

IMAGINE SOUTH LAKE CHARTER
Board of Directors Meeting
July 21, 2015 - 5:30 p.m. – Room 342



Minutes

Vision: We promote excellence in the education of our students by developing character and enriching minds as the leading school of choice in Lake County.

Mission: We deliver quality instruction that exceeds the academic needs of each learner in a safe and economically sustainable environment.

- I. Welcome/Call to Order:** Board chair Kevin Trout called the meeting to order at 5:30PM.
- II. Pledge of Allegiance:** Kevin Trout led the Pledge of Allegiance.
- III. Quorum Roll Call:** Kevin Trout, Vertis Lane, Bill Decker, Elaine Kelly, Christine Cavender and Paula Anderson were all present.
- IV. Additions/Changes to the Agenda:** Vertis Lane requested updates to the board binder under New Business. Kevin Trout requested that there be a discussion at the next meeting regarding the encroachment on our land by Standard Pacific. There is a concern that if a child were to be hurt on the Standard Pacific side of the fence, we would be liable for medical coverage and any damages.
- V. Approval of the Minutes**
 - a. June 16, 2015 – Board Workshop Minutes* Bill Decker moved to approve the workshop’s minutes. Christine Cavender seconded. All were in favor.
 - b. June 16, 2015 – Board Meeting Minutes* Vertis Lane requested more information be given in the minutes regarding the legislation updates going forward (when applicable actions that impact our educational framework or charter status have been voted and approved by the Florida legislature). Bill Decker moved to approve the meeting minutes. Christine Cavender seconded. All were in favor.
- VI. Presentations to the Board**
 - a. STEM Award from Lake County School District - Kathleen Dial accepted the award on behalf of the school. A reporter for the Clermont News Leader and the Leesburg Daily Commercial will write articles on this award. A suggestion was made to have the web address included in the article to our community donor page. The board requested copies of the article once published.
- VII. Student Ambassadors – Summer Off.** Elaine Kelly requested an update from 6th grade students who went through the May’s Warrior Welcome to see what further suggestions are requested to the program to improve the transition for next year’s event.
- VIII. Committee and Special Reports**
 - a. School Development – Facilities update (playground turf, shed installment, security wall, building rekey, building wash, and floors) –
 - i. The floors have been cleaned throughout the primary building. The company was more expensive than the previous company used, but the result is remarkable.
 - ii. The playground turf is being reinstalled on August 3rd. The turf is still under warranty and will be completely replaced.
 - iii. The shed installment is pending the Notice of Commitment being signed. We are hoping that it will be installed prior to the start of school. The shed cannot be placed without a signed NOC.
 - iv. The security wall has been started and will be completed Thursday. There is consideration being given of how to navigate morning drop off as parents are always welcome to walk their students to class. We are hoping to keep the side lot for faculty only for safety reasons and to encourage parents to use the main hallway. Teachers will have a badge that will allow them to enter through that door.
 - v. The building is being rekeyed. None of the “old” master keys or room keys will work. Teachers will need to leave their car keys at the front desk in order to borrow a room key if they happen to forget theirs. There will be a fine for replacement keys.



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- vi. The outside of the buildings, including the playground tarp and sidewalks, and all fencing will be cleaned on August 6th. Mrs. Fornes mentioned that this hasn't been done for many years.
- vii. Debbie has requested a quote for security cameras to be installed. The cameras will monitor the front door, hallways, field, stairwells and bathroom doors. The system will save data for a week. The quote is for 16 security cameras, but we will not need that many. A phased approach to the installation is recommended after a trial image review was done. One camera covered more property than initially estimated.

IX. Old and Unfinished Business

- a. *Summary Judgment Update*- Sean Arnold stated that the Department of Education has requested an oral argument. More updates will be provided as they become available.
- b. Policy Recommendations
 - i. The Parent Contract was reviewed. It was recommended that the Parent Financial Responsibility Policy be added to the Parent Contract.
 - ii. The Volunteer Policy was reviewed. There was a request to add a prorated number of required hours based on enrollment date.
 - iii. The Board Meeting Conduct policy was reviewed. A few typos were discovered and will be corrected.
 - iv. The Conflict of Interest and Public Records Request policies were reviewed.
 - v. The administration is working to create school operations policies that haven't been in place so far. Vertis Lane recommended having a Board Policy handbook and a separate School Procedure policy handbook.
 - vi. The Attendance policy was reviewed. Vertis Lane mentioned that there isn't a section on students missing school for family trips. Mrs. Fornes said that there is a form that parents must complete and have signed by the teacher and approved by Mrs. Fornes before an absence is excused.

