

# MEETING MINUTES

Name of Foundations: Southwest Charter Foundation, Inc.

Board Meeting: November 8, 2023

Schools and Principals:

|   |   |
|---|---|
| Bonita Springs Charter School - Carroll | Lakewood Ranch Preparatory Academy -Warren/Cendan |
| Collier Charter Academy - Thompson      | Manatee Charter School - Morris                   |
| Gateway Charter School – Wade/Jenson    | Mid-Cape Global Academy – Lemos                   |
| Six Mile Charter Academy - Fields       |   |
|   |   |

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 8, 2023 | 11:03AM | 11:59AM | December 5, 2023 | 11:00AM    | R. Weaver/ L. Peake |

**Meeting Location: At Each School Above**

**Attended by:**

**Board Members:**

Ken Haiko, Chairman  
 Tom Wheeler, Treasurer  
 Billie Miller, Director  
 Pat Smith, Director  
 Paul Sallarulo, Director

**Absent:**

Dennis Clark, Vice-Chairman and Secretary

**Other Attendees:**

Principals and Parent Facilitators at above listed schools (or their designees)  
 Levi Williams, Esq. - Board Attorney  
 Dr. Eddie Ruiz, State Superintendent of Florida  
 Rachel Windler-Freitag, Area 2 Deputy Director  
 Dr. Sara Capwell, Area 3 Director  
 Lianne Morton, Finance Director  
 Rita Weaver, Sr. Director of Board Governance, CSUSA  
 Leah Peake, Board Governance Manager

## CALL TO ORDER

- Pursuant to public notice, the meeting commenced at 11:03am with a Call to Order by Chairman Ken Haiko. Roll call was taken, and quorum established.

### I. PUBLIC COMMENTS

- Board Chair Ken Haiko called for public comments. There were no public comments.

### II. ADMINISTRATIVE

Approval of the September 26, 2023, Southwest Charter Foundation, Inc. Board Meeting Minutes

- The board reviewed the meeting minutes from September 26, 2023, Southwest Charter Foundation, Inc. Board Meeting.

**MOTION: Motion was made by Tom Wheeler and seconded by Pat Smith to approve the meeting minutes from the September 26, 2023, Southwest Charter Foundation, Inc., board meeting. The motion was approved unanimously. (5-0, 1 absent)**

### III. CSUSA REPORTS

State Director Update

- Dr. Ruiz told the board the FDOE just released the cut scores for school grades. This along with PM1 and PM2 data will be presented to the board at an upcoming meeting.

- Dr. Ruiz updated the board on the accountability retreat that was held in October. The focus centered around marketing and enrollment and how to improve enrollment at the under enrolled schools.
- Deputy Director Rachel Windler-Freitag provided the board an update on FTE funding. Marketing and Enrollment is working with schools to increase enrollment. Mid Cape Global Academy has been implementing marketing strategies by going into the community and getting involved in local activities. This has led to the school being hitting its enrollment target in excess of 113 students.
- Dr. Ruiz provided a teacher staffing update and presented the school goals for Southwest Charter Schools portfolio of schools.
- Tom Wheeler asked if any FTE funds are allocated to salary for teachers? Dr. Ruiz noted that foundational pay is being increased but reminded the board that ESSER funding is not going to be continuing after 2024. Billie Miller asked if we could find out how much FTE funding goes toward teacher salary.?
- Dr. Sara Capwell provided an update on Manatee Charter School. She informed the board of the amazing activities happening at the school including community outreach, volunteering at food banks, and partnering with Manatee Technical College.

#### **IV. FINANCIALS**

##### FY23 Audit Review

- Ralph Arrojo, from Keefe McCullough CPA Firm, presented to the board the FY23 Audit results with an unmodified opinion, which is the highest assurance the auditors can give. There were no financial issues noted and no uncorrected statements to be made. Mr Arrojo presented all the required disclosures. The SWCF IRS Form 990 is currently being finalized and will be filed within the filing deadline.

**MOTION: Motion was made by Paul Sallarulo and seconded by Billie Miller to approve the FY23 Audit Review for the portfolio of schools for Southwest Charter Foundation, Inc., as presented. The motion was approved unanimously.**

##### FY24 Charter School Salary Distribution Plan

- The board reviewed the FY24 Charter School Salary Distribution Plan.

**MOTION: Motion was made by Pat Smith and seconded by Paul Sallarulo to approve the FY24 Charter School Salary Distribution Plan for the portfolio of schools for the Southwest Charter Foundation, Inc. The motion was approved unanimously.**

##### Gateway/Lee County Bond Series Board Resolution

- The board reviewed the Gateway/Lee County Bond Series Board Resolution presented by Board Attorney Levi Williams and Siamac Afshar of Hamlin Partners. All questions were answered by Mr. Williams, Mr. Afshar, and Rita Weaver.

**MOTION: Motion was made by Paul Sallarulo and seconded by Billie Miller to approve Gateway/Lee County Bond Series Board Resolution for the Southwest Charter Foundation, Inc. The motion was approved unanimously.**

#### **V. OLD BUSINESS**

- Dr. Sara Capwell provided an update from the public comments at the September 26<sup>th</sup> board meeting from parents at Lakewood Ranch Preparatory Academy, which included a staffing updated,


scheduling reviews, and Dr. Capwell meeting with many of the parents individually to address concerns.

- Principal Amber Jensen provided the board an update on the opening of the Gateway High School building. The board congratulated her on the opening of a new building.

**VI. NEW BUSINESS - NONE**

**ADJOURNMENT**

- Hearing no objections, Board Chair Ken Haiko adjourned the September 26, 2023, Southwest Charter Foundation, Inc. Board Meeting at 11:59a.m.



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**Ken Haiko, Board Chair**

Date: 12-5-23

