



**EASTERSEALS CHARTER SCHOOL  
BOARD OF DIRECTORS MEETING  
MINUTES**

**March 22, 2018**

**12:00 p.m. Easterseals Conference Room A**

**Board Member(s) Present:** Jim Barocas, Tammy Borden, Linda Bradley, Lauren Burkhalter, Myron Fottler, Pete Gamble, Len Marinaccio, Nancy-Ellen Otte, Kelly Parsons Kwiatek, Becky Rutland, Steve Sevigny, Constance Yuschok

**Honorary Board Member(s) Present:** Sheryl Cook, Patti Parsons

**Staff Members Present:** Noelle Bee, Melissa Chesley, Bev Johnson, Dorothy Lefford, Tracey McLaughlin, Susan Moor

**The meeting of the Easter Seals Charter School Board of Directors** was called to order at 12:04 pm by Kelly Parsons Kwiatek, Chair of the Board.

Ms. Kwiatek welcomed everyone and reminded them that the meeting was open to the public and would not be recorded.

**CONSENT AGENDA**

Ms. Kwiatek referred to the consent agenda and asked if anyone would like an agenda item pulled and discussed. With no request, Ms. Kwiatek asked for a motion to approve the consent agenda which included the minutes from the November 18, 2017 Charter School Board of Directors meeting.

**MOTION:** *A motion was made by Jim Barocas to approve the consent agenda which included the minutes of the November 18, 2017 Charter School Board of Directors meeting. The motion was seconded by Linda Bradley and unanimously passed by the Board of Directors.*

**TREASURER'S REPORT**

Ms. Kwiatek called on Lauren Burkhalter to provide the Treasurer's report. Ms. Burkhalter reported that Easterseals Charter School's working capital position at January 31, 2018 was approximately \$245,000 including cash on hand of \$108,000. Our net working capital represents funding coverage for approximately 3.8 months of annualized operating expenses.

Net assets for the Charter School at January 31, 2018 totaled approximately \$274,000 designated for Charter School operations and capital expenditures.

Net operating results Year to Date as of January 31, 2018 reflects a net gain of approximately \$48,000 which was favorable to budget by \$38,000. This variance was

primarily driven by lower than budgeted expenses in the amount of \$85,000 and is offset in part by unfavorable revenue compared to budget of \$65,000.

Our Charter School program is primarily funded by the State of Florida Education Finance Program based on full-time equivalent student counts taken in October 2017 and February 2018. Based on results of the February FTE student counts, revenue for this fiscal year will be significantly less than budgeted.

**MOTION:** A motion was made by Nancy-Ellen Otte to approve the Treasurer's Report. The motion was seconded by Jim Barocas and unanimously passed by the Board of Directors.

### **AUDIT COMMITTEE REPORT**

Ms. Kwiatek called on Jim Barocas to provide the Audit Committee Report. Mr. Barocas reported that the Committee planned to utilize Olivari and Associates for the audit of the 2017-2018 fiscal year. Best practice is for auditing contracts to be put out to bid every three to six years. Therefore, next year (2018-2019 fiscal year) the contract will be put out for bid.

### **PRINCIPAL'S REPORT**

Ms. Kwiatek called on Dr. Noelle Bee to give the Principal's Report. Dr. Bee reported that the charter school had a safety and security walk through on January 16th. VCS staff reviewed procedures used to ensure parents, students and faculty are prepared for emergency situations and can respond accordingly. Volusia County Schools conducted a site visit on January 29-30, 2018. The team observed the teachers during instructional time, toured the facility, and reviewed administrative documents. The FTE Survey 3 was completed during February 4-8, 2018. Charter staff attended several staffing meetings to enroll students into the programs in Daytona and DeLand.

### **PUBLIC COMMENT**

Ms. Kwiatek asked Tracey McLaughlin, Executive Assistant, if anyone from the public had requested to speak. Ms. McLaughlin reported that no requests had been received. Ms. Kwiatek asked if anyone present would like to speak. No comments were received.

Ms. Kwiatek adjourned the Easterseals Charter School Board of Directors meeting at 12:22 PM.

Respectfully submitted,

*Constance Yuschok*

Constance Yuschok, Secretary  
Easterseals Charter School Board of Directors