

# MEETING MINUTES

**Name of Foundation:** Southwest Charter Foundation, Inc.  
**Board Meeting:** November 16, 2017

**School(s) Present:**

Bonita Springs Charter School	Cape Coral Charter School
Collier Charter Academy	Gateway Charter School
Gateway Intermediate School	Gateway High School
Manatee Charter School	Six Mile Charter Academy

*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.*

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
November 16, 2017	10:02am	10:52am	December 6 <sup>th</sup> , 2017	10:30am	R. Weaver
<b>Meeting Location:</b>					
Collier Charter Academy, 12101 Immokalee Road, Naples, FL 34120					
<b>Attended by:</b>					
<b>Board Members:</b> Ken Haiko, Chairman Dennis Clark, Vice-Chairman Shane Strum, Director John O'Brien, Director Tom Wheeler, Director			<b>Other Attendees:</b> Rita Weaver, Board Governance Manager Debbie Von Behren, EVP, Department of Strategy Tamioka McGibbon, Finance Analyst Damon Schnurr, Financial Analyst Myrna Laine Hyppolite, VP Financial Planning and Analysis Penny Walcott, Finance Manager		
<b>Absent:</b> Margaret (Peggy) Wells, Director					

**CALL TO ORDER**

Pursuant to public notice, the special meeting commenced at 10:02am with a Call to Order by Chairman Ken Haiko. Roll call was taken and quorum established.

**I. ADMINISTRATIVE**

- Approval of the October 4, 2017 Board Meeting Minutes

**MOTION: A motion was made by Tom Wheeler and seconded by Dennis Clark to approve the October 4, 2017 Board Meeting Minutes for Southwest Charter Foundation, Inc. Motion passed unanimously. (5-0, 1 absent)**

- Approval of the October 25, 2017 Special Board Meeting Minutes

**MOTION: A motion was made by Tom Wheeler and seconded by John O'Brien to approve the October 25, 2017 Special Board Meeting Minutes for Southwest Charter Foundation, Inc. Motion passed unanimously. (5-0, 1 absent)**

**II. CSUSA REPORTS**

#### School Strategic Goals

- Debbie Von Behren, Executive Vice President of Department of Strategy presented the school strategic goals for the Southwest Charter Foundation, Inc. board school portfolio, highlights included: the top goals broken out by region as well as a listing of grade goals by school. Ms. Von Behren also outlined how the schools would be tracking and monitoring to ensure that the initiatives outlined align with the goals as the year progresses.

#### Target Schools Update

- The target schools of the board are herein referred to as Additional Support for Academic Progress ("ASAP") schools.
- The school strategic goals for Manatee Charter School was presented by Ms. Von Behren and highlights included the schools goals based on academic achievement and illustrated to the board how the goals aligned with the School Improvement Plan that was submitted to the Manatee School Board.
- The board had a robust discussion on school goals, initiatives, as well as the steps being taken to ensure elevated academic performance. All questions were answered by Ms. Saunders, Ms. Von Behren, and the Principals.

#### Revised Dashboard Review

- Rita Weaver presented the revised school dashboard and pointed out the changes on the dashboard. These changes include, updated state accountability measurements, as well as tracking of initiatives and goals compared to the last two historical years' data.

#### NWEA Fall Results

- Rita Weaver and Carissa Carrol reviewed the Fall NWEA results for all of the boards portfolio of schools. All questions were answered by Ms. Weaver and the Principals.

### **III. FINANCIALS**

#### Q1 2018 Financial Review

- Damon Schnurr reviewed the Q12018 Financials for the Southwest Charter Foundation, Inc. portfolio of schools. All questions were answered by Mr. Schnurr.

**MOTION: Motion was made by John O'Brien and seconded by Dennis Clark to approve the Q12018 Financial Review for the Southwest Charter Foundation, Inc. board and portfolio of schools, as presented. Motion passed unanimously.**

#### Collier Charter Academy 2017-18 Amended Budget

- Damon Schnurr reviewed the Collier Charter Academy 2017-18 amended budget and discussed the areas of adjustment. The board had a robust discussion about the areas of improvement and how HB7069 could potentially impact the budget. All questions were answered by Mr. Schnurr.

**MOTION: Motion was made by John O'Brien and seconded by Tom Wheeler to approve the Collier Charter Academy 2017-18 Amended Budget, as presented. Motion passed unanimously.**

#### FY2017 Audit Review

- Cindy Calvert, Keefe McCullough presented to the board the firm's finding on the FY2017 audit and is issuing an unmodified opinion for all the boards' schools. Ms. Calvert reported on the bond audits as well as the Federal audit and will be issuing unmodified opinions on those two audits as well. The board discussed and all questions were answered by Ms. Calvert.

**MOTION: Motion was made by Dennis Clark and seconded by Tom Wheeler to accept the audited FY2017 findings and opinion from Keefe McCullough for all schools in the Southwest Charter Foundation, Inc. portfolio, as presented. Motion passed unanimously.**

#### IV. NEW BUSINESS

##### ESOL/Out of Field Waivers

- The board reviewed the list of out of field waivers for approval.

**MOTION: Motion was made by Dennis Clark and seconded by Shane Strum to approve the ESOL/OOF Waivers as presented and attached. Motion passed unanimously.**

#### V. OLD BUSINESS

- There was no Old Business.

#### VI. PUBLIC COMMENTS

- Tom Wheeler and Dennis Clark attended the Florida Charter Conference and wanted to update the board on the CSP Grant meeting that they had with the state. They asked that all the paperwork being provided by the board Educational Management Company, CSUSA, be submitted in a timely manner to ensure no loss of funds for the qualifying schools.

#### VII. ADJOURNMENT

**MOTION: Motion was made by John O'Brien and seconded by Dennis Clark to adjourn the Southwest Charter Foundation, Inc. November 16, 2017 board meeting. Motion passed unanimously.**

  
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Ken Haiko, Chairman

Date: 12/6/17

