

## **MEETING MINUTES**

**Name of Foundation:** Southwest Charter Foundation, Inc.

**Board Meeting:** December 11, 2015

**School(s):** Bonita Springs Charter School

Gateway Charter School

Gateway Charter High School

Six Mile Charter Academy

Cape Coral Charter School

Gateway Intermediate Charter School

Manatee Charter School

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
December 11, 2015	10:06 am	11:01 am	January 27, 2015	10:00 am	A. Craig
<b>Meeting Location:</b>					
Renaissance Charter School at Central Palm – 6696 S. Military Trail, Lake Worth, FL 33463					

<b>Attended by:</b>	
<b>Board Members:</b> Ken Haiko, Chairman Dennis Clark, Vice-Chairman Margaret Wells, Director Tom Wheeler, Director John O'Brien, Director  <b>Absent:</b> Preston Jones, Director Shane Strum, Director	<b>Other Attendees:</b> Carissa Carroll, Principal, Bonita Springs Charter School Bonnie Brett, Principal, Cape Coral Charter School Amber Jensen, Assistant Principal, Gateway Charter Schools Melanie Babcock, Assistant Principal, Manatee Charter School Eric Lewis, Principal, Six Mile Charter Academy Deb Tracy, Regional Director, CSUSA Dr. Meredith Ross, Sr. Manager of Data Analysis, CSUSA Myrna Laine-Hyppolite, CSUSA Finance Penny Walcott, CSUSA Finance Tameika McGibbon, CSUSA Finance Levi Williams, Board Counsel Keisha Smith, Director of Board Governance, CSUSA Allison Craig, Governing Board Coordinator, CSUSA

### **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 10:06 am with a Call to Order by Chairman Ken Haiko. Roll call was taken and quorum established.

### **I. ADMINISTRATIVE**

#### **Approval of Minutes from November 13, 2015**

- Chairman Haiko asked the Board to review the Southwest Charter Foundation minutes from the November 13, 2015 board meeting and to note any changes. The minutes stand.

**MOTION:** Motion was made by Dennis Clark and seconded by Margaret Wells to approve the minutes from November 13, 2015 Southwest Charter Foundation, Inc. Board meeting. Motion was approved (5-0) (2 absent).

## **II. SCHOOL REPORTS**

### **Bonita Springs Charter School**

- Enrollment currently at 1290 students with a budgeted amount of 1317 students
- Principal Carissa Carroll reported on some of the PTC events and provided highlights including the Band and Choir concerts, as well as the "Sounds of the Season" performance for travelers at the airport which received news coverage

### **Cape Coral Charter School**

- Enrollment currently at 710 students with a budgeted amount of 768 students
- Principal Bonnie Brett reported on some of the PTC events and provided highlights such as the Ronald McDonald Anti-Bullying Presentation and their participation in the Cape Coral "Festival of Lights".

### **Gateway Charter School**

- Enrollment currently at 1161 students with a budgeted amount of 1215 students
- Assistant Principal Amber Jensen reported on some of the PTC events and provided highlights including the Turkey Trot and Honor Roll celebration.

### **Gateway Intermediate Charter School**

- Enrollment currently at 1077 students with a budgeted amount of 1150 students
- Assistant Principal Amber Jensen reported on some of the PTC events and provided highlights including a student awarded as an "Artist of Distinction" at the Estero Art Show, as well as four students recognized at the "Do the Right Thing" ceremony hosted by the local police department.

### **Gateway Charter High School**

- Enrollment currently at 720 students with a budgeted amount of 800 students
- Principal Sara Abraham reported on some of the PTC events and provided highlights including an informational Financial Aide Night for families preparing for college and various sports events.

### **Manatee Charter School**

- Enrollment currently at 754 students with a budgeted amount of 849 students
- Assistant Principal Melanie Babcock reported on some of the PTC events and provided highlights such as the Middle School Fall Dance and Literacy Night.

### **Six Mile Charter Academy**

- Enrollment currently at 1244 students with a budgeted amount of 1253 students
- Principal Lewis reported on some of the PTC events and provided highlights such as School Spirit Week and Boosterthon Fun Run fundraiser.

## **III. NEW BUSINESS**

### **Approval of Public Comment Policy**

- Levi Williams presented the board with the suggested Public Comment Policy for Southwest Charter Foundation's board meetings.
- Mr. Williams shared that adopting such a policy is consistent with the Sunshine Laws, as well as with the spirit of public interaction the board continues to demonstrate.
- The board discussed the suggested Public Comment Policy for Southwest Charter Foundation.

**Approval of Public Comment Process**

- Levi Williams presented the board with the suggested Public Comment Process for Southwest Charter Foundation's board meetings. This process includes a sign-in sheet to be provided at each school in advance of all board meetings.
- Mr. Williams shared that adopting such a process will help facilitate the aforementioned Public Comment Policy.
- The board discussed the suggested Public Comment Process for Southwest Charter Foundation.
- The board has requested a revision to the policy to include a mention of the sign-in process.

**MOTION: Motion was made by Dennis Clark and seconded by Margaret Wells to adopt the Public Comment Policy for Southwest Charter Foundation, Inc. with the requested revision. Motion was approved unanimously.**

**MOTION: Motion was made by John O'Brien and seconded by Dennis Clark to adopt the Public Comment Process for Southwest Charter Foundation, Inc., as presented. Motion was approved unanimously.**

**Approval of Board Member Reimbursement Policy**

- Levi Williams presented the board with a suggested Board Member Reimbursement Policy.
- Mr. Williams shared that adopting such a policy will clarify reimbursable items, the process, and the timeline for the board members.
- The board discussed the Board Member Reimbursement Policy and have tabled this discussion to next month's meeting.

