

Students

Integrity

Fiscal Responsibility

Learning

People

Teamwork

Commitment

Accountability

High Standards



Four Corners Charter School

**BOARD OF DIRECTORS' MEETING
January 25, 2011**





FOUR CORNERS CHARTER SCHOOL, INC. BOARD MEETING
Tuesday, January 25, 2011
Agenda

CALL TO ORDER

ACTION ITEMS

- I. Open For Public Comment**
- II. Minutes from November 4, 2010 Meeting (APPROVAL)**
- III. Amendment to Articles of Incorporation (APPROVAL)**

INFORMATIONAL

- IV. School Report**
- V. Board Discussion and Planning**
- VI. Old Business**
- VII. New Business**
- VIII. Adjournment**

◀ *Next Meeting: To Be Determined* ▶



FOUR CORNERS CHARTER SCHOOL

SCHOOL BOARD AGENDA ITEM

Tuesday, January 25, 2011

SUBJECT: Minutes

Review the minutes from the previous board meeting for approval.

EXECUTIVE SUMMARY:

Review and approve the Four Corners Charter School, Inc. Governing Board Minutes.

RECOMMENDATION:

Approval

Submitted by: Mary Vecchione

MEETING MINUTES

Name of Foundation: Four Corners Charter School, Inc.
Board Meeting: November 4, 2010

School(s): Four Corners 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.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
11.04.10	4:00 p.m.	5:50 p.m.	01.25.10	4:00 p.m.	M. Vecchione
Meeting Location:					
School District of Osceola County, 817 Bill Beck Blvd, Kissimmee, FL					

Attended by:	
Mr. John McKay, Chairman Ms. Cindy Barrow, Director - teleconference Mr. David Stone, Director Mr. Jay Wheeler, Director	Mr. Richard Page, VP of Bus Development, CSUSA Mr. Paul Hage, Dir of Facilities, CSUSA Mr. Mike Essik, Dir of Finance, CSUSA Mr. Dan Cappola, Facilities, CSUSA Ms. Mary Vecchione, Governing Board Liaison, CSUSA Ms. Suzanne D'Agresta, Counsel, FCCS, Inc. Dr. Sonia Esposito, School District of Osceola County Ms. Migdalia Mercado, School District of Osceola County
Highlights:	

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 4:00 p.m. with a Call to Order by Chairman McKay. Roll call was taken and quorum was established. Mr. Larry Metz turned in his resignation as of November 2nd due to other commitments.

I. APPROVAL OF MINUTES

Chairman McKay asked the Board to review the minutes from the September 16, 2010 Governing Board meeting and note any corrections or comments. The minutes stand.

Motion made by Mr. Stone with a second by Mr. Wheeler to approve the Four Corners Charter School, Inc. Governing Board minutes from September 16, 2010. The motion was approved 4-0.

II. FCCS, INC. FY11 1ST QUARTER FINANCIAL SUMMARY

- Ms. Mercado reviewed the 1st quarter financial summary for FCCS, Inc. She outlined the General Funds and Debt Service Funds. She stated the general fund balance ended the quarter with total revenues of \$1,042,360.99 and total expenditures of **(\$541,404.96)**. She explained that expenditures outpaced the revenues for the 1st quarter but fully expected to end the year with an increase of \$3.4M.
- Management fees accrued in the dollar amount of \$178,000.
- Capital Projects Funds were discussed. The capital project funds captures capital outlay funds received to date. The actual fund balance as of September 30th was \$125,712.00.

Motion made by Mr. Wheeler with a second by Mr. Stone to approve the 1st Quarter Financials as of September 30, 2010 for Four Corners Charter School, Inc. The motion was approved 4-0.

