



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

**June 21, 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 12:0 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 March 22, 2018 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 March 22, 2018 Charter School Board of Directors meeting. The motion was seconded by Nancy-Ellen Otte 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 The Charter School working capital position at April 30, 2018 was approximately \$301,000 including cash on hand of \$177,000. The net working capital represents funding coverage for approximately 3 months of annualized operating expenses.

Net assets for the Charter School at April 30, 2018 totaled approximately \$327,000 designated for Charter School operations and capital expenditures.

Net operating results Year to Date as of April 30, 2018 reflects a net gain of approximately \$55,000 which was favorable to budget by \$54,000. Although the Charter School FTE count was less than expected causing revenue to be \$132,000 less than budgeted, that unfavorable variance has been offset fully by less than expected expenses of \$186,000.

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

The 2018-2019 Easterseals Charter School budget was presented by CFO Melissa Chesley. The 2018-2019 Easterseals Charter School budget reflects total revenues of \$1,162,648; and total expenses of \$1,190,902 (excluding depreciation expense \$7,800) resulting in a net loss of \$28,253. Including the budgeted depreciation expense, the net loss for the year ending June 30, 2019 is budgeted to be \$36,054.

**MOTION:** *A motion was made by Lauren Burkhalter to approve the 2018-2019 Easterseals Charter School budget. The motion was seconded by Jim Barocas and unanimously passed by the Board of Directors.*

### **CHARTER SCHOOL ADVISORY COMMITTEE REPORT**

Ms. Kwiatek called on Jim Barocas to give the Charter School Advisory Committee Report. Mr. Barocas discussed the joint nature of the Charter School Advisory and Program Committees and Committee's recommendation that the Charter School Board of Directors approve the following membership changes: clarify that the Principal is an ex-officio member of the committee, that the Chair of the to-be-developed Parent Advisory Council will be a full member, and to overlap board member membership of the Charter School Advisory Committee and Program Committee, effective June 19, 2018, in order to more easily meet quorum for both committees.

**MOTION:** *A motion was made by Tammy Borden to approve the recommended changes to the Charter School Advisory Committee membership. The motion was seconded by Myra Middleton-Valentine and unanimously passed by the Board of Directors.*

### **PRINCIPAL'S REPORT**

Ms. Kwiatek called on Dr. Noelle Bee to give the Principal's Report. Dr. Bee reported that FTE counts for the upcoming school year are expected to be higher than the previous year. She announced that there were 42 graduates for the 2017-2018 school year. Dr. Bee introduced new staff members Allie Garcia, ESE Facilitator in Daytona, and Christina Hopkins, Assistant Principal to be onsite at the DeLand Charter School.

### **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 12:25 PM.

Respectfully submitted,

*Constance Yuschok*

Constance Yuschok, Secretary  
Easterseals Charter School Board of Directors