

CITY of PALMS Charter High School, Inc.

2830 Winkler Ave #205, Fort Myers, FL 33916

September 30, 2020, 6:30pm

Board Meeting Minutes

Call to Order: 6:45pm

Present: Inke Schirrmacher, President
Avis Daniell, Treasurer
Barry Goldberg, Director
Sarah White, Principal – CPCHS/PACHS Bernadette Graham, Principal – NPCHS
Amy Rohner, CPA’s (Mgt Co) Rick Rohner, CPA’s (Mgt Co)

Comments from Audience: NONE

1. Approval of Agenda:

Motion made/seconded to approve the agenda as presented.

Ayes: 2 Abstain: None Opposed: None

NEW BUSINESS

2. Principal Reports –

- Enrollment reports – Campus vs Distance Learning
- Staff contracts in place 08/01/2020-07/31/2021
- *Distance Learning* options for Fall 2021
- Student/Parent Handbooks distributed; acknowledgments received

Motion made/seconded to accept the Principal Reports as presented.

Ayes: 2 Abstain: None Opposed: None

3. FY21 Calendar:

- FY21 Calendar follows the Lee County School District Calendar as amended for COVID-19 shut-downs. CPCHS, Inc. does not observe “half-days”.

Motion made/seconded to approve the AMENDED—FY21 Calendar as presented.

Ayes: 2 Abstain: None Opposed: None

4. FY21 Out-of-Field Teachers –

Motion made/seconded to approve “Out of Field” Teachers for Fall Semester as presented.

Ayes: 2 Abstain: None Opposed: None

5. FY21 Board Policy Manual –

Motion made/seconded to approve the FY21 Calendar as presented.

Ayes: 2 Abstain: None Opposed: None

6. FY21 Employee Policy Handbook –

Motion made/seconded to approve the FY21 Employee Policy Handbook as presented.

Ayes: 2 Abstain: None Opposed: None

7. FY21 Parent-Student Handbook –

Motion made/seconded to approve the FY21 Parent-Student Handbook as presented.

Ayes: 2 Abstain: None Opposed: None

NEW BUSINESS (continued)

8. FY21 Emergency Response Handbook –

Motion made/seconded to approve the FY21 Emergency Response Handbook as presented.

Ayes: 2 Abstain: None Opposed: None

9. FY21 Mental Health Assistance Allocation Plan –

Motion made/seconded to approve the FY21 Mental Health Assistance Allocation Plans as presented – reimbursing Dr. Crawford’s (Guidance Counselor) salary.

Ayes: 2 Abstain: None Opposed: None

10. FY21 FSSAT Plan –

Motion made/seconded to approve the FY21 FSSAT Plans as presented.

Ayes: 2 Abstain: None Opposed: None

11. FY21 Safety and Security Grant Budgets –

Motion made/seconded to approve the FY21 Safety and Security Grant Budgets as presented.

Ayes: 2 Abstain: None Opposed: None

12. FY21 ESSER I Grants –

Motion made/seconded to approve the FY21 ESSER I Grants budgets as presented.

Ayes: 2 Abstain: None Opposed: None

13. FY21 SRO Contracts –

Approval of Contract with Lee County Sheriff’s Office to provide one SRO at CPCHS, one SRO at PACHS and one SRO at NPCHS for FY21.

Motion made and seconded to approve SRO Contract with LCSO as presented.

Ayes: 2 Abstain: None Opposed: None

OTHER BUSINESS

13. Review of FY20 Audit Reports:

Motion made and seconded to accept the FY20 Audit Reports as presented.

Ayes: 2 Abstain: None Opposed: None

14. Holiday Bonuses -

Motion made and seconded to give each employee a net check of \$100 as a “Holiday Bonus”. Due to concerns surrounding COVID-19, the Holiday Dinner Party is cancelled for FY21.

Ayes: 2 Abstain: None Opposed: None

14. Next Meeting – Tentatively set for December 1, 2020

ADJOURNMENT – 9:30pm

CITY of PALMS Charter High School, Inc.

2830 Winkler Ave #205, Fort Myers, FL 33916

February 3, 2021, 6:30pm

Board Meeting Minutes

Call to Order: 6:35pm

Present: Inke Schirmmacher, President
Avis Daniell, Treasurer
Barry Goldberg, Director
Sarah White, Principal – CPCHS/PACHS
Amy Rohner, CPA's (Mgt Co)

Bernadette Graham, Principal – NPCHS
Rick Rohner, CPA's (Mgt Co)

Comments from Audience: NONE

1. Approval of Agenda:

Motion made/seconded to approve the agenda as presented.

Ayes: 2 Abstain: None Opposed: None

NEW BUSINESS

2. Principal Reports –

- Enrollment reports – Campus vs Distance Learning (Oct counts)
- *Distance Learning Reports* for Fall 2021
- *Distance Learning* options to continue for Spring 2021

Motion made/seconded to accept the Principal Reports as presented.