III. FY10 AUDITS

- Mr. Essik noted that the audits were "clean" and no significant findings were noted.
- There was a general discussion around the useful lives of capital assets and Mr. Essik commented that we book this and the way depreciation is treated we will book it back.
- Mr. Wheeler noted that it was important when using comparisons that the auditors compare us to other non-profit, educational institutions and not to other businesses. Mr. Essik confirmed that this was the way it is handled.
- The Board recognized the findings at the end of the audit report and it was noted that all corrections from the previous year had been made and no new findings were listed.

Motion made by Mr. Wheeler with a second by Mr. Stone to approve the Audits and audit findings for FY10 for Four Corners Charter School. The motion was approved 4-0.

IV. Four Corners Charter School FY11 1st QUARTER FINANCIAL SUMMARY

- Mr. Essik reported on the 1st quarter financials for Four Corners Charter School. Enrollment is favorable to plan by 68 students. With the additional enrollment, the school is on track for a surplus of \$259K by year end.
- Mr. Essik reviewed the summary of significant budget variances. These included District fee refund of \$21,000, which is greater due to higher enrollment; MAP offset by favorable group health insurance and staffing adjusted for enrollment of a deficit of (\$17,000); and calculation of district fee and management fee which was higher due to enrollment was (\$72,000). Overall the 1st quarter net change in fund balance was a surplus of \$140,000. Mr. Stone commented that he was appreciative that CSUSA took a conservative approach with the FTE enrollment level.

Motion made by Mr. Wheeler with a second by Mr. Stone to approve the 1st Quarter Financials as of September 30, 2010 for Four Corners Charter School. The motion was approved 4-0.

V. MANAGEMENT AGREEMENT RENEWAL

- Mr. Wheeler commented that the school opened under the premise that Osceola County needed more student stations. The current bonus to CSUSA is based on the percent of Osceola students attending. These numbers have never been hit. School is and has been an A school and CSUSA is doing a great job in maintaining the status and its high reputation. He suggested some kind of bonus for getting an A and maintaining the A.
- Mr. McKay was less encouraging with modifying the management agreement to include this approach considering a new board will be taking over during the next meeting. He indicated that an extension of the existing agreement would satisfy the needs currently and sync the management agreement with the new charter agreement recently approved. At the end of that time, this item could possibly be renegotiated.

- Mr. McKay indicated that CSUSA has not spoken with the District transportation department to see what, if anything, can be worked in our favor of busing more Osceola students to the school. He added that a marketing plan needed to be implemented that revolved around Osceola students to attend FCCS. Mr. McKay asked about the number of Osceola students on the wait list. Ms. Thompson stated she has never turned away any Osceola or Lake County students. There are none of these students on the wait list.
- Chairman McKay asked the board to approve the management agreement as written and readdress the agreement at a future renewal.

Motion made by Mr. Wheeler with a second by Mr. Stone to approve the Management Agreement as written for a period of 4 years, commencing July 1, 2011 and terminating on June 30, 2015. The motion was approved 4-0.

VI. RACE TO THE TOP GRANT OPPORTUNITY

- This grant opportunity has already been approved by the District School Board for FCCS. Ms. Vecchione asked this Board to put their approval in writing also.

Motion made by Mr. Wheeler with a second by Mr. Stone to approve the Race to the Top Grant Opportunity for FCCS. The motion was approved 4-0.

VII. FACILITY UPDATE

HVAC System

- Mr. Hage presented the quotes for the design and engineering of the new HVAC chiller system. Mr. Wells, District Facility representative, was also at the meeting. Mr. Hage suggested that the approval be given to Sebiston Engineering Group, Inc. to design the scope of work. Mr. Wells agreed that their bid was reasonable and appeared justified. Discussion revolved around what repairs/changes needed to be made first and those which could wait. The Board agreed to band-aid the A/C unit for a little while longer.

Motion made by Mr. Wheeler with a second by Mr. Stone to approve the Sabiston Engineering Group, Inc. to submit a proposal on a new design of the HVAC chiller system for Four Corners Charter School. The motion was approved 4-0.

