with a second by Dr. Gant to approve the FY11 Budget for Bellalago Charter Academy for the School Year 2010-2011. The motion was approved 4-0 (1 absent).

- Capital Outlay Plan - Mr. Sermersheim asked the Board to approve the Capital Outlay Plan for Bellalago Charter for the school year 2010-2011.

Motion made by Ms. Johnston with a second by Dr. Gant to approve the Capital Outlay Plan for Bellalago Charter Academy for the school year 2010-2011. The motion was approved 4-0 (1 absent).

**V. CANOE CREEK CHARTER ACADEMY**

- Ms. Lewis reported for April Williams. She reported enrollment of 398 students with a budgeted enrollment of 486. One staffing position for a Kindergarten teacher is yet to be filled. Ms. Lewis updated the board on SAC Meeting, Professional development topics, and the PTO updates. There were numerous school, PTO, and community activities.

**VI. PM WELLS CHARTER ACADEMY**

- Ms. Lewis reported for John Bushey. She reported enrollment of 810 students with a budgeted enrollment of 875. All staffing positions are currently filled. Ms. Lewis updated the board on SAC Meeting, professional development topics, and the PTO updates. There were numerous school, PTO, and community activities.

**VII. MERIT AWARD PLAN**

- Ms. Lewis explained the Merit Award Plan and informed the Board that it is the exact same plan as was submitted last year; the only exception is the addition of new schools in the network.

Motion made by Mr. Lane with a second by Ms. Johnston to approve the Merit Award Plan for the School Year 2011-2012. The motion was approved 4-0 (1 absent).

**IX. SCHOOL IMPROVEMENT PLAN**

- Ms. Lewis addressed the School Improvement Plan for CCCA. She gave an overview outline of the plan. Mr. Lane was hesitant to approve due to the late arrival of the plan to review.
- PM Wells did not submit School Improvement Plan for review.

Motion made by Ms. Johnston with a second by Dr. Gant to approve the School Improvement Plan for Canoe Creek Charter Academy for the school year 2010-2011. The motion was approve 3-0 (1 abstained; 1 absent).

**X. OUT OF FIELD WAIVERS**

- Ms. Vecchione asked the Board for approval of the Out of Field Waivers and ESOL out of field for both CCCA and PMWCA. She read off the names of those teachers involved.

Motion made by Dr. Gant with a second by Mr. Lane to approve the Out of Field Waivers and ESOL out of field for both CCCA and PMWCA. The motion was approved 4-0 (1absent).

**XI. QUARTERLY FACILITIES UPDATE**

- CCCA - There were very few significant maintenance/repairs made during the last quarter. One of the changes was the termination of the current night crew and a new crew was hired. General maintenance and cleaning was performed over the summer. In addition, Mr. Hage listed the vendors currently being used by CCCA.

- PMWCA - Again, there were very few significant maintenance/repairs made during the last quarter. The same new nightly maintenance crew that is being used at CCCA will be used at PMWCA. General maintenance and cleaning was performed over the summer. In addition, Mr. Hage listed the vendors currently being used by PMWCA.

## XII. PMWCA PROPOSED SECURITY SYSTEM

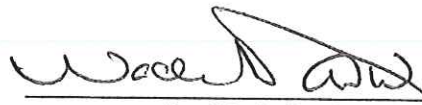
- Mr. Bushey and CSUSA are recommending upgrading the security system at PMWCA. The system is currently an old system and given the layout of the school buildings and the openness of the neighborhood and school, Mr. Bushey felt the importance to upgrade the system. Mr. Hage presented the proposals with an explanation of the differences with each system. CSUSA is recommending to piggy back off the District vendor which uses a very satisfactory system and could possibly negotiate better pricing with the District's assistance. The monitoring of the system would be done internally by the School and CSUSA.
- The Board is in favor of the upgraded security system and asked CSUSA to come back with a final quote from Pelco, after working with the District. They also wanted to know if the Budget would have to be amended to cover the cost.

## XIII. NEW BUSINESS

- Charter School Contract Renewal - The Foundation wants to start this process with the District and CSUSA immediately. The Foundation would like to sync the charter agreements with both schools and have their renewal terms be the same. Ms. Vecchione will ask Derek Kelmanson to give Ms. Burdick a call sometime this week to implement this process.

The next meeting of the Education Foundation will meet at Canoe Creek Charter Academy on October 12, 2010 at 2:00 p.m.

Motion made to adjourn the meeting. All in favor.



Dr. Wade Davis, Ed.D, Chairman

Date: October 12, 2010