



**Board of Trustees Work Session Minutes**  
**Monday, April 25, 2016**  
**Dale R. Fair Babson Park Elementary (Media Center)**  
**3:30 PM**

**Trustees Present:** Chair Danny Gill, Vice Chair Terry Fasel, Keith Wadsworth, Christina Updike, Epifania Martinez, Eugene Fultz

**Staff Present:** Superintendent Jesse Jackson, Brian Fisher, Marie Cherrington-Gray, Elizabeth Tyler, Jennifer Barrow, Barbara Jones, Gail Quam, Richard Columbo, Tammy Atmore, Anuj Saran, Deirdre Mithaug, Denise Moss, Metta O'Bryant

**Others Present:** Bill Rogers, Robin Gibson

**I. CALL TO ORDER** **Dr. Jesse Jackson, Superintendent**

The meeting was called to order at 3:42pm. We had a moment of silence to honor our Janie Howard Wilson teacher Charlotte Weis who passed this week.

**II. FINANCIAL REPORT** **Brian Fisher, CFO**

**A. Monthly Financials**

**Lake Wales Charter School, Inc. Financial Executive Summary 3Q FY2015-2016 (March 31, 2016)**

**Consolidated Balance Sheet** (unaudited)

- Total assets of the system are \$80K higher compared to the February 2016 total... The largest shift occurring with cash in the GF and the cleared A/R in Federal fund.
- The system-wide total liabilities are \$153K higher compared to the February 2016 reported total. The March increase was due to month-end timing of accounts payable activity, with the decrease in the liabilities larger than the increase in A/P.
- The system's consolidated net change in position decreased \$72K for the month of March... GF activity increase YTD by an additional \$120 and the largest decrease was the Federal fund at \$228K, followed by the internal and school lunch funds which both increased during March.

No change in the system's ability to meet short-term obligations & long-term debt service.

**GF Statement of Operations** (unaudited)

- No change on the state revenue payment, still based on LWCS's Survey 2 student FTE blended count annualized at 4,163. Following Survey 3 the projected blended count was 4,158, after state recalibrations the April FEFP payment adjusted the system's FTE total to 4,130. Revised budget based on 4,145... a preliminary budget shortfall of 15 FTE pending state confirmation.
- Some of the local revenue items are under budget because the activities are associated with reimbursement activity from external (agency reimbursements in arrears) funding sources. Gift & donation shortfalls reflect the need for reimbursement from Foundation. Final revenue settlement of the water damage at Bok is pending a final audited invoice from contractor and approval of invoices from the insurance adjustor. The other sources revenue variance under admin reflects ICR revenue not recognized for NSLP &

Federal grants and E-rate reimbursement.

- GF revenues outpaced expenditures in March with a net operating surplus of \$120K. The YTD GF net surplus through March is \$1,482K compared to \$1,725K reported in March 2015.
- The negative expenditure variances continue to improve from prior monthly reports. Administrative chargebacks for administrative service, transportation and Bok debt service are incorporated into the 3Q financial reports. The total expenditure categories as a % of budget are trending about the same percentage as last month.

**GF Supplemental Programs (Unaudited)**

- Individually and as a whole the Pre-K & After school programs remain self-supporting or better as the YTD surplus increased 14% from last month's position. The YTD totals for Pre-K don't account for outside state agency revenue in arrears. In total the PreK programs are \$37K better than a year ago and after school programs are \$12K above last year's total.

**GF Transportation (Unaudited)**

- Total field trip activity is running 6% above budget through March 2016, with internal chargeback revenue based on the revised budget estimates. State revenue represents 81% of the estimated funds generated through student transportation. Survey 2 data is incorporated into the current state revenue received with Survey 3 data possibly settled in the April payment.
- Overall total expenditure activity as a percent of budget is about the same as last month at 91%. March 2016 YTD expenditures are \$15K higher compared to the March 2015 total. The March 2016 activity does include the purchase of a 2005 bus configured for ESE student service, adding to our spare bus inventory.