Analysis of Roof

- The Board discussed to patch or re-roof the existing roof while phasing in the New HVAC System. There is a significant amount of coordination between the two projects which will have to be worked together. The important point is to make sure there is no water intrusion to the school. It was suggested to move forward with the re-roof process and plan for the new a/c units during this process.

Motion made by Mr. Wheeler with a second by Mr. Stone to approve the re-roofing project with a budget of \$300,000 and a \$50,000 contingency. In addition, if the project comes back more than \$10,000 over the set amount, the Governing Board will need to re-approve. The motion was approved 4-0.

VIII. SCHOOL REPORT

- Ms. Thompson reported enrollment of 692 elementary students and 364 middle

school students. She also reported on professional development topics and PTO updates.

- The SAC committee approved the distribution of the A+ money but there has been additional money added. Therefore, it will go back to the committee for re-approval.
- Ms. Thompson reported on numerous school, community, and PTO activities.
- Lastly, Ms. Thompson updated the Board on the School's Strategic Plan for 2010-2011.

IX. OPEN FORUM

- Ms. Barrow suggested that the new Board members from Lake County be contacted by CSUSA to invite them to the next board meeting.
- The next board meeting will be held January 25, 2010 at 4:00 p.m. at Four Corners Charter School.

Chairman

Date: _____

FOUR CORNERS CHARTER SCHOOL

SCHOOL BOARD AGENDA ITEM

Tuesday, January 25, 2011

SUBJECT: Amendment to Articles of Incorporation

Review, discuss, and approve the Amendment to Articles of Incorporation.

EXECUTIVE SUMMARY:

Review and approve the Amendment to the Articles of Incorporation of the Four Corners Charter School, Inc., Article VI (a).

RECOMMENDATION:

Approval

Submitted by: Dr. Sonia Esposito

ARTICLES OF AMENDMENT

to

ARTICLES OF INCORPORATION

of

FOUR CORNERS CHARTER SCHOOL, INC.

Document Number: N99000006908

Pursuant to the provisions of Section 617.1006, Florida Statutes, the undersigned Florida nonprofit corporation adopts the following articles of amendment to its articles of incorporation.

FIRST: Amendment(s) adopted:

ARTICLE VI

BOARD OF DIRECTORS

(a) The affairs of the corporation shall be managed by a Board of Directors. Unless the SBOC shall determine otherwise, the Board of Directors shall consist of the Chair of SBOC, two additional members of the SBOC selected by the SBOC, the member of the School Board of Lake County, Florida from District 1, and the member of the School Board of Lake County, Florida from District 3. Said Board of Directors shall have the rights and duties of directors of corporation under Chapter 607, Florida Statutes. Upon taking the position as Chair, Vice-Chair or member of their respective School Boards, the persons holding such positions shall immediately become members of the Board of Directors as long as such members continue to serve in such capacity. The member of the Board of Directors selected by the SBOC shall serve for a term one (1) year, and such member shall be appointed or reappointed by the SBOC at its organizational meeting held each November. In the event the number of directors shall be less than five, the remaining member or members of the Board of Directors shall appoint, on a temporary basis, such member or members sufficient to bring the number of directors to five; provided such temporary member or members shall be replaced as soon as persons are elected or appointed to their respective positions on said School Boards. Unless the Board of Directors shall determine otherwise, the Chair of SBOC shall be the ex-officio President of the Board of Directors of the corporation, and another member of SBOC shall be the ex-officio Vice-President of the Board of Directors of the corporation. The members of the Board of Directors may be removed by the SBOC with or without cause and the SBOC may appoint a replacement for the member or members so removed; provided however, replacement or temporary

appointments to the Board of Directors shall always be elected members of the SBOC, the School Board of Lake County, Florida or other elected officials of the respective school districts or counties.

SECOND: The date of adoption of the amendment(s) was: _____.

THIRD: The Amendment was adopted by the Board of Directors at a duly noticed public meeting. The number of votes cast were sufficient for approval, and the members were entitled to vote.

