

MEETING MINUTES

Name of Foundation: The Education Foundation
Charter Board of Trustees
Board Meeting: March 9, 2010

School(s): Canoe Creek Charter Academy
PM Wells Charter Academy
Bellalago 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:
03.09.10	2:00 p.m.	3:30 p.m.	04.20.10	2:00 p.m.	M. Vecchione

Meeting Location:
Education Foundation, 2310 New Beginnings Rd, Kissimmee, FL

Attended by:	
Dr. George Gant, Vice-Chairman Ms. Nan Johnston, Director Mr. David Lane, Director Mr. Mike Steigerwald, Director Absent: Mr. Wade Davis, Ed. D., Chairman	Ms. Debbie Von Behren, COO, CSUSA Mr. John Bushey, Principal, PMWCA Ms. Mary Vecchione, Governing Board Liaison, CSUSA Mr. Dan Cappola, Facilities, CSUSA Ms. Kathy Carr, Exec Director, Education Foundation Ms. Pattie Burdick, Charter, Education Foundation Ms. Sharon Harrington, Charter Assistant, Educ Foundation Dr. Sonia Esposito, Osceola School District Ms. Migdalia Mercado, Osceola School District Mr. Gary Serserheimer, Osceola School District
Highlights:	

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 2:00 p.m. with a Call to Order by Vice Chairman Dr. George Gant. Roll call was taken and quorum was established.

I. APPROVAL OF MINUTES

Vice Chairman Dr. George Gant asked the Board to review the minutes from the Education Foundation Charter Board of Trustees meeting on February 9, 2010 and note any corrections or comments. The minutes stand.

Motion made by Mr. Lane with a second by Mr. Seigerwald to approve the Education Foundation Charter Board of Trustees minutes from the February 9, 2010 Governing Board meeting. The motion was approved 4-0 (1 absent).

II. CHARTER BOARD OF TRUSTEES UPDATE

Meeting Date Change

- Due to scheduling conflicts, the Board meeting for next month will be rescheduled to April 20, 2010 at the Education Foundation Offices.

III. EDUCATION FOUNDATION UPDATE

Chiller Contract Pending

- Ms. Burdick reported the District has agreed to contract with CSUSA to perform Chiller maintenance for CCCA and PMCA, for the time period in which CSUSA manages the schools. We are waiting for the District to finalize and send over the signed contract to present to CSUSA and the Board.

Scholarship Presentation to PTO

- Ms. Burdick asked the Schools to include her on the agenda for the Scholarship overview and presentation at the next PTO meeting for CCCA. The scholarship will be established in the School's name.

Landscaping Estimates

- Ms. Burdick reported that she has received a draft of the layout for the landscaping from Mr. Cappola for the area surrounding the portables at PMWCA. In addition, she will contact The Master Gardeners Club of Osceola County to give us prices. The Board will hear her report at the next meeting.

Imagine Schools Counter Offer Letter

- Ms. Burdick commented that the Foundation received a response to the Foundations offer. In turn, they reiterated the content of the letter but did not offer a counter response. In summary, they are still attempting to hold the Foundation to the \$100,000, \$50,000/School, for receiving the School Grade of a "B", which they believe they are still entitled to under their management agreement. The Foundation is maintaining that this money was a part of the \$180,000 that Imagine depleted prior to terminating the contract. Ms. Burdick also indicated that the Foundation is not budging from the original settlement of \$166,000, which is the amount of available School funds to date. As a last resort, the Foundation would have the courts decide.

Teacher of the Year

- The Foundation requested information from CSUSA as to when they would hold their annual meeting and awards, including Teacher of the Year. Ms. Von Behren replied that is held annually in August and they are trying to procure a date and location in Central Florida.
- In addition, Ms. Burdick requested again, for the Schools to submit events and activities for the "Tip Sheet", a newsletter provided by the School District of Osceola. She indicated this would be an asset to promoting and marketing the Schools. Ms. Von Behren stated that she would notify our Marketing team to provide this information. The information is to be received by Tuesday, one week prior to publishing the "Tip Sheet". In addition, they prefer to receive the information 2-3 weeks in advance of the event.

IV. BELLALAGO ACADEMY

Financials

- Ms. Mercado reviewed the Budget for Bellalago Academy. This amended budget accounts for the increase of FTE funds from the State, based on the October count. The overall increase is roughly 9.5%.
- There is a decrease of capital outlay funds in the amount of (\$57,000). As a result, this indicates a current amount of \$765,000 coming from the State.
- A question was asked about the management fee from the District. Ms. Mercado indicated that the agreement reads the District can collect up to 17% of total state revenues and currently the fees are approximately 8-9%.

Motion made by Mr. Steigerwald with a second by Ms. Johnston to approve the Amended Budget for Bellalago Academy as presented. The motion was approved 4-0 (1 absent).

School Report

- Dr. Diaz was unavailable to attend the meeting, due to FCAT testing, and did not provide a school report for review.