**Approval of ESOL/Out of Field Waivers**

- The board was presented with ESOL/Out of Field Waivers.
- The board discussed the ESOL/Out of Field Waivers. Any questions were addressed by the principals and Regional Director.

**MOTION: Motion was made by John O'Brien and seconded by Margaret Wells to approve the ESOL/Out of Field Waivers, as presented (see attachment). Motion was approved unanimously.**

**IV. OLD BUSINESS**

- There was no old business at this time.

**V. FINANCIALS**

**FY16 Q1 Financials**

- Penny Walcott presented the board with FY16 Q1 Financial presentation for Southwest Charter Foundation, Inc.
- The board discussed the financials and all questions were answered by Ms. Walcott, the Regional, and the Principals.

**MOTION:** Motion was made by John O'Brien and seconded by Margaret Wells to approve the FY16 Q1 Financial Report for Southwest Charter Foundation, Inc., as presented. Motion was approved unanimously.

**Governing Board Budget 2015-2016**

- Myrna Laine-Hyppolite presented the board with the 2015-2016 Governing Board Budget.
- The board discussed the financials and all questions were answered by Ms. Laine-Hyppolite.
- The board has requested that the "Travel" line item be expanded to include other related expenses.

**MOTION:** Motion was made by Dennis Clark and seconded by John O'Brien to approve the 2015-2016 Governing Board Budget for Southwest Charter Foundation, Inc. with the aforementioned revision. Motion was approved unanimously.

**VI. PUBLIC COMMENTS**

- John O'Brien congratulated the principals on their school grade growth.
- Dr. Meredith Ross confirmed that preliminary information has been released and a full presentation will be on the agenda for next month's meeting.

**VII. ADJOURNMENT**

**MOTION:** Motion was made by John O'Brien and seconded by Dennis Clark to adjourn the Southwest Charter Foundation December 11, 2015 board meeting. Motion was approved unanimously.



Ken Haiko, Chairman

Date: 12-11-15

MANATEE CHARTER SCHOOL						
ESOL AND OUT OF FIELD WAIVERS						
	<u>TEACHERS' NAME</u>		<u>ESOL</u>	<u>Reading</u>	<u>Gifted</u>	<u>OOF WAIVER</u>
	<u>FIRST</u>	<u>LAST</u>				
1	Enter First Name	Enter last Name	x	x		x
2	Jacqueline	Chester				X
3	Miwako	Krajewski				X
4	Zachary	Stein				X

GATEWAY INTERMEDIATE CHARTER SCHOOL						
ESOL AND OUT OF FIELD WAIVERS						
	TEACHERS' NAME		ESOL	Reading	Gifted	OOF WAIVER
	FIRST	LAST				
1	Enter First Name	Enter last Name	x	x		x
2	Jeff	Armsworth	X			
	Kim	Augustin	X			
	Jennifer	Benoit	X			X
	Cindy	Collins	X			
	Clay	Farno	X			
	Florentina	Fingar	X			X
	Ryan	Frank	X			X
3	William	Hagan	X			X
4	Terence	Hill	X			
5	Keely	Holsinger	X			X
	Jessica	Karpen	X			
	Kyrie	Klopke	X			X
	Niose	Litchfield	X			X
6	Alexandria	Lopez	X			X
	Jennifer	Marsico	X			
	Mark	McKinney	X			
	Mike	Miller	X			
7	Greg	Morgan	X			
	Kelly	Moriarty	X			X
	Eneida	Pellot	X			X
	David	Pennington	X			X
	Lindsey	Peterson	X			X
8	Teresa	Purdie	X			X
9	Richard	Wilson	X			X
10	Nicole	Rice	X			X
11	Amber	Rivera	X			
	Stephen	Sheplak	X			X
12	Mamie	Stimpson	X			
13	Lori	Szeliga	X			
14	Tina	Lewis	X			X
15	Joseph	Whalen	X			X
	Kevin	Wickwire	X			
	Ruth	Williams	X			X
16	Allen	Woodard	X			X

GATEWAY CHARTER HIGH SCHOOL						
ESOL AND OUT OF FIELD WAIVERS						
	TEACHERS' NAME		ESOL	Reading	Gifted	OOF WAIVER
	FIRST	LAST				
1	Enter First Name	Enter last Name	x	x		x
	Peter	Adeosun	X			
2	Julie	Bell				X
3	Lissie	Betances	X			X
4	Johnny	Brown	X			X
5	Patrick	Casey	X			X
6	Leeland	Clifford	X			X
7	Christopher	Diaz	X			
	Bonita	Etgeton	X			X
8	Jenny	Falcon	X			
	Ryan	Finkelberg	X			
	Kelly	Fitzgerald	X			X
9	Tiffany	Fox	X			X
10	Linda	Fultz	X			
	Scott	Fultz	X			
	Gary	Lewis	X			X
11	Santoso	Harijono	X			
	John	Hoff	X			X
12	Elisardo	Madrid	X			
	Denise	Mathey	X			X
13	Patrick	Moore	X			
	Shannon	Riley	X			X
14	Nicole	Romano	X			X
15	Rick	Sebbo	X			
16	Frank	Shaffer	X			
	Joseph	Skladany	X			
	Wezinsky	Voltaire	X			
	Michael	Yuschak	X			X