



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

**12:00 PM**

**June 29, 2017**

**Easterseals C.R. 98A,B,C**

Jim Barocas, Jeff Blass, Linda Bradley, Lonnie Brown, Austin Brownlee, Lauren Burkhalter, Sheryl Cook, Melissa DeVriese, Myron Fottler, Robert Hennessy, Myra Middleton, Nancy-Ellen Otte, Kelly Parsons Kwiatek, Ed Paterniti, Steve Sevigny, Constance Yuschok.

**Honorary Board Member(s) Present:** Gene LaNier

**Staff Members Present:** Noelle, Bee, Stephanie Ellis, Bev Johnson, Duke Landorf, Dorothy Lefford, Tracey McLaughlin, Susan Moor, and Lynn Sinnott

**The meeting of the Easterseals Charter School Board of Directors** was called to order at 12:11 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.

Mr. Brownlee expressed the board's condolences to Dr. Myron Fottler on the recent loss of his wife.

Mr. Brownlee introduced Bev Johnson, the incoming President/CEO, and Dr. Noelle Bee, the new Vice-President of Early Childhood Education/Principal.

**CONSENT AGENDA**

Mr. Brownlee referred to the minutes of the March 23, 2017 Easterseals Charter School Board meeting and asked for any corrections or additions. With no such request, Mr. Brownlee asked for a motion to approve the minutes of the March 23, 2017 meeting.

**MOTION:** *A motion was made by Jim Barocas to approve the minutes of the November 17, 2016 Easter Seals Charter School Board of Directors meeting. This motion was seconded by Myron Fottler and unanimously passed by the Easterseals Charter School Board of Directors.*

**TREASURER'S REPORT**

Mr. Brownlee called on Lauren Burkhalter, Treasurer, to give the Easterseals Charter School Treasurer's Report. Ms. Burkhalter reported that the Easterseals Charter School net working capital as of April 30, 2017 was approximately \$230,000 including temporary restricted funds of \$1,100. Our net working capital represents funding coverage for approximately 5 months of normal operating expenses which is currently averaging about \$53,000 per month.

Total Charter School net assets at April 30, 2017 were \$234,440 and represent a reserve of approximately 39% of the School's 2016-2017 annual budget before depreciation expense. Operating result for the ten months ended April 30, 2017 generated a net income of \$82,539 including depreciation expense and administrative overhead allocations of \$413 and \$28,523

respectively. Administrative overhead allocations represent the School's portion of Easterseals net administrative expenses. Operating results tracked favorably to the Charter School's budget for the ten months ended April 30, primarily from lower operating expenses (\$37,445) and higher revenues due to better than forecasted October and February FTE results (\$69,431).

Duke Landorf was called on to review the fiscal year ending June 30, 2018 Charter School budget. The 2018 budget reflects total revenues of \$1,259,352 and total expenses (excluding depreciation and administrative allocations) of \$1,100,711 resulting in a net income of \$158,641. Administrative allocations and depreciation expense are budgeted to be \$65,146 and \$600 respectively. Net income after administrative allocations and depreciation expense is budgeted to be approximately \$90,000.

**MOTION:** *A motion was made by Cheryl Cook to accept the Treasurer's Report. This motion was seconded by Lonnie Brown and unanimously passed by the Easterseals Charter School Board of Directors.*

**MOTION:** *A motion was made by Steve Sevigny to accept the 2017-2018 Easterseals Charter School budget. This motion was seconded by Jim Barocas and unanimously passed by the Easterseals Charter School Board of Directors.*

#### **AUDIT COMMITTEE REPORT**

Mr. Brownlee called on Ed Paterniti to present the Audit Committee Report. Mr. Paterniti reported that the Audit Committee reviewed the engagement letter from Olivari & Associates for the fiscal audit for the 2016-17 financial year. The committee recommends that the Board of Directors engage Olivari & Associates for the audit.

**MOTION:** *A motion was made by Constance Yuschok to accept the Audit Committee's recommendation to engage Olivari & Associates for the annual 2016 17 financial audit for Easterseals Charter School. The motion was seconded by Nancy-Ellen Otte and unanimously passed by the Board of Directors.*

#### **PRINCIPAL'S REPORT**

Mr. Brownlee called on Dr. Noelle Bee to give the Principal's Report. Dr. Bee reported that the 2016-17 school year ended on a high note and plans are already underway for the upcoming year.

Daytona Charter School - We had 37 children who graduated in May 2017. Of those, 35 will be transitioning into a typical kindergarten class. 99% of the parents were engaged and involved in end of the year activities. We have 60 children returning for the Daytona Charter School - 41 partial day and 19 blended

#### **Deland Charter School**

We had the ribbon cutting on June 19, 2017 with several Volusia County Schools staff in attendance including the Superintendent, Mr. Russell. We have 24 children pending for attendance during the upcoming school year - 15 full day, 7 partial day, and 1 TBD.

**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 Easterseals Charter School Board of Directors meeting at 12:23 PM.

Respectfully submitted,

*Constance Yuschok*

Constance Yuschok, Secretary  
Easterseals Charter School Board of Directors