Ayes: 2 Abstain: None Opposed: None

3. Election of Officers –

Inke Schirmmacher – President; Barry Goldbert – Vice President; Avis Daniell – Treasurer

Motion made/seconded to accept and approve the appointment of Board officers for FY21

Ayes: 2 Abstain: None Opposed: None

4. Palm River CHS – CSP Application:

Motion made/seconded to approve application for CSP Grant in Spring 2021.

Ayes: 2 Abstain: None Opposed: None

5. FY21 Out-of-Field Teachers –

Motion made/seconded to approve “Out of Field” Teachers for Spring Semester as presented.

Ayes: 2 Abstain: None Opposed: None

6. CPCHS, Inc. -- FY21 SPRING Re-Opening Plan

Motion made/seconded to approve “FY21 Spring Re-Opening Plan” as presented.

Ayes: 2 Abstain: None Opposed: None

7. CPCHS COVID19 CSP Grant –

On December 24, 2020, CPCHS was awarded a grant of \$114,748 to purchase equipment for students’ use during COVID19 distance-learning.

Motion made/seconded to accept the grant monies and to spend same by July 16, 2021.

Ayes: 2 Abstain: None Opposed: None

NEW BUSINESS (continued)

8. Safety + Security – Building Hardening Grants TAPS#21A-097

Motion made/seconded to approve “TAPS#21A-097 Bldg Hardening Grants” as presented.

Ayes: 2 Abstain: None Opposed: None

9. K-12 CIVICS Literacy Booklist Grant

Motion made/seconded to approve “TAPS#21A-097 Bldg Hardening Grants” as presented.

Ayes: 2 Abstain: None Opposed: None

10. Teacher Salary Increase Allocation

Motion made/seconded to approve the Teacher Salary Increase Allocation for all Schools as one combined plan as presented.

Ayes: 2 Abstain: None Opposed: None

11. Financial Reports –

Motion made/seconded to accept the financial statements as of and for the six months ended December 31, 2020 as presented.

Ayes: 2 Abstain: None Opposed: None

12. Human Resources –

Motion made/seconded to accept the resignations of Michael Miller (August 2020); Susan Iacono (November 2020); Jeff-Bensen Alexandre (December 2020).

Ayes: 2 Abstain: None Opposed: None

13. Graduation –

Motion made/seconded to cancel large graduation programs in lieu of “Drive-By” Graduation Parades to be held on June 5th, 2021.

Ayes: 2 Abstain: None Opposed: None

OTHER BUSINESS

14. None

15. Next Meeting – Tentatively set for March 24, 2021

ADJOURNMENT – 8:45pm

CITY of PALMS Charter High School, Inc.

2830 Winkler Ave #205, Fort Myers, FL 33916

March 24, 2021, 6:30pm

Board Meeting Minutes

Call to Order: 6:30pm

Present: Inke Schirrmacher, President
Avis Daniell, Treasurer
Barry Goldberg, Director
Sarah White, Principal – CPCHS/PACHS Bernadette Graham, Principal – NPCHS
Amy Rohner, CPA’s (Mgt Co) Rick Rohner, CPA’s (Mgt Co)

Comments from Audience: NONE

1. Approval of Agenda:

Motion made/seconded to approve the agenda as presented.

Ayes: 2 Abstain: None Opposed: None

NEW BUSINESS

2. Principal Reports –

- Enrollment reports – Campus vs Distance Learning (Feb counts)

Motion made/seconded to accept the Principal Reports as presented.

Ayes: 2 Abstain: None Opposed: None

3. AMENDED FY21 Budget –

Motion made/seconded to approve the FY21 amended budget based on February count data and expenditures through January 2021.

Ayes: 2 Abstain: None Opposed: None

4. FY22 Enrollment Projections –

Motion made/seconded to accept the Lee County School District’s projected enrollment figures for FY22 as presented.

Ayes: 2 Abstain: None Opposed: None

5. Financial Reports –

Motion made/seconded to accept the financial statements as of and for the eight months ended February 28, 2021 as presented.

Ayes: 2 Abstain: None Opposed: None

6. Employee Health Insurance –

Motion made/seconded to evaluate the cost to employees of their paying part of their employee health insurance after raises from TSIA are put into effect..

Ayes: 2 Abstain: None Opposed: None

OTHER BUSINESS

7. None

8. Next Meeting – Tentatively set for May 27, 2021

ADJOURNMENT – 8:20pm

CITY of PALMS Charter High School, Inc.

2830 Winkler Ave #205, Fort Myers, FL 33916

June 28, 2021, 5:45pm

Board Meeting Minutes

Call to Order: 5:45pm

Present: Inke Schirrmacher, President
Avis Daniell, Treasurer
Barry Goldberg, Director
Bernadette Graham, Principal – NPCHS
Amy Rohner, CPA’s (Mgt Co)
Rick Rohner, CPA’s (Mgt Co)

Absent: Sarah White, Principal – CPCHS/PACHS

Comments from Audience: NONE

1. Approval of Agenda:

Motion made/seconded to approve the agenda as presented.