X. Annual Strategic Goals

- a. Enrollment Report – Our current enrollment is 1014. We have not added any students in the middle school grades. We are concentrating on enrolling primary students. We are currently full in kindergarten through second grade. There are approximately 300 students on our waiting lists. The form for pre-registration on the website will be updated within the next week to include a "how did you hear about our school" section.

XI. Financial Report

- a. Monthly Financial Report* - Greg Young was in attendance. Debbie highlighted a few of the variances. We did receive the Race to the Top funds as well as IDEA and Title II funds. There was a need for substitutes during the initial STAR testing, but they were not required for subsequent testing. Many grades took "larger" field trips than they have in the past. In-staff training was reimbursed by Title II (This is the first year that we have received those funds.) We were required to spend the funds first and be reimbursed at the end of the year. Kathleen Dial stated that we were able to use the funds to pay substitutes for lesson studies which helped our substitute budget. There will be a new spreadsheet that Debbie will be using for her monthly reporting that shows the monthly depreciation. Bill Decker asked that a worksheet be presented to the board that details how the \$112,000 is being spent to arrive at the surplus being reported as \$12,000. Mrs. Fornes stated that many of the improvements were necessary as they had



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been neglected for so many years. Vertis Lane commended Bill Decker, Debbie and the leadership for managing the budget so well. Bill Decker stated that he was looking forward to working with Greg Young. Bill Decker moved to approve the financials as presented. Vertis Lane seconded the motion. All were in favor.

XII. New Business

- a. *Legislative Update* – There was a decrease in the Capital Outlay funds. On the projected budget the funds were decreased by \$100,000. Charter schools receive 70% of the funds that district schools receive. There was discussion about the next legislative session which will take place on January 12th.
 - i. Uniform Appropriations – There was a \$10 per student uniform appropriation. This equates to \$10,000 for our school. However, there must be an exclusion that states if there is a religious objection, the student does not have to wear a uniform. We are waiting to determine what Lake County School District is going to do on this appropriation.
 - ii. August 10th start date – There was a petition to start school early this year. It didn't go through, but it is possible for the 2016 school year. We cannot start prior to August 10, 2016. There are some school districts that will be moving up their start date. If the start date is moved earlier, school should end by Memorial Day. Lake County will make its final decision concerning the 2016-2017 start date in January.
- b. Algebra1 scores – 96% of our students passed the EOC. We are 2nd in the county. The state mean was 67% and the district mean was 64% so we far surpassed their scores. Courtney Flood shared that we were top in the district for 8th grade science. Our students were 3rd in the district for Civics. We beat the state and district in every score we have received so far.
- c. School Wide Calendar – The calendar lists all events that are planned for the 2015-2016 school year. Middle school open house will be structured differently this year. Parents and students will receive their schedules and rotate through the classrooms every 10 minutes.
- d. Preplanning calendar – Board members received a copy of the calendar to review. The theme for the year is "In Their Shoes". We will be focusing on individual student growth. On August 13th, several of our sister schools will be attending our annual forum at Imagine South Lake. There will be a guest speaker from Shine. Our school will be showcased, and Dennis and Eileen Bakke will be in attendance as well. We are excited to show off our school!
- e. Wellness Policy* - The only changes were the names of the committee members. Vertis Lane moved to approve the Wellness Policy as required by Statue 1003.53. Christine Cavender seconded the motion. All were in favor.
- f. Parent Representative appointment – The board extended the offer of having Paula return to her role as representative which she accepted.
- g. Board letter to staff – Vertis Lane created a letter to be given to each returning staff member on behalf of the board. Kevin Trout personally signed each letter. The letters were then mailed directly to the staff. Jennifer Fornes requested a "Charge Statement" from the board to be included in the One Team binders that all teachers will receive. Vertis Lane will collaborate with Mrs. Fornes to create a statement.
- h. Fire Panel – Debbie reported that she received another quote for the fire panel. This company was highly recommended by a staff member from the City of Clermont. The quote was high, but it is not proprietary. We do not have to use the company for service if they install the panel.



