



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

12:00 PM

March 24, 2016

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

Board Member(s) Present: Jim Barocas, Linda Bradley Thacker, Lonnie Brown, Pamela Browne, Lauren Burkhalter, Myron Fottler, Robert Hennessy, Len Marinaccio, Nancy-Ellen Otte, Kelly Parsons Kwiatek, Ed Paterniti, Becky Rutland, Constance Yuschok.

Honorary Board Member(s) Present: Gene LaNier

Staff Members Present: Duke Landorf, Tracey McLaughlin, Susan Moor, and Lynn Sinnott

The meeting of the Easter Seals Charter School Board of Directors was called to order at 12:10 by Kelly Parsons Kwiatek, Chair-Elect of the Board. Ms. Kwaitek welcomed everyone and reminded them that the Easter Seals Charter School meeting was open to the public and no recording of the meeting would be made. Ms. Kwiatek asked board members to join her in celebrating Bonnie Paterniti's life and a moment of silence was observed.

CONSENT AGENDA

Ms. Kwiatek referred to the minutes of the November 16, 2015 Easter Seals Charter School board meeting and asked for any corrections or additions. With no request, Ms. Kwiatek asked for motion to approve the minutes from the November 16, 2015 Easter Seals Charter School Board of Directors meeting.

MOTION: *A motion was made by Jim Barocas to approve the minutes of the November 16, 2015 Easter Seals Charter School Board of Directors meeting. This motion was seconded by Lonnie Brown and unanimously passed by the Easter Seals Charter School Board of Directors.*

EASTER SEALS CHARTER SCHOOL ADVISORY COMMITTEE REPORT:

Ms. Kwiatek called on Linda Bradley Thacker to provide the Easter Seals Charter School Advisory Committee report. Ms. Thacker reported that the FTE count now matches the budgeted number and staff are working with Volusia County Schools to ensure enrollment in the fall is sufficient to meet the 2016-2017 school year FTE budget. All quality monitoring indicators are positive and are meeting or exceeding targets. Volusia County Schools has requested that the Charter School add two partial-day classrooms for the upcoming school year and staff are working with the school district to ensure that everything is in place for the classrooms in the fall of 2016. Children in this program have a higher matrix level, which results in higher funding levels per child.

TREASURER'S REPORT:

Ms. Kwiatek called on Ed Paterniti, Treasurer, to give the Easter Seals Charter School Treasurers Report. Mr. Paterniti thanked the Board of Directors for their notes cards texts and donations on behalf of Bonnie's memory. Mr. Paterniti reported that Easter Seals Charter School net working capital as of January 31, 2016 was approximately \$160,000 including cash and cash equivalents of \$88,000. Our net working capital represents funding coverage for approximately 4.7 months of normal operating expenses.

Total net assets at January 31, 2016 were \$160,686. Out total net assets represents a reserve of approximately 33% of the School's 2015-2016 annual budget before depreciation expense.

Net operating result for the seven months ended January 31, 2016 generated a net income of \$43,595 including depreciation expense and administrative overhead allocations of \$363 and \$16,195 respectively. Administrative overhead allocations represent the School's portion of Easter Seals net administrative expenses. Operating results generally tracked favorably to the Charter School's budget for the seven months ended January 31, 2016, primarily from lower operating expenses as a result of not hitting our October FTE targets.

Our School's budget is primarily funded by the State of Florida Education Finance Program based on full-time equivalent student counts in October and February. The Charter School did not hit our October 2015 FTE target of 40 ESE students. Actual October FTE results were only 31 ESE students. This was 9 ESE students short of our budget. We did however; hit our February FTE target of 45 ESE students. As a result of not hitting our October FTE and the normal true up to actual service matrix levels, the School will incur a net reduction in revenues of approximately \$35,500 for the 2015-2016 school year. This reduction in revenues has already been addressed by the reduction of expenses. As of January 31, 2016, operating expenses are favorable to the budget by approximately \$33,000 primarily from lower wages and benefits.

AUDIT COMMITTEE REPORT:

Ms. Kwiatek called on Lauren Burkhalter to give the Audit Committee Report. Ms. Burkhalter reported that the audit committee had reviewed a letter of engagement with Olivari and Associates for year 2015-2016 for the audit of Easter Seals Charter School. Ms. Burkhalter reminded the board that Olivari was originally selected in 2013 with the possibility of a four-year term.

MOTION: *A motion was made by Myron Fottler to accept the Audit Committee's recommendation to engage Olivari and Associates for the financial audit of Easter Seals Charter School for financial year 2015-2016. This motion was seconded by Jim Barocas and unanimously passed by the Easter Seals Charter School Board of Directors.*

PRINCIPAL'S REPORT:

Ms. Kwiatek called on April Leopold to give the Principal's Report. Ms. Leopold reported that the Easter Seals Charter School has continued with Gold Seal status and currently has 45 children enrolled in our Charter Program. Half of the Charter School students are slated to graduate and staff are working with Volusia County Schools to attend IEPS to ensure the fall FTE count does not fall below budget.

The website has been updated with all the correct and current information to meet Volusia County Schools' requirements for Charter Schools. In addition, the Volusia County Schools Program Monitoring Binder with the information required by the district has been submitted. The safety and security audit with Volusia County Schools was completed and were found to have no deficiencies and had several accolades given for our operations. The Charter Monitoring audit process is currently underway.

Progress reports were sent home the week of March 28th this week and necessary teacher conferences are being held. 100% of children continue to make progress on their IEP goals and objectives.

All teachers have attended the mandatory trainings required by Volusia County schools and ongoing Professional Development opportunities for our staff have been scheduled that are not mandatory requirements but will continue to allow our Charter School to be at the top. Graduation is on May 23rd at 5:30 PM at Embry Riddle and Board members are encourage to attend.

Ms. Sinnott reported that the partial day program was a recommendation by Nancy Redmond, who will be retiring at the end of May. Ms. Redmond has been a key individual in the success of Easter Seals 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 Easter Seals Charter School Board of Directors meeting at 12:30pm.

Respectfully submitted,

Constance Yuschok

Constance Yuschok, Secretary
Easter Seals Charter School Board of Directors