

# MEETING MINUTES

**Name of Foundation:** Education Foundation Charter Board of Trustees  
**Board Meeting:** Thursday, February 1, 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: |
|--|-----------|------------|---------------|------------|--------------|
| 02.01.18   | 8:06 a.m. | 11:11 a.m. | 02.13.18      | 8:00 a.m.  | K. Robertson |
| <b>Meeting Location:</b>   |           |            |               |            |              |
| Education Foundation Office: 2310 New Beginnings Road, Kissimmee, FL 34744 |           |            |               |            |              |

| <b>Attended by:</b>  |  |
|--|--|
| <p><b>Board Members:</b><br/>           Pete Edwards, Chairman<br/>           Dr. George Gant, Vice-Chair<br/>           April Fisher, Trustee (Financial Liaison)<br/>           Jo Thacker, Trustee</p> <p><b>Absent:</b><br/>           Veronica Malolos, Trustee</p> <p><b>Left at 10:42a</b><br/>           Jo Thacker, Trustee</p> | <p><b>Other Attendees:</b><br/>           Dr. Sonia Vazquez, Exec Director, Charter Schools, Osceola School District<br/>           Kerry Avery, Executive Director, Education Foundation<br/>           Pattie Burdick, Charter Liaison, Education Foundation<br/>           April Williams, Regional Director of Education<br/>           Tracey Saxon, Principal, Canoe Creek Charter<br/>           Alan Ramos, Principal, PM Wells Charter<br/>           Dr. Jon Rasmussen, Principal, Bellalago Academy<br/>           Angela Barner, Senior Account, Osceola School District<br/>           Kerrian Robertson, Governing Board Manager, CSUSA<br/>           Richard Page, CIO of Client and Community Relations, CSUSA<br/>           Lianne Morton, Manager of FP&amp;A, CSUSA<br/>           Anjanie Sukhai, FP&amp;A Analyst, CSUSA<br/>           Terry Hossack, Facilities Manager, CSUSA<br/>           Ron LaFoy, ABC Mechanical</p> |

## **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 8:06 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 1, 2018 Education Foundation Charter Board of Trustees Meeting.

#### Approval of December 5, 2017 Minutes

- The Board reviewed the minutes from the December 5, 2017 Board Meeting. The December 5, 2017 minutes was part of the agenda and was made a part of these minutes.

**MOTION: Motion was made by Jo Thacker and seconded by George Gant to approve the minutes of December 5, 2017 meeting as presented to the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (4-0)(1-absent).**

**II. BOARD UPDATES – CHAIR**

- There were no chairman updates

**III. EDUCATION FOUNDATION UPDATES**

- The Board and Pattie Burdick discussed the next meeting date for the Charter Board of Trustee Meeting. The Board agreed to convene their next regular meeting on February 27, 2018 as previously scheduled. The next board meeting date discussion was part of the agenda was made a part of these minutes.
- Pattie Burdick informed the Board that the application process for Take Stock in Children Scholarship is ongoing, and that the district is assisting with the Five Star Awards.

**IV. BELLALAGO SCHOOL REPORT**

Bellalago Academy School Report

- Principal Rasmussen presented the school report for Bellalago Academy. The Bellalago school report was part of the agenda and was made a part of these minutes. The report highlighted:
  - Enrollment of 1354 of a budgeted 1326
  - 2 open staff position
  - Feb 1-3 Thespians at state conference performing

**V. CSUSA/SCHOOL REPORTS**

Parent Survey Results

- Both Principal Ramos and Saxon shared their school's parent survey results with the Board which highlighted their participating rate, as well as the top results and opportunities for growth in both schools. PM Wells is actively working with CSUSA to provide Red Carpet Service in an effort to go from good to great in customer service; the school is also focused on providing aid for after school clubs using 21<sup>st</sup> Century Funding. Canoe Creek has three teams participating in the Odyssey of the Mind. The parent survey results were a part of the agenda and were made a part of these minutes.

Canoe Creek and PM Wells Enrollment/Dashboard

- Both Principal Ramos and Saxon also shared their updated enrollment/dashboard presentation which included the NWEA results, staff and parent survey, and updated enrollment reports. All questions were answered by the principals. The Canoe Creek and PM Wells enrollment/dashboard reports were part of the agenda and were made a part of these minutes.

**VI. NEW BUSINESS**

- There was no new business

**VII. OLD BUSINESS**

Capital Improvement Plan for Canoe Creek and PM Wells

- Terry Hossack presented the capital improvement plan for both Canoe Creek and PM Wells. He explained that the roofs of both schools are in working condition, but that the playgrounds need to be replaced. The capital improvement plan for both Canoe Creek and PM Wells was part of the agenda and was made a part of these minutes.
- The Board asked CSUSA to come back at the March meeting with a 3-5 year capital improvement plan or formula showing the repair/replacement timeline for roof, parking lot, bathrooms, and playground. Including in this report should be the financing options to pay for the repair/replacement of any of these facility items.

