

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE
LEARNING EXCELLENCE FOUNDATION OF SOUTH PALM BEACH, INC.
D/B/A
IMAGINE SCHOOLS – CHANCELLOR CAMPUS

March 7, 2016

5:30 p.m.

The meeting of the Board of Directors (the “Board”) of the Learning Excellence Foundation of South Palm Beach, Inc. (the “Foundation”) d/b/a Imagine Schools-Chancellor Campus (the “School”) was held at 3333 High Ridge Road, Boynton Beach, Florida. In attendance were: board attorney , Julie Klahr and members of the Governing Board: Chris Johnson, Board Chair; Penny Pickett, Co-Chair; Tom Sutterfield, Elizabeth Stephan, Erika Singletary and Imagine employees in attendance were: Rod Sasse, Executive Vice-President; Christian Cascone, Development, Imagine Schools; Susan Onori, Principal; Stephanie Standley, Assistant Principal; Jorge Puente-Duany, Business Manager.

Penny Pickett called the meeting to order at 5:34 p.m.

Penny Pickett asked if the meeting had been properly noticed. Susan Onori reported that the meeting had been posted on the entrance/egress doors and on the Imagine-Chancellor website.

The first order of business was the approval of the minutes. Tom Sutterfield made a motion to approve the January 11, 2016 minutes. Elizabeth Stephan seconded the motion. The motion passed unanimously.

Susan Onori informed the board that she had two additions to the agenda, which would be an IDEA update and the Florida Consortium approval.

The next order of business was the principal update. Mrs. Onori informed the Board that Ms. Standley and Miss Brown went to a summit in North Carolina for 3 days. The project is called the Positivity Project sponsored through Nike. They want to pilot Imagine-Chancellor for the project. Ms. Standley informed the Board that the program ties in with the Imagine philosophy on character. Ms. Standley gave an overview of the program. Further discussion ensued regarding the project. Mrs. Onori informed the Board that the lottery for the 2016-2017 school year would be held March 8, 2016.

The next order of business was the art project update. Mary Salas informed the Board that she and Christian Cascone had been working with the City to obtain the permit. Imagine-Chancellor had to submit the original drawings of the building and once they were submitted the permit would be obtained. Tom Sutterfield requested that Mrs. Salas contact him in regards to the cost of the installation of the project before it was completed.

The next order of business were the RFP's for the cleaning service, landscaping and audit services. Mrs. Salas informed the board that she did forget to add the cleaning of the cafeteria windows and therefore would have to do an addendum to the RFP. Julie Klahr asked Mrs. Salas to contact her so she could walk her through the addendum process. The RFP's would be submitted to the newspaper after spring break. Mrs. Salas reviewed the RFP for the landscaping for the field with the Board. It was discussed that when the RFP was done for landscaping it would be for the property and the field. Mrs. Onori stated that she would like to keep Mr. Howard as the landscaper for the school property. Discussion ensued regarding the warranty of the field. Mr. Cascone suggested making a punch list for the field and submit it to Sports Turf One, Inc. The warranty expires June 15, 2016. Further discussion ensued regarding this matter. Discussion ensued regarding the condition of the grass. Mr. Sutterfield stated that there was a warranty on the grass and stated that the St. Augustine grass was in pretty bad shape. Mrs. Salas stated that a water test was done on the well water used to water the grass. Susan Onori stated that she was advised not to use the field for summer camp. Mr. Sutterfield stated that he felt the field should be able to be used for 12 months. Further discussion ensued regarding this matter. Susan Onori discussed with the Board the school liked working with Berman Hopkins for the audit. Julie Klahr stated that an RFP should be done for auditing services, but that did not mean that the school had to change. Discussion ensued regarding this matter. It was decided that an RFP would be submitted for auditing services. Julie Klahr informed the Board that an audit committee would have to be set up. Tom Sutterfield, Jorge Puente-Duany and Susan Onori volunteered to be on the committee. Mary Salas informed the Board that she had not yet completed the RFP for the painting of the building to date. She stated that it would be completed and submitted in April. Discussion ensued regarding this matter. Tom Sutterfield stated that before the building is painted the sprinklers need to be adjusted, so that the water does not continue to discolor the building.

Tom Sutterfield made a motion to create an audit committee consisting of Tom Sutterfield, Jorge Puente-Duany and Susan Onori. Elizabeth Stephan seconded the motion. The motion passed unanimously.

The next order of business was the finance update. Jorge Puente-Duany reviewed the balance sheet, income statement, cash flow statement and Budget vs Actual documents with the Board. Discussion ensued regarding these documents. Discussion ensued regarding changing the title from contingency to reserve on certain line items. Mr. Puente-Duany stated the numbers before the Board on the balance sheet were projections. Discussion ensued regarding the budget cuts that had impacted the budget and overages within the budget. Elizabeth Stephan inquired as to the increase of the indirect costs and Mr. Puente-Duany stated it was per the contract based on 8.75% of what Imagine-Chancellor receives for FTE. Mary Salas stated the repair expenditures are outside vendors. She added Mr. Bursey only worked part time, but with the building being older a full time on site maintenance position may need to be added. Discussion ensued regarding this matter.

The next order of business was an IDEA update. Mr. Sutterfield reviewed the IDEA cuts with the Board. He stated the district would not meet with him, the Consortium or the Alliance and that Imagine-Chancellor would receive a letter with what the actual cut would be. After the meeting that Mr. Sutterfield received the letter that stated Imagine-Chancellor would only receive \$36,000.00, which would be a cut of \$124,000.00. Discussion ensued regarding the approach that would be taken to present a case based on legislation. Mr. Sutterfield informed the Board he had submitted a public records request, but had yet to receive the documents requested. Mr. Sutterfield stated that the District did not release the formula that was used for the IDEA allocations. An in depth discussion ensued regarding this issue.

The next order of business was the approval of the Consortium contract. Susan Onori stated the Board would need to approve the Consortium contract for the 2015-2016 school year. She explained that Imagine-Chancellor uses the teacher evaluation system that is provided through the consortium. Tom Sutterfield made a motion to approve the Consortium contract. Elizabeth Stephan seconded the motion. The motion passed unanimously. The document was signed by Chris Johnson.

Meeting adjourned at 6:44 p.m.

Attested to By:

Chris Johnson, Chairperson

Date