

MEETING MINUTES

Name of Foundation: Four Corners Charter School, Inc.
Board Meeting: October 25, 2011

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:
10.25.11	1:00 p.m.	2:45 p.m.	TBD	TBD	M. Vecchione
Meeting Location:					
Osceola School District, 817 Bill Beck Blvd, Kissimmee, FL					
Attended by:					
Cindy Hartig, Chairperson Barbara Horn, Director Julius Melendez, Director Tod Howard, Director Jim Miller, Director			Debbie Von Behren, COO, CSUSA Mike Essik, Director of Finance, CSUSA Frank Johns, Assistant Director of Facilities, CSUSA Dan Cappola, Facilities, CSUSA Mary Vecchione, Board Liaison, CSUSA Migdalia Mercado, Osceola School District Gary Glassman, Board Attorney Ross Whitley, Auditor		
Highlights:					

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 1:00 p.m. with a Call to Order by Madam Chair Hartig. Roll call was taken and quorum was established.

I. APPROVAL OF MINUTES

Madam Chair Hartig asked the Board to review the minutes from the September 8, 2011 Governing Board meeting and note any corrections or modifications. The minutes stand.

Motion made by Mr. Miller with a second by Mr. Melendez to approve the September 8, 2011 Governing Board minutes for Four Corners Charter School, Inc. The motion was approved 5-0.

II. FCCS, Inc. 1st Quarter Financials

- Ms. Mercado reported on the 1st Quarter Financials for FCCS, Inc. In the General Fund, total revenues had an original and current amount of \$5,855,535 with the actual to date being \$1,504,036.78, which is 25.69% of the budget.
- General Fund total expenses had an original and current amount of \$8,346,008 with the actual to date being \$3,379,189.25, which is 40.49% of the total budget.
- Total fund balance, original and actual is \$1,390,989.05.

III. FCCS 1st Quarter Financials

- Mr. Essik reviewed the Q1 Summary. The 1st quarter revenues are unfavorable by (\$78,000) with the forecast predicting a favorable ending balance unfavorable by (\$182,000).

- Expenses for 1st quarter are favorable of \$245,000 but the forecast is predicting an unfavorable balance of (\$231,000). This is mainly due to unfavorable transportation due to increased ridership than planned.
- This results in a new change in Fund Balance for the 1st Quarter of favorable \$245,000 with the forecast predicting an unfavorable fund balance of (\$231,000).
- Currently FTE revenue is being funded at \$5,526. This is below the budget amount of \$5,646.
- The current fund balance is 1.5M and is forecasted for the end of year to be \$675,000.
- The Board asked how transportation was billed. Ms. Mercado will inquire with the School District and report back for the next meeting.

Motion made by Ms. Horn with a second by Mr. Miller to approve the 1st Quarter Financial Summary and Forecast for FCCS. The motion was approved 5-0.

IV. FY11 Audits

- Mr. Ross Whitley, the auditor, addressed the Board on the FY11 audit for FCCS and walked the Board members through the document. He noted one important finding which was actual expenditures exceeded final budget expenditures.

Motion made by Mr. Melendez with a second by Ms. Horn to approve the FY11 Audit for FCCS. The motion was approved 5-0.

V. Amended By-Laws

- This draft will be ready for the next meeting.
- It was noted that Mr. Miller would be vacating his seat in November. There was discussion on the idea of having this seat filled by an appointed member and this member would additionally hold a 4 year term along with an Osceola District member. The Board attorney will draft the by-laws and send to Mr. Steve Johnson, the Lake District attorney. The draft will be ready for the next Board meeting.

VI. HVAC Enhancements

- Mr. Frank Johns presented the Board with 2 additional change orders to finalize the HVAC/Roofing project and asked the Board for money to fund these projects. They include: Building envelope corrective action; HVAC-replace 15 bad exhaust fan motors, add speed controls to existing fans. An additional request was made for the repair of the roof of the kitchen walk-in freezer.
- Madam Chair Hartig expressed her displeasure that these projects were not included in the original estimate and wanted explanation as to why they need additional funding for this. The Board had a long discussion with Mr. Sabiston, the design engineer for the scope of the project. The Board felt he should have been aware of this additional work or should have spelled out what was excluded in the contract.
- It was also noted that the contingency fund of \$35,000 was spent and the Board would like to see a full report and line item on this.
- Madam Chair Hartig asked CSUSA to bring back all the original documents, including the scope of service proposal, all invoices, all purchase orders, and

all change orders. She recommended not moving forward with approval on the new projects until she, along with the other Board members, and the legal department had an opportunity to review everything. All the Board members concurred with this recommendation.

- It was noted the urgent need for the repair of the roof of the kitchen walk-in freezer. There was some confusion as to whether the District or the FCCS is responsible for this. It was suggested that this be clarified first by CSUSA and if a special meeting of the FCCS, Inc. Board was required to approve this, then a meeting would be called. Otherwise, if it proved to be the District's responsibility, they will deal with this at the Osceola District Board meeting. It was also noted that it might be in the best interest of the Board to replace the freezer unit itself, depending on the condition of the unit. The Board also noted that they need the entire contract to spell out all that it would include and exclude any special items not to be covered under the cost. Additionally, the Board would like to obtain more quotes to consider.

Motion made by Mr. Howard with a second by Mr. Miller to table the Roof repair freezer project until further determination of the overall condition of the freezer itself, determine who exactly is responsible for the repairs and cost, and additional quotes are compiled. The motion was approved 5-0.

VII. School Report

- Ms. Thompson reported enrollment of 1063 students with a budgeted enrollment of 986. Currently all staffing positions are filled.
- Ms. Thompson updated the Board on the SAC committee meeting and professional development topics for the month.
- She also reported on numerous school, community and PTO activities.

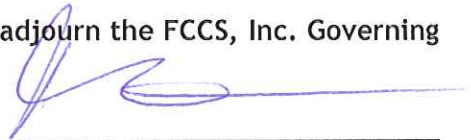
School Improvement Plan

- The Board was sent electronically to review the School Improvement Plan. The SAC committee has already approved the plan and it has been sent to the District.

Motion made by Mr. Miller with a second by Mr. Howard to ratify the School Improvement Plan for FCCS. The motion was approved 5-0.

VIII. Open Forum

Motion made by Mr. Miller with a second by Ms. Horn to adjourn the FCCS, Inc. Governing Board meeting. The motion was approved 5-0.



Cindy Hartig, Chairman

Date: 11/29/11