

## **BOARD MEETING MINUTES**

**Name of Foundation:** Florida Charter Educational Foundation, Inc.  
Bay Area Charter Foundation, LLC.

**Board Meeting:** June 29, 2017  
**School(s):** Woodmont Charter School  
Winthrop Charter School  
Henderson Hammock Charter School  
Keys Gate Charter School  
Clay Charter Academy  
SouthShore Charter Academy  
Waterset 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:
June 29, 2017	1:00 pm	1:51 pm	August 24, 2017	1:00 pm	K. Robertson
<b>Meeting Location:</b>					
Telephonic access at all FCEF/BACF Affiliated Schools					
On-Site Location: Winthrop Charter School- 6204 Scholars Hills Lane, Riverview, FL 33578					

<b>Attended by:</b>	
<b>Board Members:</b> Rod Jurado - Chairman Valora Cole - Vice Chair  <b>Telephonically:</b> Rod Cunningham – Treasurer  <b>Absent:</b> Steve Knobl - Director	<b>Other Attendees:</b> Michelle Thompson – Regional Director of Education Kristen Storm-Taylor – Principal, SouthShore Charter Academy Terry Johnson – Principal, Winthrop Charter School Sherly Laguerre – AP, Woodmont Charter School Corinne Baez – Principal, Keys Gate Charter School Talya Taylor – Principal, Clay Charter Academy Felicia Walters – Admin, Clay Charter Academy Vaughn Stukes – Parent Facilitator, Clay Charter Academy Jami Shetter – Principal, Henderson Hammock Charter School Sara Capwell – Principal, Waterset Charter School Levi Williams – Board Attorney Myrna Laine-Hyppolite – VP. FP&A, CSUSA David Dubbin – Dir. FP&A, CSUSA Kerrian Robertson – Governing Board Manager, CSUSA Richard Ross – Financial Analyst, CSUSA Krsto Simicevic – Financial Analyst, CSUSA Lisanne Morton – Manager, FP&A, CSUSA Lechyana Knight – Manager, FP&A, CSUSA

## **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 1:00 p.m. with a Call to Order by Board Chairman Rod Jurado. Roll call was taken and quorum established.

### **I. ADMINISTRATIVE**

#### Approval of May 24, 2017 Meeting Minutes of FCEF-BACF

- The Board reviewed the minutes from May 24, 2017 Board Meeting

**MOTION:** Motion was made by Valora Cole and seconded by Rod Cunningham to approve the Florida Charter Educational Foundation and Bay Area Charter Foundation Meeting Minutes from May 24, 2017. Motion was approved unanimously.

### **II. CSUSA REPORTS**

#### School Progress Reports

- Regional Education Director Michelle Thompson gave the School Progress Report for all the FCEF and BACF affiliated schools which highlighted the enrollment, school letter grades, and parent survey responses. All questions were answered by Ms. Thompson.
- Ms. Thompson also informed the board that Henderson Hammock was awarded 1<sup>st</sup> place for Reading Plus and Imagine Math, and that both Principal Johnson and Baez received the three-year leadership award for growth in NWEA reading and math at CSUSA Principal Institute.

### **III. ANNUAL MEETING**

#### Election of Officers

**MOTION:** Motion was made by Valora Cole to nominate Rod Jurado for a one-year Board Chair term and seconded by Rod Cunningham for the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.

**MOTION:** Motion was made by Rod Jurado to nominate Valora Cole for a one-year Board Vice-Chair term and seconded by Rod Cunningham for the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.

**MOTION:** Motion was made by Rod Jurado to nominate Rod Cunningham for a one-year Board Treasurer term and seconded by Valora Cole for the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.

**MOTION:** Motion was made by Rod Jurado to nominate Steve Knobl for a one-year board member term and seconded by Rod Cunningham for the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.

#### Miami-Dade Governing Board Disclosure Form (KGC)

- The Board reviewed and discussed the Miami-Dade Governing Board Disclosure Form for Keys Gate Charter. All Board Members updated their Miami-Dade Governing Board Disclosure Forms for Keys Gate Charter School.

