

Minutes
School Board of The Harlem Heights Community Charter School
15570 Hagie Drive, Fort Myers, FL
March 21, 2016

The School Board of The Harlem Heights Community Charter School met in regular session Monday, March 21, 2016 at 6:00 pm, with Board Members Kim Agypt, Don Korn , Susan Ryan and Lynn Saez present. Board Members Kathryn Kelly and Pete Saez were absent. Chair Don Korn presided.

Also present were: Debra Mathinos and Kristin Vollmer

I. Call to Order – Mr. Korn called the meeting to order at 6:08 p.m.

II. Roll Call – Dr. Mathinos

Mrs. Agypt - present

Ms. Kelly - absent

Ms. Ryan - present

Mrs. Saez - present

Mr. Saez - absent

Mr. Korn - present

III. Public Comments

None

IV. Approval of Minutes- Mr. Korn

- i. Recommend approval of the minutes from February 15, 2016 Regular Board Meeting.
(Attachment 1)

*Motion by Ms. Ryan, seconded by Mrs. Agypt, to approve the minutes from the February 15, 2016 Regular board Meeting. **There being no discussion, vote was taken and the motion unanimously carried.***

V. Governance - Mr. Korn

- i. Recommend acceptance of the resignation of Kathryn Kelly as a member of the Governing Board of the Harlem Heights Community Charter School.

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

VI. Finance – Ms. Ryan

- i. Recommend approval of the proposed Budget for Planning Period (January-June, 2016). (*Attachment 2*)

*Motion by Mrs. Agypt, seconded by Mr. Korn to approve the proposed Budget for Planning Period. Mr. Korn asked for information on how expenditures would be tracked. Ms. Ryan explained the process that would be utilized by the school administration and how information would be shared monthly with the Board of Directors. **There being no further discussion, vote was taken and the motion unanimously carried.***

- ii. Recommend approval of the proposed Budget for 2016-2017 Academic Year (July, 2016-June, 2017) (*Attachment 3*)

*Motion by Mrs. Agypt, seconded by Mr. Korn to approved the proposed Budget for the 2016-2017 academic year (July, 2016-June, 2017). Dr. Mathinos indicated that potential monies to be obtained through the state Charter School Grant were not reflected in the budget. **There being no further discussion, vote was taken and the motion unanimously carried.***

VII. Legislative and Policy – Mrs. Saez

- i. Recommend adoption of GEPA Policy (*Attachment 4*)

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

- ii. Recommend adoption of Enrollment/Admissions Policy (*Attachment 5*)

*Motion by Mrs. Agypt, seconded by Ms. Ryan to adopt the Enrollment/Admissions Policy. Mrs. Agypt and Ms. Ryan asked for clarification of the audience for this policy, expressing some concern that parents would not completely understand the enrollment/admissions procedures. Dr. Mathinos clarified that the information provided on the website and in materials provided to parents uses a more simplified language while keeping to the intent of the policy. **There being no further discussion, vote was taken and the motion unanimously carried.***

- iii. Recommend adoption of Procurement Policy (*Attachment 6*)

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

- iv. Recommend adoption of Segregation of Financial Duties Policy (*Attachment 7*)

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

- v. Recommend adoption of Inventory Control Policy (*Attachment 8*)

*Motion by Ms. Ryan, seconded by Mrs. Agypt to adopt the Inventory Control Policy. Ms. Ryan commented on the ability of Quickbooks to assist in Inventory control. Mrs. Agypt questioned how it would be known which funds were used to purchase which inventoried items. Dr. Mathinos and Ms. Ryan explained the use of sub-codes in expenditures to identify funding sources. **There being no further discussion, vote was taken and the motion unanimously carried.***

VIII. Director's Report - Dr. Mathinos

- i. Employee Recruitment

Dr. Mathinos introduced Kristin Vollmer to the Board and asked that she share information about her background and experiences. Several Board members followed up with questions for Ms. Vollmer. Dr. Mathinos provided an update of number of applicants for each open position and provided the tentative timeline for hiring.

- ii. Board Member paperwork

Dr. Mathinos thanked Board members for completing their required training and reminded Members to turn in their Bio forms.

- iii. Enrollment/Marketing

Dr. Mathinos updated the Board on current enrollment figures. She indicated that the School web-site is scheduled to "go live" April 2nd and shared the proposed Mascot and School Logo with the Board.

- iv. Charter School Implementation Grant

Dr. Mathinos informed the Board that the grant has been submitted to the Department of Education, with an anticipated decision on the grant funding by May.

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 7:35 p.m.***