**Food Service Fund 410 (NSLP) (Unaudited)**

- Food service revenue through March is running 2% below budget after budgeting for the AG grant revenue. Excluding the grant, the majority of the revenue categories continue to meet or exceed the budget with 6 fewer meal service days recorded through March 2016 compared to March 2015.
- The budget for salaries is based on pro-rata meal service days in the reporting period which is at 73% for the year. Compensation expenditures are running higher than budget reflecting those cost commitments occurring before the 180 days meal service budget cycle started in August.
- Reimbursement for the grant program expenditures will occur once all the grant supported equipment is placed into service. All new equipment associated with grant is in operation with proof of payment required to submit for reimbursement. Total grant program reimbursement will be \$47,570.
- Indirect cost recovery fees will be assessed at the end of the year and will lower any operating surplus accordingly.
- Food service YTD net surplus position of \$183K is 1.35 times ahead of budget.
- The current total student balance due amounts (Bok has decreased to \$278 & LWHS has increased to \$480 compared to last month).

**Summer Food Service (411) (Unaudited)**

- No monthly activity to report until the summer food service program of breakfast and lunch starts up in June of 2016. YTD surplus of \$2,200 during the operating period of July and August.
- Program planning right now...three of our schools (PAE, LWHS, BPE) agreed to be serving sites with other non-school sites being screened.

### **Federal Programs (420) (Unaudited)**

- Grant activity represents reimbursable amounts through March 2016. Spending rates vary by grant with the overall grant activity at 53% spent YTD. The March 2016 budget to actual expenditure total comparison is on par with the March budget to actual total for last year. Major grants (Title I & IDEA) are 55% spent to date.
- Indirect cost recovery of 4.73% is not factored into the current expenditure total and will be recorded at fiscal year-end.
- Estimating the Title I carry forward amount is on hold until all reclassification activity has been processed. Projecting the IDEA carryforward amount is also pending potential reclassification of expenditures and if there is a decision to supplement/shift budgetary funds to schools over budget. Title I budget adjustment for \$36K pending approval at state level.

#### **B. Personnel Changes**

This will be presented for your review and approval at our Board Meeting this afternoon.

#### **C. LWCS Investment Policy – Resolution 03-2016**

The committee members are Robin Gibson, Brian Fisher, Keith Wadsworth & Jimmy Nelson. The policy will identify suitable investments. Trustee Fasel: Can CFO Fisher please report back to the Board quarterly on this policy. CFO Fisher: The consultant that will be working with us will only work a maximum of 10 hours. Chair Gill: The funds we'll use is outside of our operating funds correct? CFO Fisher: Correct. Vice Chair Fasel: I am comfortable with it as long as our Principals feel comfortable and we are meeting the needs of all our schools. Dr. Jackson: With our state increase of 1% this year we might have to mitigate our current situation by looking at our reserves. Chair Gill: This is a step in the right direction as long as we stick to low risk investments. Trustee Wadsworth: This policy appears to meet our objectives. It is simple and conservative and they understand Charter Schools.

CFO Fisher: We'll keep it safe and simple. Dr. Jackson: We make recommendations based on where we are. We can elevate it a little to yield higher results than the bank. Trustee Wadsworth: We do have D & O insurance correct. CFO Fisher: Yes we do. We have had it for years and it is based on our Charter Contract. It is currently with Brown & Brown. Attorney Gibson: There is also a sovereign immunity law with a max of \$100,000.

#### **D. Board of Trustees Work Session & Meeting Dates**

This will be presented for your approval at our Board Meeting this afternoon.

### **III. ATTORNEY'S REPORT**

**Robin Gibson, General Counsel**

#### **A. Attorney's Update**

We have had a disappointing relationship with the District recently with our request for academic information. We thought this was resolved but now that they have a new Superintendent it appears we have returned to the past with the stonewall for information. We have received a letter from PCSB and we have responded.