#### Conflict of Interest Policy and Certification

- The Board reviewed and discussed the Conflict of Interest Policy for the Florida Charter Educational Foundation and Bay Area Charter Foundation. All Board Members updated their Conflict of Interest Forms.

#### **IV. NEW BUSINESS**

##### Approval of Waterset Revised Lease Agreement with RAD

**MOTION:** Motion was made by Valora Cole and seconded by Rod Cunningham to approve the revised lease agreement between Waterset Charter Academy and Red Apple Development as presented to the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. Motion was approved unanimously.

##### Approval of the First Amendment to the Lease Agreement between Waterset and RAD

**MOTION:** Motion was made by Valora Cole and seconded by Rod Cunningham to approve the First Amendment to the lease agreement between Waterset and Red Apple Development as presented to the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. Motion was approved unanimously.

##### Approval of Student Wellness Policy

- The Board reviewed and discussed the updated Student Wellness Policy for FCEF.

**MOTION:** Motion was made by Rod Cunningham and seconded by Valora Cole to approve the updated Student Wellness Policy for FCEF as present to the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Motion was approved unanimously.

##### Approval of Accounting Policies

- The Board reviewed and discussed the accounting policies as it pertains to FCEF/BACF.

**MOTION:** Motion was made by Valora Cole and seconded by Rod Cunningham to approve the accounting policies as it pertains to FCEF/BACF affiliated schools as present to the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Motion was approved unanimously.

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

- Mr. Jurado asked the board to review and add the 2017-18 board meeting calendar dates to their calendars as well as other meeting dates such as the CSUSA Summit in August, the Florida Charter School Conference in November, the February Tallahassee Legislative Session, and the June National Charter School Conference

#### **VI. FINANCIALS**

##### FY16-17 Proposed Support Center Cost Reimbursement Increase

- Myrna Laine-Hyppolite presented the FY16-17 proposed support center cost reimbursement increase.

**MOTION:** Motion was made by Valora Cole and seconded by Rod Cunningham to accept the FY16-17 proposed support center cost reimbursement as presented to Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Motion was approved unanimously.

FY17-18 Proposed Support Center Cost Reimbursement Increase

- Myrna Laine-Hyppolite presented the FY17-18 proposed support center cost reimbursement increase.

**MOTION:** Motion was made by Valora Cole and seconded by Rod Cunningham to accept the FY17-18 proposed support center cost reimbursement as presented to Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Motion was approved unanimously.

Approval of the Proposed FY17-18 Budget for All FCEF/BACF Schools

- David Dubbin presented the proposed FY17-18 budget for all FCEF/BACF affiliated schools, and all questions were answered by Mr. Dubbin.

**MOTION:** Motion was made by Valora Cole and seconded by Rod Cunningham to accept the proposed FY17-18 budget for all FCEF and BACF affiliated schools as presented to Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Motion was approved unanimously.

Scheduling of Monthly/Quarterly Finance Pre-Call

- The Board discussed whether to continue their monthly finance pre-call or whether to move to a quarterly designated finance pre-call.

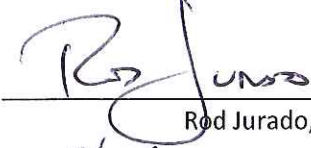
**MOTION:** Motion was made by Valora Cole and seconded by Rod Cunningham to move the monthly financial pre-call to the 3<sup>rd</sup> Wednesday of the month the quarterly financials are presented to the board as discussed at the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Motion was approved unanimously.

**VII. PUBLIC COMMENTS**

- Board Attorney, Levi Williams informed the board that he is willing to draft a communication to the school districts addressing the appointment of board members according to his or her physical address. According to Mr. Williams, the board has a right to choose a member they consider fit for their board, and not one that is at the discretion of the school district's sponsor.

**VIII. ADJOURNMENT**

**MOTION:** Motion was made by Valora Cole and seconded by Rod Cunningham to adjourn the board meeting of the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. at 1:51 p.m. Motion was approved unanimously.

  
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Rod Jurado, Chairman  
Date: 8/26