

MEETING MINUTES

Name of Foundation: Lee Charter Foundation, Inc.
Board Meeting: December 4, 2009

School(s): Bonita Springs Charter School Gateway Intermediate Charter School
Cape Coral Charter School Gateway Charter High School
Gateway Charter School Six Mile 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:
12.04.09	9:00 a.m.	10:30 a.m.	TBD	9:00 a.m.	Mary Vecchione
Meeting Location:					
Charter Schools USA, 6245 N Federal Hwy, Fort Lauderdale, Florida 33308					
Attended by:					
Mr. Ken Haiko, Chairman Mr. Dennis Clark, Vice-Chairman Mr. Clarence McKee, Secretary (teleconference) Colonel Thomas Wheeler, Treasurer (teleconference)			Ms. Debbie Von Behren, Exec Vice President, CSUSA Mr. Mike Essik, Director of Finance, CSUSA (teleconference) Mr. Rob Vilardi, Financial Analyst, CSUSA Mr. Allen Coleman, Accounting Mgr, CSUSA Ms. Mary Vecchione, Governing Board Liaison, CSUSA Ms. Deborah Tracy, Principal, BSCS Dr. Deborah Naus, Principal, CCCS & SMCA Mr. Joe Roles, Principal, GCHS Ms. Sara Abraham, Principal, GCS & GCIS		
Highlights:					

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 9:05 a.m. with a Call to Order by Chairman Haiko. Roll call was taken and quorum was established.

I. APPROVAL OF MINUTES

Chairman Haiko asked the Board to review the minutes from the October 16, 2009 Governing Board meeting and note any corrections or comments. The minutes stand.

Motion made by Colonel Wheeler with a second by Mr. Clark to approve the Governing Board minutes from the October 16, 2009 Board of Director's meeting. The motion was approved unanimously.

II. SCHOOL REPORT

Bonita Springs Charter School

- Ms. Tracy reported enrollment of 1265 students with a budgeted enrollment of 1307. There have been no new staff positions open in the last month.
- Ms. Tracy reported that after school tutoring begins December 7th for 6 weeks, prior to FCAT testing. Progress reports, middle school midterm grades and report cards will be sent home in December.
- Facilities will close the School building for Winter Break, beginning December 21 and ending January 2nd.
- In addition, Ms. Tracy reported on School and Community activities.

- The School received a grant from Lowe's to plant an organic garden for instructional learning. This was well received by the students.

Cape Coral Charter School

- Dr. Nauss reported enrollment of 532 students with a budgeted enrollment of 587. There is an open staff position for PE and they are in the process of interviewing new applicants.
- Facility updates included mulch being added to the playground area and additional work on the sound system in the cafeteria has been completed.
- In addition, Dr. Nauss reported on School and Community activities.

Gateway Charter School/Gateway Intermediate Charter School

- Ms. Abraham reported enrollment of 2001 students with a budgeted enrollment of 1991. There have been 2 new staffing positions opened since the last report.
- Ms. Abraham commented on the many School events and School and Community activities.
- She also indicated that sprinklers have been added to the outside grassy areas.

Gateway Charter High School

- Mr. Roles reported enrollment of 906 students with a budgeted enrollment of 962. Two new staffing positions were filled. One in Language Arts and the other in Math.
- A committee has been formed and is in the process of working on SACS reaccreditation for 2010-2011. Board member, Mr. Clark is on the committee.
- FCAT retake results were received. 56% of our retake seniors passed the FCAT, ranking GCHS #1 in the district for Senior Reading. 30% of our retake juniors passed reading and in Math, 52% of our retake seniors and juniors passed the FCAT.
- Mr. Roles reported on many other numerous school events and community activities.
- Lastly, it was noted that Mr. Nicholas Kenyon, a GCHS senior, was nominated for the All Academic Football Team.
- Facility updates include a continuation of the work being done on the athletic and activity field. Sprinklers were installed which is aiding in the irrigation of the field. The foyer to the gym was repainted and work is presently being completed to correct overhead projector issues.

Six Mile Charter Academy

- Dr. Nauss reported enrollment of 985 students with a budgeted enrollment of 990. Two teachers resigned and they are in the process of interviewing for candidates.
- Dr. Nauss reported on numerous school events and community activities.
- Facility updates include mulch being added to the playground area and the sound system in the hallways was modified to play music throughout the halls.

III. FINANCE

Quarterly Financials

- Mr. Vilardi reported on quarterly financials for the Lee Charter Foundation, Inc. Student enrollment is showing a negative variance of (153). This includes the actual enrollment numbers through the October count.
- FTE revenue is favorable as budgeted amounts were conservative pending any mid year cuts from the State. Amounts in excess of the budget are being

reserved pending any potential FEFP revenue reductions. If reductions do not occur, the funds will be available for school operations.

- Enrollment short falls are the primary reason for revenues below plan (specifically in CCCS & GCHS) of a negative variance of (\$275,000). SMCA is being paid on 699 students and does not reflect actual enrollment of 990. This will be corrected by the State.
- Year to Date school expenses for the quarter is a positive variance of \$56,000. These favorable variances are mostly attributed to timing of capital expenditures and instructional material expenses.
- The total surplus/deficit is a deficit of (\$219,000) primarily due to enrollment shortfalls for CCCS & GCS. Also, SMCA is being paid incorrectly by the state and will be adjusted in the future.
- Enrollment forecast is projected to be negative (153) students. Strategies are in process to improve the enrollment variances. These include establishing enrollment committees, working with waiting lists and working to resolve parent issues.
- The Forecast is showing a deficit of (\$506,000), primarily due to enrollment shortfalls.
- FTE revenue in reserve is currently \$1,136,000. If no FEFP reductions occur during the year it is expected that some of the reserve will be needed to absorb reductions in revenue.

Motion made by Mr. Clark with a second by Chairman Haiko to accept the Quarterly Financials for the Lee Charter Foundation, Inc. as of October 31, 2009. The motion was approved unanimously.

Accounting Policy & Procedure Update

- Mr. Coleman responded to the concerns of the Board from the prior meeting. The audit from previous year was showing a lack of policy and procedures in place for accounting processes. The Board requested an update on this information.
- Mr. Coleman explained to the Board the procedures implemented since the audit and showed examples of the reports. He also indicated that he works from a check list to make sure all reports are completed and submitted to the auditor.

IV. OLD BUSINESS

Manatee Charter Application Update

- Chairman Haiko informed the Board that the Manatee School District did not approve the charter application submitted on behalf of the Lee Charter Foundation, Inc. The Governing Board, with the help of CSUSA, will appeal this denial. The appeal will take place next Thursday and we should hear the outcome immediately.

Hillsborough Charter Application Update

- Chairman Haiko informed the Board that the Hillsborough School District has approved their charter application. Mr. Kelmanson, Colonel Wheeler, and Mr. Chris Hart (who will be a member of the local governing council) will attend a meeting with the School Board.

V. NEW BUSINESS

Benchmark Results

- A PowerPoint presentation was shown and each principal discussed their schools' Benchmark 2 results and compared them with Benchmark 1 results. This will provide their teachers an opportunity to focus on and strengthen those skills where needed.

VI. OPEN FORUM

- The next Lee Charter Foundation meeting will be either January 15th or the 22nd. Ms. Vecchione will survey the Board for the best date.

Motion made by Colonel Wheeler with a second by Mr. McKee to adjourn the Lee Charter Foundation Governing Board meeting. The motion was approved unanimously.



Ken Haiko, Chairman

Date: 1/09/2010