Dr. Jackson: Now that we have had an even greater demand for folks waiting to get into Bok Academy this thing has reared its head again. We have been getting this information for years.

Attorney Gibson: Our approach has never been confrontational. We get our Charter from the District and have worked well with the District.

**IV. DEVELOPMENT OFFICE REPORT                      Tammy Atmore, Development Director**

**A. Development Office Update**

Comcast Cares Day is coming up. We have many volunteers and look forward to a great event.

**V. SUPERINTENDENT'S REPORT    Dr. Jesse Jackson, Superintendent**

**A. MINUTES: March 28, 2016 BOARD OF TRUSTEES WORK SESSION AND MEETING MINUTES**

Presented for review and approval at the April 25, 2016 Board of Trustees Meeting.

**B. PRINCIPALS' UPDATES**

**Edward W. Bok Academy – Metta O'Bryant, Assistant Principal**

Testing is going well. The kids are doing well and we have also brought in food for our staff. We also gave everyone a Bok Swag t-shirt. We have CBL's which addresses different topics not normally discussed. Open Enrollment is delayed until after testing. Neil – our weather balloon has been found over by the Vero Beach area.

**Hillcrest Elementary – Jennifer Barrow, Principal**

We are working on science projects, vocabulary words, recycling etc. We are also doing budgets, staffing plans, SOAR Academy etc. Our outdoor opening was last week. We received \$6,000 from Lake Ashton grant. Ducks Unlimited gave us a donation for our Archery Team. We also had Rotary Camp, Mother's Day Cake (Publix) and the Tropicana Speech Contest is coming up.

**Janie Howard Wilson Elementary – Principal Barbara Jones**

We had our character kick off and our testing is going well. We had our Elementary Honor Society Induction. We participated in the Lakeland Green Day and received 3<sup>rd</sup> Place in the Judge's Choice Award. Bok attended also. Farm Share went well and the students performed. We have the book fair and AR celebration this week. Mrs. Charlotte Weis passed and we are working with the students and staff with their grieving. We also had a 2<sup>nd</sup> grader that was killed in a car accident.

**Dale R. Fair Babson Park Elementary – Elizabeth Tyler, Principal**

We had All Pro Dads and the speaker was Anthony Beck.

**Polk Avenue Elementary – Gail Quam, Principal**

We enjoyed our Earth Day celebration. Thanks so much to the Impact Church for sponsoring us.

**Lake Wales High School – Anuj Saran, Assistant Principal**

We have two Gates Scholars this year!

**C. NEXT MEETING DATES**

The May Board of Trustees Work Session and Board Meeting will be Monday, May 23, 2016 at Janie Howard Wilson Elementary. The Work Session will begin at 3:30 PM and the Board Meeting will begin at 5:00 PM.

**VI. OTHER BUSINESS FOR THE GOOD OF THE CAUSE**

Anuj Saran: We have two Gates Scholars this year at the High School – Eugene Smith and Joaquin Rodarte. We also had one semi-finalist Chanara Andrews. Congratulations to these students. We are very proud of their accomplishments!

Dr. Jackson: We had an outstanding Farm Share and it went very well for our community. It was not only a food give-away with Representative LaRosa's office, but it felt like a small downtown festival. The coordination of schools, churches and community volunteers were tremendous. We would like to take a minute to thank Marie Cherrington-Gray and Paula Alford (in her absence) for their hard work. We especially appreciate all the student volunteers who assisted folks to their cars etc. It was an outstanding event. Dr. Jackson presented Marie & Paula with a gift card & flowers. Thanks to all! Marie thanked Dr. Jackson and everyone for all their support!

**VII. ADJOURN**

Meeting adjourned at 5:06pm.

Respectfully Submitted,  
Marie Cherrington-Gray, Corporate Secretary

Board Approved: May 23, 2016