

## MEETING MINUTES

**Name of Foundation:** Education Foundation Charter Board of Trustees  
**Board Meeting:** Tuesday, January 24, 2017  
**School(s):** Canoe Creek Charter Academy  
PM Wells Charter Academy  
Bellalago 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:
01.24.17	8:15 a.m.	10:11 a.m.	2.28.17	8:00 a.m.	K. Robertson
<b>Meeting Location:</b>					
Kissimmee Bay Country Club: 2801 Kissimmee Bay Blvd, Kissimmee FL 34744					

<b>Attended by:</b>	
<b>Board Members:</b> Pete Edwards, Chairman Dr. George Gant, Vice-Chair Veronica Malolos, Trustee Jo Thacker, Trustee April Fisher, Trustee (Financial Liaison)	<b>Other Attendees:</b> Pattie Burdick, Charter Liaison, Education Foundation Julie Ramirez, Principal, Canoe Creek Charter Reagan Hall, Interim-Principal, PM Wells Charter Angela Barner, Osceola School District Lisanne Morton, Financial Manager, CSUA Kerrian Robertson, Governing Board Manager, CSUSA Richard Page, Chief Impact Officer, CSUSA Debbie Von Behren, EVP Strategic Planning, CSUSA Teresa Brown, VP of Enrollment, CSUSA Deborah Montella, VP of Marketing, CSUSA

### **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 8:15 a.m. with a Call to Order by Board Chairman Pete Edwards. Roll Call was taken and quorum was established.

#### **I. ADMINISTRATIVE**

##### Approval of the Board Meeting Agenda

- The Board reviewed and agreed to the agenda presented for the January 24, 2017 Education Foundation Charter Board of Trustees Meeting.

##### Approval of December 14, 2016 Minutes

- The Board reviewed the minutes from the December 14, 2016 Board Meeting.
- The Board requested to amend the minutes of December 14, 2016 and future minutes to reflect April Fisher as Trustee and as the designated Financial Liaison for the Board.

**MOTION: Motion was made by Jo Thacker and seconded by April Fisher to approve the minutes of December 14, 2016 with amendment as presented to the Education Foundation Charter Board of Trustees, Osceola County Meeting. Motion was approved unanimously. (5-0).**

**II. BOARD UPDATES – CHAIR**

- Chairman Pete Edwards

**III. EDUCATION FOUNDATION UPDATES**

- Pattie Burdick presented dates for the State of Osceola County Education Ceremony and the Osceola County Education Award Ceremony for 2017.

**IV. CSUSA/SCHOOL REPORTS**

School Progress Report

- The Schools' Progress Reports for Canoe Creek and PM Wells included updates on enrollment and ongoing strategic initiatives. All questions were answered by the Principals.
- Richard Page shared with the Board the shift in focus for CSUSA from an expansion mind set to providing quality education for all its schools. He also explained that enrollment and marketing are a part of his department, and that the focus for both departments will impact schools over a period of months. Mr. Page introduced Deborah Montella as the new Vice President of Marketing at CSUSA
- Teresa Brown presented the enrollment and recommit updates for Canoe Creek and PM Wells. All questions were answered by Ms. Brown.
- Deborah Montella presented the marketing updates for Canoe Creek and PM Wells and explained to the Board that both schools are under a level 2 marketing plan. All questions were answered by Ms. Montella.
- Debbie Von Behren presented the ASAP update for Canoe Creek and PM Wells. She explained that CSUSA is providing resource support for the schools, and that there will be continual follow-up for the Board.

**V. BELLALAGO SCHOOL REPORT**

Bellalago Academy School Report

- The Board reviewed Bellalago's School Report.
- Pattie Burdick thanked April Fisher for attending the SACS Accreditation session at Bellalago

**VI. FINANCIALS**

CSUSA Quarter 2 Financial Report

- Lianne Morton present the CSUSA Quarter 2 Financials for Canoe Creek with an explanation to the budget amendment. All questions were answered by Ms. Morton.

**MOTION: Motion was made by Jo Thacker and seconded by April Fisher to approve the CSUSA Quarter 2 Financials and Budget Amendment for Canoe Creek as presented to the Education Foundation Charter Board of Trustees, Osceola County Meeting. Motion was approved unanimously. (5-0).**

- Lianne Morton present the CSUSA Quarter 2 Financials for PM Wells with an explanation to the budget amendment. All questions were answered by Ms. Morton.