#### A/C Repair/Replacement Proposal for Canoe Creek and PM Wells

- Ron LaFoy presented the A/C repair/replacement proposal for Canoe Creek and PM Wells and explained that he had two additional quotes, but one company said they were unable to complete the project because of work overload, and the other will be submitted in approximately two weeks. The A/C repair/replacement proposal for both Canoe Creek and PM Wells was part of the agenda and was made a part of these minutes.
- Ms. Burdick explained that she had reached out to the Osceola School District for assistance with the replacement of the controls and chillers for both schools, but the district was unable to provide assistance. Ms. Burdick provided Mr. LaFoy with the district's contact information to procure another quote for the HVAC project.
- Dr. Gant asked about the financing of the HVAC project which Richard Page explained that with Board approval, CSUSA is prepared to fund the project.

#### Management Agreement for PM Wells

- The Board discussed the management agreement for PM Wells. The management agreement for PM Wells was part of the agenda and was made a part of these minutes.
- Mr. Page suggested that a three-year management agreement extension with CSUSA might be favorable for the Board in addition to the funding of the HVAC project.
- The Board asked for CSUSA to present at their February 27<sup>th</sup> board meeting the financing option of the HVAC project along with the extension of the management agreement.

### **VIII. FINANCIALS**

#### Bellalago Academy Q2 Financial and Budget Amendment

- The Board reviewed and discussed the Bellalago Academy Q2 financial and budget amendment with Angela Barner, and all questions were answered by Ms. Barner. The Bellalago Academy Q2 financial and budget amendment were part of the agenda and were made a part of these minutes.
- The Board asked Ms. Barner to present a monthly statement breakdown of the projects codes for Bellalago.
- Ms. Barner also explained that she will ask the auditors to submit the Fraud Questionnaire to the Board for completion.

**MOTION: Motion was made by Jo Thacker and seconded by George Gant to approval the Bellalago Academy Q2 financial report as presented to the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (4-0)(1-absent).**

**MOTION: Motion was made by Jo Thacker and seconded by April Fisher to approval the Bellalago Academy budget amendment as presented to the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (4-0)(1-absent).**

Canoe Creek Q2 Financial and Budget Amendment

- The Board reviewed and discussed the Canoe Creek Q2 financial and budget amendment with Lianne Morton, and all questions were answered by Ms. Morton. The Canoe Creek Q2 financial and budget amendment were part of the agenda and were made a part of these minutes.
- The Board wanted to know if the Internet cost for both schools could be reduced. Ms. Morton explained that the change in cost was due to a change in the company offering Internet service, but that it was favorable to both schools' budget since their E-rate would also be higher.
- The Board questioned the stipends line item in the budget and asked for a stipend schedule from the schools; they also wanted an explanation for personal taxes, depreciation, FF&E, and enrollment driven line items. The Board also requested detailed narrative of the change in each line item since the budget was first presented.
- The Board asked for CSUSA to schedule a special meeting on February 13<sup>th</sup> to discuss the amended budget for both Canoe Creek and PM Wells.
- The Board discussed the committed funds that is being held in both school's account for capital repair and replacement. The amount held each year for Canoe Creek is \$33,000.00 and for PM Wells is \$67,000.00 as of October 2013.

**MOTION: Motion was made by April Fisher and seconded by Jo Thacker to authorize the transferring of the committed funds for both Canoe Creek and PM Wells to a 2-Signatory Foundation Managed account with one signer being a charter board trustee and the other being a foundation board member as discussed at the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (4-0)(1-absent).**

**MOTION: Motion was made by April Fisher and seconded by Jo Thacker to approve the Canoe Creek Q2 financial report as presented to the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (4-0)(1-absent).**

PM Wells Q2 Financial and Budget Amendment

- The Board reviewed and discussed the PM Wells Q2 financial and budget amendment with Lianne Morton, and all questions were answered by Ms. Morton. The PM Wells Q2 financial and budget amendment were part of the agenda and were made a part of these minutes.
- The discussing of the amended budget for PM Wells was deferred to the February 13<sup>th</sup> special meeting.

**MOTION: Motion was made by April Fisher and seconded by George Gant to approve the PM Wells Q2 financial report as presented to the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (3-0)(2-absent).**

**IX. PUBLIC COMMENTS**

- There were no public comments

**X. ADJOURNMENT**

**Chairman Pete Edwards adjourned the Education Foundation Charter Board of Trustee, Osceola County Board Meeting at 11:11 a.m. on February 1, 2018.**

Pete Edwards

Pete Edwards, Chairman

Date: FEB 13, 2017