

**Minutes**  
**School Board of The Harlem Heights Community Charter School**  
**15570 Hagie Drive, Fort Myers, FL**  
**February 15, 2016**

The School Board of The Harlem Heights Community Charter School met in regular session Monday, February 15, 2016 at 6:00 pm, with Board Members Tracie Bagans, Jan-Erik Hustrulid, Kathryn Kelly and , Susan Ryan present. Chair Jan-Erik Hustrulid presided.

Also present were: Kim Agypt, Don Korn, Debra Mathinos, Lynn Saez and Jim Sanger.

- I. **Call to Order** – Mr. Hustrulid called the meeting to order at 6:01 p.m.

*Time:*

- II. **Roll Call** – Secretary/Treasurer Ryan declared a quorum with all Board Members present.

- III. **Public Comments** - None

- IV. **Executive Report** – Mr. Hustrulid

- i. Recommend approval of the appointment of the following individuals to serve as members of the Governing Board of the Harlem Heights Community Charter School:
  - i. Kim Agypt
  - ii. Don Korn
  - iii. Lynn Saez
  - iv. Pete Saez

*Motion by Ms. Ryan, seconded by Ms. Bagans, to approve the appointment of Kim Agypt, Don Korn, Lynn Saez and Pete Saez to serve as members of the governing Board of the Harlem Heights Community Charter School. **There being no discussion, vote was taken and the motion unanimously carried.***

- V. **Election of Officers** – Mr. Hustrulid

- i. Nominations for the position of Board Chair

*Mr. Hustrulid called for nominations for the position of Board Chair.*

*Ms. Kelly nominated Don Korn.*

*Motion by Ms. Ryan, seconded by Ms. Kelly to appoint Don Korn as Board Chair. **There being no discussion, vote was taken and the motion unanimously carried.***

- ii. Nominations for the position of Board Vice-Chair

*Mr. Korn called for nominations for the position of Board Voce-Chair.*

*Ms. Ryan nominated Mrs. Agypt.*

*Motion by Ms. Ryan, seconded by Ms. Kelly to appoint Kim Agypt as Board Vice-Chair.*

***There being no discussion, vote was taken and the motion unanimously carried.***

- iii. Nominations for the position of Board Secretary/Treasurer

*Mr. Korn called for nominations for the position of Board Secretary/Treasurer.*

*Mrs. Agypt nominated Susan Ryan.*

*Motion by Mrs. Agypt, seconded by Mr. Hustrulid to appoint Susan Ryan as board*

*Secreatry/Treasurer. **There being no discussion, vote was taken and the motion***

***unanimously carried.***

#### **VI. Governance and Board Policy – Mr. Korn**

- i. Recommend acceptance of the resignation of Jan-Erik Hustrulid as a member of the Governing Board of the Harlem Heights Community Charter School.

*Motion by Ms. Bagans, seconded by Ms. Kelly, to accept the resignation of Jan-Erik Hustrulid as a member of the Governing Board of the Harlem Heights Community Charter School. Mr. Hustrulid was thanked for his service to the Board. **There being no further discussion, vote was taken and the motion unanimously carried.***

- ii. Recommend acceptance of the resignation of Tracie Bagans as a member of the Governing Board of the Harlem Heights Community Charter School.

*Motion by Ms. KJelly, seconded by Mrs. Agypt, to accept the resignation of Tracie Bagans as a member of the Governing Board of the Harlem Heights Community Charter School. Ms. Bagans was thanked for her service to the Board. **There being no further discussion, vote was taken and the motion unanimously carried.***

- iii. Recommend approval of the By-Laws of The Harlem Heights Community Charter School (Attachment 1)

*Motion by Ms. Ryan, seconded by Mrs. Agypt to approve the By-Laws of The Harlem Heights Community Charter School. Mr. Korn sought clarification of Corporation and Board relationship. Ms. Kelly provided clarification. **There being no further discussion, vote was taken and the motion unanimously carried.***

- iv. Recommend adoption of Nondiscrimination Policy (Attachment 2)

*Motion by Ms. Kelly, seconded by Ms. Ryan to adopt the Nondiscrimination Policy. **There being no discussion, vote was taken and the motion unanimously carried.***

- v. Recommend adoption of Conflict of Interest policy (Attachment 3)

*Motion by Ms. Ryan, seconded by Mrs. Agypt to adopt the Conflict of Interest Policy. **There being no discussion, vote was taken and the motion unanimously carried.***

- vi. Recommend approval of the Lease Agreement between The Harlem Heights Charter School and The Heights Land Company (Attachment 4)

*Ms. Kelly and Ms. Ryan recused themselves.*

*Motion by Mrs. Agypt, seconded by Mrs. Saez to approve the Lease Agreement between The Heights Land Company and The Harlem Heights Community Charter School. **There being no further discussion, vote was taken and the motion carried with Ms. Ryan and Ms. Kelly absent for the vote.***

- vii. Establishment of Board meeting schedule

viii.

*Mr. Korn led the discussion of best meeting times for all Board Members. Motion by Mrs. Agypt, seconded by Ms. Ryan that the Board Meetings would be held every third Monday of the month at 6:00 p.m. **There being no further discussion, vote was taken and the motion unanimously carried.***

## **VII. Personnel – Mrs. Agypt**

- i. Recommend approval to hire Dr. Debra Mathinos to serve as Charter School Director at a first year salary of \$15,375 with prorated benefits effective March 1, 2016 pending the outcome of Level II screening.

*Ms. Ryan questioned if the salary amount identified was a supplement to the current compensation Dr. Mathinos receives for her position with the Heights Center. Ms. Kelly indicated it was not. Mrs. Agypt requested clarification as to the meaning of prorated benefits. This clarification was provide by Ms. Kelly. **There being no further discussion, vote was taken and the motion unanimously carried.***

**VIII. Director's Report – Dr. Mathinos**

i. Board Member paperwork

*Dr. Mathinos asked new Board Members to complete their biographical data sheet, sign and return their Board Member Agreement, complete their Level II screenings and register for Board Member Training.*

ii. Enrollment/Marketing

*Dr. Mathinos informed the Board of current enrollment figures and provided an update on marketing activities to date.*

iii. Charter School Implementation Grant

*Dr. Mathinos informed the Board of the steps yet to be completed prior to submission of the School's application to the Florida Department of Education.*

iv. Budget

*Dr. Mathinos informed the Board that they would be approving the 2016-2017 School Budget at the March meeting and briefly described the format in which the Budget would appear.*

**IX. Board Comments**

*None*

**X. Adjournment**

*Motion by Ms. Ryan, seconded by Mrs. Agypt to adjourn the meeting of the Board. **There being no further discussion, vote was taken, the motion unanimously carried and the meeting adjourned at 7:04 p.m.***