**MOTION: Motion was made by Jo Thacker and seconded by April Fisher to approve the CSUSA Quarter 2 Financials and Budget Amendment for PM Wells as presented to the Education Foundation Charter Board of Trustees, Osceola County Meeting. Motion was approved unanimously. (5-0).**

Bellalago Quarter 2 Financial Report

- Angela Barner present the Bellalago Quarter 2 Financials with an explanation to the budget amendment. All questions were answered by Ms. Barner.

**MOTION: Motion was made by Veronica Malolos and seconded by George Gant to approve the Bellalago Quarter 2 Financials and Budget Amendment as presented to the Education Foundation Charter Board of Trustees, Osceola County Meeting. Motion was approved unanimously. (5-0).**

**VII. OLD BUSINESS**

- There was no old business at this time.

**VIII. NEW BUSINESS**

Canoe Creek ESOL/Out of Field Waivers

- Principal Ramirez presented the ESOL/Out of Field Waivers for Canoe Creek. All questions were answered by Ms. Ramirez.

**MOTION: Motion was made by George Gant and seconded by Veronica Malolos to approve the Canoe Creek ESOL/Out of Field Waivers as presented to the Education Foundation Charter Board of Trustees, Osceola County Meeting (See Attachment). Motion was approved unanimously. (5-0).**

SWOT Analysis

- Debbie Von Behren explained to the Board that CSUSA will be soliciting their feedback via an email SWOT Survey.
- The proposed Board Member ID Badges were presented to the Board and all questions were answered.

**IX. PUBLIC COMMENTS**

- There were no public comments at this time.

**X. ADJOURNMENT**

Chairman Pete Edwards adjourned the Education Foundation Charter Board of Trustee, Osceola County Meeting at 10:11 a.m., January 24, 2017.



Pete Edwards, Chairman

Date: FEB 28, 2017

## Out of Field Report

Teacher	Out-of-Field Assignment	Current Certification	Out of Field Assignment Date
Andrews, Chanty	ESOL	MS Mathematics Grades 5 - 9	8/1/2016
Boyle, Nicole	ESOL, Reading	English Grade 5 - 9	3/1/2016
Cabrera, Maggie	ESOL	Pre-K Primary Ed, Age3 - Gr3	3/2/2015
Crowley, Brittany	ESOL	Pre-K Primary Education, Age3 - Gr3, ESE K-12	8/14/2015
Golden-Taylor, Tranquilla	ESOL	Elementary Education, K-6	1/16/2016
Torres, Cristine	ESOL	Elementary Education K-6	2/1/2017
Ludlow, Mary	ESOL	Pre-K Primary Ed, Age3 - Gr3	9/8/2015
McCulley, Kathryn	ESOL	Pre-K Primary Ed, Age3 - Gr3	8/6/2015
Melendez, Rosmar	ESOL	Elementary Education, K-6	7/25/2016
Polanco, Ericka	ESOL	Elementary Education, K-6	7/25/2016
Popp, Sara	ESOL	Elementary Education, K-6 ESE	1/22/2016
Rivera, Melanie	ESOL	Elementary Education, K-6	8/6/2015
Rodriguez, Johara	ESOL	Elementary Education, K-6	7/25/2016
Rodriguez, Melanie	ESOL	Pre-K Primary Ed, Age3 - Gr3	8/6/2015
Tippett, Stacie	ESOL, Reading	English 6-12 and Social Studies 6-12	10/16/2015
Young, Brittany	ESOL	Pre-K Primary Ed, Age3 - Gr3	7/25/2016
Zamora, Eva	ESOL, Gifted	Elementary Education K-6	8/1/2013
Subit, Adrian	ESOL, Reading	Physical Education K-12	8/12/2016
Parker, Lindsey Robinson	ESOL	Elementary Permenant Substitute 1st Grade	10/3/2016
Rosado, Iliana	ESOL	Elementary Permenant Substitute 4th Grade	4/16/2015
Dartez, Karlie C.	ESOL	Elemenatry Permenant Substitute 4th Grade	8/6/2015
Williams, Cydnee	ESOL	Elementary Permenant Substitute 4th Grade	8/24/2015
Klotter, Richard	ESOL	Permenant Substitute MS Social Studies	8/26/2016

Charter School Name

Canoe Creek Charter Academy

Board Meeting Date \_\_\_\_\_