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There is a possibility for a \$2,000 credit as we use horns instead of chimes as listed on the information. The expense will be listed under capital assets. The update will change all of the pull stations and correct the issue with the elevator during drills. The company will help with the "fire walking" during the installation which will alleviate some of the expense we accrued this year. The board requested that Debbie obtain a breakdown from the company who submitted the quote of the costs of the replacement. The board will vote on the replacement by email after reviewing the breakdown. Debbie has been told that this information will be available to her by the end of business on July 22th. Greg Young will be requesting a quote from a company that is currently replacing the same system for another school. He is hoping to receive this quote by Monday, July 27th.

- i. Board Binders – Vertis Lane shared that she has spent time reviewing the current information. She feels there are a number of items that are listed legislatively and items that have not been addressed that need to be. In her opinion there are missing components and much of the information needs to be updated and reorganized. Vertis also feels that the board handbook and policy binder be kept separate. She is suggesting that the board approve the review of the notebook. She would like to have a binder that she can keep at her home for her reference. Mrs. Fornes informed the board that she has a book in her office where she keeps all items that are presented to the board at meetings as agenda items. She and Mrs. Dial have been reviewing items that need to be placed in the board binders. Mrs. Dial feels there may be a need to start the binders fresh rather than correcting the issues with the current binders. Time will be set aside each meeting to progress on this project.

XIII. School Leadership Report

- a. *Principal* – Mrs. Fornes reported that we have "one heck of a team" for this year. Our families are welcoming our new teachers by commenting on their welcome posts on our school's Facebook page. We are hoping to release middle school homeroom lists soon once we have completed the placement finalized. Vertis requested a monthly update of the administration's findings during walkthroughs. A reporting criteria for the "Charge" time in both middle and elementary schools needs to be developed. Elaine requested a periodic update on this initiative be provided to the board.
- b. *Academics* – Courtney Flood and Nikki Anderson will be keeping a white board updated with data collected during walkthroughs. They will be looking for evidence of STEM, rigor, Kagan strategy implementation, and evidence of lesson plan implementation. Teachers will receive immediate feedback, and the administration will track trends and report findings to the board. Courtney reported that middle school math and science teachers were all sent to Kagan workshop trainings this month. In order to maintain our STEM certification we will be having STEM Professional Learning Communities each month.
- c. *Operations* – Jennifer Osborne reported that we purchased a bus which cost approximately \$13,000. We have shifted bus routes to accommodate the new bus. There is an upcoming bus driver training meeting. One of our sister schools is allowing us to borrow a bus that they are not using as a backup for our buses. We are now fully staffed for bus drivers. We have 29 students who still owe \$20 or more for lunch accounts. There are approximately 30 families who have outstanding after-care balances totaling \$6,600. Families will be receiving a phone call and email tomorrow in an attempt to collect the funds. The letter will state that if the balances are not

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paid, the students will lose their seats and will be placed in the lottery. We received a quote for a gym divider that will be placed in the lunchroom that will allow us to separate the space so that we may have lunches during P.E. classes.

- XIV. **Region Report** – Mrs. Fornes introduced Greg Young who will be our new Region Finance Support.
- XV. **Hear the Audience** – There were no audience members.
- XVI. **Board Member Comments** – There were no comments.
- XVII. **Next Meetings**
 - a. Board Meeting – August 18 , 2015 5:30pm
- XVIII. **Meeting Adjournment** – Christine Cavender motioned to adjourn at 8:00PM. Bill Decker seconded. All were in favor.

<u>Upcoming Dates</u>	<u>Event Title</u>
August 6, 2015 5-6pm	New Family Warrior Welcome
August 17, 2015 5-7pm	Middle school Open House
August 19, 2015 5-7pm	3 rd -5 th grade Open House
August 20, 2015 5-7pm	K-2 nd grade Open House
August 24, 2015	First day of school

Submitted by Elaine Kelly, Board Secretary

Minutes were approved on August 18, 2015

Kevin Trout, Board Chairman

Date