Ayes: 2 Abstain: None Opposed: None

NEW BUSINESS

2. Principal Reports –

- CPCHS / PACHS – Presented written report from Sarah White
- NPCHS – Presented in person by Bernadette Graham

Motion made/seconded to accept the Principal Reports as presented.

Ayes: 2 Abstain: None Opposed: None

3. Human Resources –

- Approval of FY22 CPCHS Inc Compensation Plan
- Approval of FY22 Base Salaries
- Approval of changing EMR Health Insurance contribution from 100% coverage for EMP to EMR contribution of \$400 per month towards EMP’s health insurance coverage.
- Authorization to prepare FY22 Annual Employment Contracts beginning 08/01/2021 through 07/31/2022
- Approval of “Permanent Substitute Teacher” base salary at \$45,000 annually
- Approval of modification to “Reduction in Force Policy” to include as **Step 1 – Reduce employee hours; Step 2 – Place employees on furlough according to seniority within employment group (ie. Teachers, Instructional Support, Admin)**
- Approval of Principal Bonuses – Sarah White \$5,000; Bernadette Graham \$3,000

Motion made/seconded to approve the above-listed changes related to FY22 HR policies.

Ayes: 2 Abstain: None Opposed: None

4. Palm River CHS – CSP Application:

Motion made/seconded to accept FLDOE’s denial of the application for CSP Grant funding.

Ayes: 2 Abstain: None Opposed: None

5. NPCHS FTE Audit by Auditor General –

Motion made/seconded to appeal any findings by the office of the *FL Auditor General* as a result of the FTE audit conducted at Northern Palms Charter High School during Spring 2021.

Ayes: 2 Abstain: None Opposed: None

NEW BUSINESS (continued)

6. Calendars –

- **FY22 Board Meeting Calendar**

Motion made/seconded to approve the BOARD MEETING Calendar for FY22.

Ayes: 2 Abstain: None Opposed: None

- **FY22 INSTRUCTIONAL Calendar**

Calendar is the same as the Instructional Calendar of the Lee County School District except that the CPCHS, Inc. calendar does not recognize “half-days”.

Motion made/seconded to approve the FY22 Instructional Calendar as presented.

Ayes: 2 Abstain: None Opposed: None

7. Contracts –

- **Insurance –**

Motion made/seconded to change insurance agents to *EGIS Advisors/ Florida Insurance Alliance* for all policies renewing after 07/01/2021.

Ayes: 2 Abstain: None Opposed: None

- **Auditors –**

Motion made/seconded to approve McCrady and Associates as auditors for FY21 for City of Palms CHS, Palm Acres CHS and Northern Palms CHS including preparation of the corporate Form 990.

Ayes: 2 Abstain: None Opposed: None

8. Finance –

- **FY22 Budgets –**

Motion made/seconded to approve the Proposed FY22 General Fund Budgets.

Ayes: 2 Abstain: None Opposed: None

- **Contribution from Palm Acres CHS to City of Palms CHS and to Northern Palms CHS**

Motion made/seconded to authorize contributions from PACHS to CPCHS and to NPCHS in an amount sufficient to eliminate FY22 losses at CPCHS and at NPCHS.

Ayes: 2 Abstain: None Opposed: None

9. Grants –

- Motion made/seconded to accept the *Grant Summary Report @ June 30,2021.*

Ayes: 2 Abstain: None Opposed: None

- Motion made/seconded to accept the changes (amendments) to any grants received during FY21.

Ayes: 2 Abstain: None Opposed: None

- Motion made/seconded to request the Lee County School District to carry FSSAT funds from FY21 forward to be combined with funds for FY22.

Ayes: 2 Abstain: None Opposed: None

- Motion made/seconded to use MHAAP funds to offset salary of Dr. Crawford for FY22.

Ayes: 2 Abstain: None Opposed: None

OTHER BUSINESS

10. CAPITAL OUTLAY FY22—

Motion made/seconded to approve Capital Outlay Applications for FY22.

Ayes: 2 Abstain: None Opposed: None

OTHER BUSINESS (continued)

11. ALYSSA's Alert –

Motion made/seconded to approve purchase of “app” from *FL State Approved Vendor List*.
“App” will be downloaded on staff school cell phones for use during FY22.

Ayes: 2 Abstain: None Opposed: None

12. COGNIA Accreditation –

Motion made/seconded to accept accreditation progress report. Review of all schools as a
“system” is scheduled for Spring 2022.

Ayes: 2 Abstain: None Opposed: None

13. GOVERNANCE –

- Training – Schirmmacher and Daniell need 2-Yr Refresher Course by April 2022
- Fingerprinting – All Board members to be fingerprinted before October 2021

14. Next Meeting – Tentatively set for August 25, 2021

ADJOURNMENT – 8:45pm