**FOUR CORNER CHARTER
SCHOOL, INC.**

By: _____
Cindy L. Hartig, Chair

Date: _____

FOUR CORNERS CHARTER SCHOOL

SCHOOL BOARD AGENDA ITEM

Tuesday, January 25, 2011

SUBJECT: School Report

Discussion and review the summary of the School Report for the previous month. The report will summarize the highlights from Enrollment; Reasons for Withdrawal; Staffing Updates; School Updates; Facility Updates; School & Community Activities; and Technology. Detailed information can be found within the summary attached.

EXECUTIVE SUMMARY:

Discussion and review for purposes of evaluating the progress of the school and to generate goals and ideas.

RECOMMENDATION:

Discussion

Submitted by: Denise Thompson

**FOUR CORNERS CHARTER SCHOOL
MS. DENISE THOMPSON**

The Board of Directors' School Report

Date: January 25, 2011

I. Enrollment

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total Enrollment-Elementary	655	670	692	684	678						
Total Enrollment-MS	347	353	364	363	359						
Enrollment – Osceola Cty	155	150	146	146	144						
Enrollment – Lake County	243	244	248	248	246						
Enrollment – Polk County	604	620	652	644	638						
Budgeted Enrollment	982	982	982	982	982						
% in Attendance	100	100	95	95	93						
# of Student Withdrawals	20	15	10	9	10						
# of Suspensions	0	0	1	2	2						

II. Reasons For Withdrawal:

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Moving Out of Area	10	10	5	9	10						
Curriculum											
Sport/ExtraCurricular											
Transportation/Busing		5	5								
Uniforms											
Not Satisf w Teacher											
Not Satisf w Adminis											
Volunteer Hours											
Discipline											
Other: Please indicate why:											
1. no shows	10										
2.											
3.											

III. Staffing Update

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
# of New Staff	16	1	3		1						
Grade & Subject Area of Open Positions:											
Reasons for Leaving:											
Additions Since Last Report:	8 th grade reading										

Leadership Training/Leading Edge Update: <i>Participation:</i> <i>Names:</i> <i>Position:</i>	Ken Toppin, Jenn Reagan, Darlene Wykert, Jeseira Cartagena, Krista Holycross Dean, CRT, Admin Assist., Teachers
Other:	

IV. School Update

School Fidelity Check-	Next Date:
SAC Community event organization <i>Date & Agenda of Last SAC Mtg:</i> <i>Professional Dev Topics for the Month:</i> PTO Updates:	1/11/2011 Mid year IFC's , Creative Centers
Other:	
Other:	

V. Facility Update

Cleaning:	Routine Cleaning
Maintenance:	Air Conditioning Repair
Building:	Touch up Painting
Outdoor Areas:	Windows Cleaned
Other:	

VI. School/PTO/Community Activities (Highlight any school and/or community activities held that would significantly impact the board)

Event: Jan 26 th -28th	Rocks and Ropes
Event: Jan 28th	Drama Presentation – Dinner and a Show
Event: March 11 th	Carrabba's Night
Event:	
Event:	
Event:	

VII. Technology

Technology Improvements(new equip; new software; SIS, etc):	IXL Math Middle School
Technology Concerns:	
Other:	

VIII. Reports Specific To This Month (This will vary month to month)

Student Enrollment: 1039	Recommits: 607 New Enrollment: 24 Wait List: 171
Out of Field Waivers:	
Other:	

FOUR CORNERS CHARTER SCHOOL

SCHOOL BOARD AGENDA ITEM

Tuesday, January 25, 2011

SUBJECT: Discussion and Planning

The Board will ask questions and discuss the best way to move forward with information.

EXECUTIVE SUMMARY:

Review, discuss and outline the orientation meeting for the next board meeting and the needs of the board on informational pieces to be presented.

RECOMMENDATION:

Discussion

Submitted by: Cindy Hartig