V. CSUSA SCHOOL REPORTS

Canoe Creek Charter Academy

- Mr. Bushey reported on the School Report for Ms. Williams, who was not available to attend the meeting due to FCAT testing. He reported on enrollment of 424 students with a budgeted enrollment of 481. 12 students withdrew within the last month, due to moving out of the area.
- Leadership and Leading Edge continues with the same candidates as reported last month.
- SAC met on February 9th and the agenda has been included in the board packet.
- Professional development topics include informal/formal assessments and rubrics and Human Learning & Development Styles.
- Ms. Williams indicated on the report that the School needed an additional \$1,500 for a cover for the playground area. Also, a new marquee sign will be installed.
- Mr. Bushey also noted the numerous school and community activities.
- In addition, it was noted that new computers were needed to have students effectively work on Study Island, River Deep, and FCAT Explorer. Also, equipment for morning announcements is needed.
- Student recommits are at 290 students and new enrollment of 41 applications. Currently there is no wait list.

PM Wells Charter Academy

- Mr. Bushey reported enrollment of 828 students with a budgeted enrollment of 835. One new staff member has been added, who happens to be Haitian, and has blended well with that community at the school.
- Leading Edge participants are Marisa Flewellyn and Kerry Von Behren.
- Mr. Bushey indicated the need for surveillance cameras at the school. In addition, the phones and intercoms in the portables have been installed. Additional computers for the classrooms remain a concern.
- Numerous school and community activities were presented.
- Student recommits are at 560 students with 163 students in which we are waiting for their recommit letters. New applicants total 14 to date.

VI. MARKETING PLAN

- Ms. Von Behren reviewed the final Marketing Plan for PM Wells and Canoe Creek. She indicated that the overall concept has not changed from the preliminary presentation, just refined some numbers.
- Key Activities introduce the opportunity to get involved and reach out to the community through word of mouth and also with key events, i.e., parent meetings; school festivals; newspaper ads; facebook; participation in community activities, etc. Included are the actual budget and expenses through December 2009 and the projected expenses for activities through June 30, 2010.

- Collaterals have been included in the packet. It seems as though there is still community confusion over the management company and who is running the school. This will be added to these collaterals.
- The Board suggested banners to be used for promoting "Under New Management". This will be taken into consideration.

VII. STAFF SURVEY

- Ms. Von Behren reviewed the Staff Survey results from the December 2009 survey for both CCCA and PM Wells. She reviewed the strengths and opportunities as a result of the survey, and actions on improvement. Going forward, these results will be compared with previous years.

VIII. FACILITY QUARTERLY REPORT

Canoe Creek Charter Academy Quarterly Facility Report

- Mr. Cappola reported on the 2nd quarter facility update for Canoe Creek. Routine maintenance and PM service was completed in October.
- Mulch and irrigation repairs were made by L&R Landscape. We have contracted for this service 34 times for the year.
- Exterior Site Improvements include finalizing the quotes for the monument signs; ballasts need to be replaced for exterior lights; and touch up painting in the parking lot is on going.
- The facilities team pressure cleaned the sidewalks and lower section of the building walls during Winter Break.
- Capital Improvements include HVAC controls. This system is currently antiquated and should be upgraded. Will continue to monitor.

PM Wells Charter Academy Quarterly Facility Report

- HVAC service was performed in October by Core AC, Inc. In addition, the service for the chiller was performed by the School District. There continues to be multiple leaks in the duct work in the drop ceiling. The existing control system is antiquated and in need of an update. Quotes are being finalized.
- Exterior Site improvements include ballasts replaced on the perimeter building lights.
- The facilities team performed pressure cleaning on all sidewalks and the sides of the building. The carpet in the Media Center was cleaned by A&A Maintenance.
- The playground slide was replaced during the 2nd quarter. All other playground equipment appears to be in good working order.
- Light bulbs were replaced and disposed of by the Facilities departments EPA approved bulb eater.
- Capital improvements include pricing for upgrading the HVAC controls, higher capacity restroom and a more efficient cafeteria setup.

School Marquee Signage

- Drafts drawings for the monument signs for both Canoe Creek and PM Wells were presented. The Board was in favor of the look and placement of the signs.

Motion made by Mr. Lane with a second by Ms. Johnston to approve the 2 sign designs as presented and up to the dollar amount of \$8,037.56. The motion was approved 4-0 (1 absent).

IX. OPEN FORUM

- The Board mentioned that Homeland Security may have available funds for security grants for the cameras requested at PM Wells. Ms. Burdick will look into this and report back at the next meeting.
- Ms. Burdick asked if CSUSA has some "trinket" to provide for the goodie bags for the Teacher of the Year awards event. Or, possibly provide a donation in the form of a sponsorship.

Motion to adjourn the Education Foundation Charter Board of Trustees meeting. Motion was approved 4-0 (1 absent).



Wade Davis Ed. D., Chairman

Date: 4/20/10