



2830 Winkler Avenue #201  
Fort Myers FL 33916  
(239) 561-6611

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## **MINUTES**

### **REGULAR MEETING of the Board of Directors City of Palms Charter High School, Inc.**

**Date:** Wednesday, February 6, 2013  
**Time:** 5:30pm  
**Location:** City of Palms Charter High School  
2830 Winkler Avenue #205  
Fort Myers, FL 33916

1. **CALL to ORDER** – Mr. Humfleet called the meeting to order at 5:40pm.
2. **ROLL CALL:**
  - Board Members:**

Allen Humfleet, President	Present
April Lattanzi, Vice-President	Present
  - Other Attendees:**

Amy Rohner, CPCHS Bus Mgr, CPA's	Present
Rick Rohner, President, CPA's	Present
Sarah White, Principal	Present
Inke Baker, Potential Board Member	Present
3. **AUDIENCE / Public Comment** - None
4. **APPROVAL of AGENDA** - Mr. Humfleet asked the Board to review the agenda to determine if any items needed to be added or removed.

Motion made and seconded to approve the agenda as presented.  
Ayes: 2      Opposed: none
5. **STANDARD BUSINESS**
  - a. **Approval /Acceptance – 2012-13 Board Policy Manual** – Board reviewed.  
Motion made and seconded to approve/accept the “2012-13 Board Policy Manual” as presented.  
Ayes: 2      Opposed: none
  - b. **Approval /Acceptance – 2012-13 Employee Handbook** – Board reviewed.  
Motion made and seconded to approve/accept the “2012-13 Employee Handbook” as presented.  
Ayes: 2      Opposed: none



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**5. STANDARD BUSINESS** *(continued)*

- c. **Approval /Acceptance – 2012-13 Parent/Student Handbook** – Board reviewed.  
Motion made and seconded to approve/accept the “2012-13 Parent/Student Handbook” as presented.  
Ayes: 2      Opposed: none
- d. **Approval /Acceptance – Charter School Capital Outlay Plan FY2012-13** (July 2012) -- Board reviewed.  
Motion made and seconded to approve/accept the “Charter School Capital Outlay Plan FY2012-13” submitted July 2012 as presented.  
Ayes: 2      Opposed: none
- e. **Approval /Acceptance – 2012-13 School Improvement Plan** (August 2012) -- Board reviewed.  
Motion made and seconded to approve/accept the “2012-13 School Improvement Plan” submitted August 2012 as presented.  
Ayes: 2      Opposed: none
- f. **Approval /Acceptance – 2011-12 School Accountability Report** (October 2012) -- Board reviewed.  
Motion made and seconded to approve/accept the “2011-12 School Accountability Report” submitted October 2012 as presented.  
Ayes: 2      Opposed: none
- g. **Acceptance – Financial Statements as of and for the Six Months Ended December 31, 2012** -- Board reviewed.  
Motion made and seconded to accept the “Financial Statements as of and for the Six Months ended December 31, 2012” as presented.  
Ayes: 2      Opposed: none
- h. **Acceptance – Independent Auditor’s Report as of and for the Year Ended June 30, 2012** -- Board reviewed.  
Motion made and seconded to accept the “Independent Auditor’s Report as of and for the Year Ended June 30, 2012” as presented.  
Ayes: 2      Opposed: none
- i. **Acceptance – IRS Form 990 – Return of Organization Exempt From Income Tax FY2011-12** -- Board reviewed.  
Motion made and seconded to accept the “IRS Form 990 – Return of Organization Exempt From Income Tax FY2011-12” as presented.  
Ayes: 2      Opposed: none



# City of Palms

## Charter High School

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**a. STANDARD BUSINESS** *(continued)*

- j. **Approval /Acceptance – Principal’s Update Report** (Feb 6, 2013) -- Sarah White, Principal, reviewed the report with the Board.  
Motion made and seconded to approve/accept the “Principal’s Update Report as of February 6, 2013” as presented.  
Ayes: 2      Opposed: none

**6. NEW BUSINESS**

**a. E-RATE**

- i. **Consulting Agreement** —The Board discussed services provided during FY11-12 under the initial contract with contractor. Satisfactory application for Tier1 funding during FY11-12 has laid the foundation of trust with GTA LLC as the School moves forward to seeking replacement of computer equipment and technology in FY12-13.

