

## SPECIAL MEETING MINUTES

**Name of Foundation:** Education Foundation Charter Board of Trustees  
**Board Meeting:** Thursday, February 13, 2018  
**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:
02.13.18	8:12 a.m.	9:53 a.m.	02.27.18	8:00 a.m.	K. Robertson
<b>Meeting Location:</b>					
Education Foundation Office: 2310 New Beginnings Road, Kissimmee, FL 34744					

<b>Attended by:</b>	
<b>Board Members:</b> Pete Edwards, Chairman Dr. George Gant, Vice-Chair April Fisher, Trustee (Financial Liaison) Jo Thacker, Trustee Veronica Malolos, Trustee	<b>Other Attendees:</b> Pattie Burdick, Charter Liaison, Education Foundation April Williams, Regional Director of Education Kerrian Robertson, Governing Board Manager, CSUSA Lianne Morton, Manager of FP&A, CSUSA Anjanie Sukhai, FP&A Analyst, CSUSA

### **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 8:12 a.m. with a Call to Order by Board Chair Pete Edwards. Roll Call was taken and quorum was established.

#### **I. ADMINISTRATIVE**

##### Approval of the Board Meeting Agenda

- The Board reviewed and agreed to the agenda presented for the February 13, 2018 Education Foundation Charter Board of Trustees Special Meeting.

##### Approval of February 1, 2018 Minutes

- The Board reviewed the minutes from the February 1, 2018 Board Meeting. The February 1, 2018 minutes was part of the agenda and was made a part of these minutes.

**MOTION:** Motion was made by Jo Thacker and seconded by April Fisher to approve the minutes of February 1, 2018 meeting as presented to the Education Foundation Charter Board of Trustees, Osceola County with the following correction: The committed funds held each year as of October 2013 should be \$67,00.00 for PM Wells and \$33,000.00 for Canoe Creek. Motion was approved unanimously. (5-0).

#### **II. FINANCIALS**

##### Canoe Creek Budget Amendment

- The Board reviewed and discussed the Canoe Creek budget amendment with Lisanne Morton. Ms. Morton explained each line item and the change in amounts from original budget to amended. A narrative along with the amended budget was present to each board member.
- April Fisher expressed her appreciation of the narrative and the answers to her questions previously posted.
- Ms. Morton explained the change in the bonus line item from an estimated amount of \$59,985 to \$51,500, a change of \$8,485. It was also explained that this bonus was not a contribution from CSUSA, and is based on school performance improvement and staff retention
- The Board requested a letter sent to Jon Hage to clarify the bonus payout since they were under the impression that the payout would be a CSUSA contribution and would not have a budgetary impact on the schools.
- Jo Thacker requested a copy of the bonus payout schedule sent to all the board members, and was told that would be provided at a later date.
- Ms. Morton shared the stipend schedule for Canoe Creek, and explained that Principal Saxon participated in a fundraising event to accumulate additional funds for her staff in an effort to alleviate the budgetary constraints on the school. PM Wells did not participate in any fundraising event at this time to add additional funds to their stipends.
- The Board asked about the heading of Federal/State/CSUSA Supported Stipend Initiatives listed on the stipend schedule of Canoe Creek, and was told that the items listed under that heading are various awards given to staff at the end of the school year.
- The Board asked what was a 504 coordinator, and was told that a 504 coordinator is someone who is responsible for the program compliance under section 504.
- The Board asked about the change in the telephone and Internet cost, and was told that it was due to a change in service provider from Brighthouse to Spectrum which has caused an increase in cost. Spectrum is the only service provider in their location which has proven difficult to compete.
- The Board wanted to know what would happen next school year if the school continues to operate in the deficit, and why the school isn't meeting its enrollment target. They wanted to know if CSUSA is willing to fund the school if the enrollment target isn't met. They requested a comprehensive study showing all material findings affecting the enrollment of both schools, and what CSUSA is doing or has done to correct this shortfall as well as what the Board can do to assist in the enrollment efforts. This was taken back as an action item request.
- Ms. Morton explained that the February count should be better for both schools, and that the district did not approve a makeup count in December. She also explained that CSUSA may provide support in the event the school finds itself in a cumulative fund balance deficit.
- April Williams explained that historically Canoe Creek did not meet their enrollment target which affected their operating funds, and that the funding source was either CSUSA or PM Wells. She also mentioned that a school by the name of Hickory is a direct competitor of the school, and that parents have different reasons for choosing a school; however, Canoe Creek is actively differentiating themselves by offering coding which might aid the enrollment shortfall.
- The Canoe Creek budget amendment was part of the agenda and was made a part of these minutes.

**MOTION: Motion was made by April Fisher and seconded by Veronica Malolos to approve the Canoe Creek Budget Amendment as presented to the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (5-0).**

PM Wells Budget Amendment

- The Board reviewed and discussed the PM Wells budget amendment with Lisanne Morton. Ms. Morton explained each line item and the change in amounts from original budget to amended; she also explained the line items that are enrollment driven. A narrative along with the amended budget was present to each board member.
- April Fisher wanted to know why the change in amount for school leadership for PM Wells, and was told that was due to the salary difference for the current principal.
- Ms. Fisher questioned the number of smartboards installed at PM Wells, and noted that the smartboard is an innovative idea for learning. She was told there were 20 smartboards installed at the school.
- Ms. Fisher would like CSUSA to continue including narrative for the change in line item amounts for all budget amendments, but said it was unnecessary for quarterly financial reporting.
- The PM Wells budget amendment was part of the agenda and was made a part of these minutes.

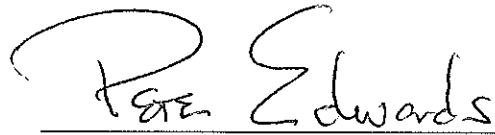
**MOTION: Motion was made by April Fisher and seconded by Jo Thacker to approve the PM Wells Budget Amendment as presented to the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (5-0).**

**III. PUBLIC COMMENTS**

- The Board took this time to provide Board Updates for everyone. Pattie Burdick explained that the Foundation Board Meeting will be held on 2/22 and that Chairman Edwards will be making a program presentation of the Charter initiatives. All charter board members are invited.
- Ms. Burdick also informed the Board that the charter board meeting on 2/27 will be held in the "Green Trimmed" portable located at the Foundation address.
- Ms. Burdick explained that the charter contract for Canoe Creek and PM Wells will expire in 2021.
- Ms. Burdick also explained that Canoe Creek Management Agreement will expire in 2019.
- The Board was reminded that their next Charter Board Meeting will be on 2/27 and at which time they will be presented with the financing option for the HVAC project along with the extension of the management agreement.

**IV. ADJOURNMENT**

**Chairman Pete Edwards adjourned the Education Foundation Charter Board of Trustee, Osceola County Board Meeting at 9:53 a.m. on February 13, 2018.**

A handwritten signature in black ink that reads "Pete Edwards". The signature is written in a cursive style with a large, looping initial "P".

Pete Edwards, Chairman

Date: FEB 27, 2018