



**Easter Seals Charter School
BOARD OF DIRECTORS MEETING
MINUTES**

12:00 PM

November 17, 2016

Easter Seals C.R. 98A,B,C

Board Member(s) Present: Jim Barocas, Lonnie Brown, Austin Brownlee, Lauren Burkhalter, Channing Coolidge, Melissa DeVriese, Myron Fottler, Pete Gamble, Robert Hennessy, Nancy-Ellen Otte, Kelly Parsons Kwiatek, Becky Rutland, Constance Yuschok.

Honorary Board Member(s) Present: Gloria Cook, Gene LaNier

Staff Members Present: Duke Landorf, Dorothy Lefford, April Leopold, Tracey McLaughlin, Susan Moor, and Lynn Sinnott

The meeting of the Easter Seals Charter School Board of Directors was called to order at 12:08 pm by Austin Brownlee, Chairman of the Board. Mr. Brownlee welcomed everyone and reminded them that the meeting was open to the public and would not be recorded.

CONSENT AGENDA

Mr. Brownlee referred to the minutes of the September 29, 2016 Easter Seals Charter School Board meeting and asked for any corrections or additions. With no such requests, Mr. Brownlee asked for a motion to approve the minutes from the September 29, 2016 Easter Seals Charter School Board of Directors meeting.

MOTION: *A motion was made by Lauren Burkhalter to approve the minutes of the September 29, 2016 Easter Seals Charter School Board of Directors meeting. This motion was seconded by Nancy-Ellen Otte and unanimously passed by the Easter Seals Charter School Board of Directors.*

CHARTER SCHOOL ADVISORY COMMITTEE REPORT

Mr. Brownlee called on Jim Barocas to give the Charter School Advisory Committee Report. Mr. Barocas reported reported FTE numbers for Blended were at 33 and for Partial Day were at 10.5. Reported losing 3 days to the hurricane and its impact on meeting FTE Budget. Mr. Barocas indicated that that first quarter progress reports have been completed and 100% are making progress. Mr. Barocas provided Q.A. information on the Charter School and discussed Charter School performance indicators of parental satisfaction being at 100%, staff training is being at 100% and start date to classroom services meeting the bench mark of less than 4 days. Mr. Barocas reported about the proposed Easter Seals Charter School site at the United Methodist Church right next to the Volusia County Schools administration building. Mr. Barocas notified the board that Meetings are coming up on the 15th of November to discuss exact program planning and possible implementation.

TREASURER'S REPORT:

Mr. Brownlee called on Lauren Burkhalter, Treasurer, to give the Easter Seals Charter School Treasurer's Report. Ms. Burkhalter reported that Easter Seals Charter School net working capital as of September 30, 2016 was approximately \$174,000 including cash on hand of

\$76,000. Our net working capital represents funding coverage for approximately 4.0 months of average operating expenses.

Our Charter School budget is primarily funded by the State of Florida Education Finance Program based on full-time equivalent student counts in October 2016 and February 2017. Our budget is currently based on 36 ESE students for our blended program and 10 ESE students for our partial day program for the October FTE count; and 45 ESE students for our blended program and 12 ESE students for our partial day program for the February 2017 FTE count. Matrix levels were forecasted at historical levels which addresses the individual service needs of the individual students.

While we achieved our partial day program FTE budget for the October FTE we were short 3.5 ESE students for our blended program. However, we only missed our budgeted revenue targets by approximately \$9,000 because of higher over-all matrix levels. We expect to make this up during the February FTE count.

Net assets for the Charter School as of September 30, 2016, totaled \$174,729 and are unrestricted except for \$356 which is temporarily restricted for equipment purchased with State Capital Outlay funds that will be released to unrestricted net assets as this equipment is depreciated over the assets estimated useful lives.

Our year to date net income was \$22,828 including depreciation expense of \$131 and is favorable to our year to date budget by approximately \$4,300.

MOTION: *A motion was made by Melissa DeVriese to accept the Treasurer's Report. This motion was seconded by Jim Barocas and unanimously passed by the Easter Seals Charter School Board of Directors.*

PRINCIPAL'S REPORT:

Mr. Brownlee called on April Leopold to give the Principal's Report. Ms. Leopold reported that the Charter School is off to great school year. We had a fantastic fall festival, with 80% of our parents turning out for the event.

We have updated our website with all the correct and current information to meet Volusia County Schools' requirements for charter schools.

We completed our safety and security audit with Volusia County Schools and were found to have no deficiencies and had several accolades given to us for how we operate.

Playground update: The far playground is complete with the exception of the fencing.

First quarter progress reports were sent home the week of October 19th and necessary teacher conferences were held. 100% of children continue to make progress on their IEP goals and objectives.

Deland Charter- We are moving forward with Trinity United Methodist for a Deland Charter Site. Taking over their existing child care center of typically developing children and adding three possible classrooms. Working on bus loop options with the district as we speak.

PUBLIC COMMENT:

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

Mr. Brownlee adjourned the Easter Seals Charter School Board of Directors meeting at 12:28pm.

Respectfully submitted,

Constance Yuschok

Constance Yuschok, Secretary
Easter Seals Charter School Board of Directors