Motion made and seconded to authorize signing of the agreement with GTA LLC to provide E-Rate consulting services relative to planning, processing and application for Erate Funding for the upcoming year.

Ayes: 2      Opposed: none

- ii. **E-RATE Draft Technology Plan** —The Board reviewed the “Draft Technology Plan” to be submitted with our application for Tier2 Funding. This is a plan to replace computers, servers, cabling, etc.

Motion made and seconded to approve and accept the “Draft Technology Plan” as presented.

Ayes: 2      Opposed: none

**b. BANKING**

- i. **Designation of Authorized Signer** – Robert Paul Cochrane’s resignation from the Board effective December 12, 2012 leaves the responsibility to appoint an additional authorized signers to the operating account.

Motion made and seconded to appoint Allen Humfleet, Board President, signer on the bank accounts of the City of Palms Charter High School, Inc.

Ayes: 2      Opposed: none

- ii. **Authorization to Open “School Fund” Account** -- The “School Fund” Account will be a new bank account at a depository physically close to campus so little or no cash collected for student activities (ie. Field trips, school T-shirts, testing fees, vending, etc.) is kept on campus.



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**6. NEW BUSINESS** *(continued)*

**b. BANKING** *(continued)*

**ii. Authorization to Open "School Fund" Account** *(continued)*

Motion made and seconded to authorize Business Manager to open account. Authorized signers will include Board VP - April Lattanzi, Business Manager – Amy Rohner, Principal – Sarah White.

Ayes: 2      Opposed: none

**c. LEASING UNIT 204** – As of February 2013, the FL Department of Agriculture will be moving and vacating Unit 204 (the unit in between the two sections of the School: Units 201-203 and Unit 205. Leasing this space would provide additional square footage for the School and create one contiguous space.

Motion made and seconded to authorize CPA's to pursue negotiations with Metro Park Gardens LLC relative to leasing Unit 204 in the future.

Ayes: 2      Opposed: none

**d. Governance Training** – The Board reviewed options for governance training. Motion made and seconded to authorize CPA's to contract with Kathleen Schoenberg to provide required governance training for FY2012-13/FY2013-14/FY2014-15.

Ayes: 2      Opposed: none

**e. School Leader (Principal) and Instructor Evaluation Mandates** – The Board discussed the statutorily required revisions to be made for Principal/Instructor evaluation tools. CPCHS will be required to submit evaluation tools to the School District of Lee County by April 15<sup>th</sup>, 2013 for approval. Pre-approval can be obtained working with the FLDOE-contracted trainers.

Motion made and seconded to authorize CPA's to work with FLDOE-contractors to develop new evaluation tools that will be in compliance with FL Statute and "Race-to-the-Top", including attendance at out-of-town training sessions.

Ayes: 2      Opposed: none

**f. Graduation "GRAD BASH" May 3<sup>rd</sup> or May 4<sup>th</sup>; Graduation Ceremony May 31<sup>st</sup>** – The Board discussed purchasing tickets to "Grad Bash" in Orlando and contracting a bus service to take graduates on a celebratory field-trip as has been done in past years.

Motion made and seconded to authorize field trip to Universal Studios' Grad Bash celebration for graduates.

Ayes: 2      Opposed: none



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- g. **Graduation / Reunion Celebration June 1<sup>st</sup>** – The Board discussed holding a Graduation/Reunion festival on school grounds to be held the day following graduation as a celebratory/alumni event.

Motion made and seconded to have staff evaluate interest from students, staff and alumni. If interest is high, staff is authorized to prepare a plan and budget to be presented at the next meeting of the Board.

Ayes: 2      Opposed: none

- 7. **NEXT Meeting Date** – Tentatively set for Wednesday, March 20<sup>th</sup>, 2013

- 8. **ADJOURNMENT** -- Meeting was adjourned at 9:20pm

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**CERTIFICATION**

Approved by the Board of Directors of City of Palms Charter High School, Inc. on

\_\_\_\_\_ *Date Approved*

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*Signature*

*Title*

*Date Signed*