

**Students**

**Integrity**

**Fiscal Responsibility**

**Learning**

**People**

**Teamwork**

**Commitment**

**Accountability**

**High Standards**



# **Four Corners Charter School**

**BOARD OF DIRECTORS' MEETING  
March 10, 2014**





**FOUR CORNERS CHARTER SCHOOL, INC.  
BOARD MEETING  
Monday, March 10, 2014  
Agenda**

**Call To Order**

**Roll Call**

- I. Administrative Items**
  - Approval of Minutes from February 5, 2014
  
- II. School Report**
  - Student Enrollment Breakdown
  
- III. Financials**
  - January 2014 Financials
  - HVAC Renovation Remaining Balance
  
- IV. Old Business**
  - New Flooring Proposal Review
  - Gymnasium Proposal Review
  - Technology Proposal Review
  - Benchmark Data Breakdown
  
- V. New Business**
  - Strategic Planning
  
- VI. Public Comment**
  
- VII. Adjournment**

**◀ Next Meeting: Thursday, June 5, 2014 at 2pm at Osceola District Office ▶**

# MEETING MINUTES

**Name of Foundation:** Four Corners Charter School, Inc.  
**Board Meeting:** February 5, 2014

**School(s):** Four Corners Charter School

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
02.05.2014	3:12 p.m.	5:02 p.m.	03.10.2014	2:00 p.m.	M. Schrader
<b>Meeting Location:</b>					
Osceola County District Office, 799 Bill Beck Blvd., Kissimmee, FL 34744					

<b>Attended by:</b>	
<b>BOARD MEMBERS:</b>  Tim Weisheyer, Chairman Jay Wheeler, Director Kelvin Soto, Director  <b>Absent:</b> Bill Mathias, Director Tod Howard, Director	<b>OTHER ATTENDEES:</b>  Denise Thompson, Principal, FCCS Melissa Schrader, Governing Board Coordinator, CSUSA Keisha Smith, Director of Board Governance, CSUSA Tikkitra Mizell, Financial Analyst, CSUSA April Williams, Regional Director, CSUSA Jeremy Serna, Mgr. of Performance Analysis, CSUSA Gary Sermersheim, Osceola School District Sonia Esposito, Osceola School District Dan Capolla, Facilities, CSUSA Gary Glassman, Esq., Brown, Garganese, Weiss & D'Agresta, P.A. Alexis Lewin, Manager of FP&A, CSUSA Angela Barner, Sr. Accountant, Osceola District

## **CALL TO ORDER**

Pursuant to public notice, the parent facilitator meeting commenced at 3:12 p.m. with a Call to Order by Chairman Weisheyer. Roll call was taken and quorum was established.

Chairman Weisheyer introduced himself to the Board Room attendees and expressed his excitement and gratitude for the opportunity to serve as Chairman of the FCCS, Inc. Board.

## **I. ADMINISTRATIVE**

### Approval of Minutes from October 1, 2013

Chairman Weisheyer asked the Board to review the minutes from the October 1, 2013 Governing Board meeting and note any corrections or modifications. The minutes stand.

**ACTION:** Motion made by Jay Wheeler with a second by Kelvin Soto to approve the October 1, 2013 Governing Board minutes of the Four Corners Charter School, Inc. The motion was approved 3-0 (2 absent).

## **II. SCHOOL REPORT**

- Principal Denise Thompson discussed the provided school report indicating 1067 as Total Enrollment for January 2014.
- Principal Thompson discussed recent school and community activities.

- Jay Wheeler asked Principal Thompson if she could please provide a wish list of Capital Improvements for the Board to review such as a possible new indoor gymnasium. This was taken as an action to get a quote from CSUSA Facilities Department. Melissa Schrader stated that she will discuss with Facilities Department and report back for the next meeting.
- Jay Wheeler requested a breakdown of which counties the FCCS students reside. Principal Thompson stated she will research that for the next meeting.
- Chairman Weisheyer stated that it may be time for the Board to explore capital improvement feasibility yet keep with CSUSA's improvement plan.

### III. FINANCIALS

#### FY14 Q2 - CSUSA

- Tikkitra Mizell reported the Revenues and Expenditures for FCCS.

**ACTION: Motion made by Jay Wheeler with a second by Kelvin Soto to approve the FY14 Q2 FCCS Financials. The motion was approved 3-0 (2 absent).**

#### Quarter 2 Financials - Osceola District

- Angela Barner reported the Quarter 2 Financials for FCCS.

**ACTION: Motion made by Jay Wheeler with a second by Kelvin Soto to approve the Quarter 2 FCCS Financials. The motion was approved 3-0 (2 absent).**

#### FCCS, Inc. Audit - Osceola District

- Angela Barner reported clean audit findings.

**ACTION: Motion made by Jay Wheeler with a second by Kelvin Soto to approve the audit findings. The motion was approved 3-0 (2 absent).**

### IV. NEW BUSINESS

#### Benchmark Two Data

- Regional Director, April Williams reported the Benchmark Two data to the Board.
- The Board requested last year's comparison data. Melissa Schrader took that as an action item to notify the Education Team of the request.

#### Mid-Year Survey Results

- Jeremy Serna introduced himself to the Board and reviewed the Mid-Year 2013-2014 Parent and Staff Survey Results and discussed the Survey Administration reporting timeline, survey research criteria, survey categories and school level factors.
- Regional Director, April Williams reported the results for both Parent and Staff Surveys.

### Bylaw Amendment Review Approval

- Board counsel, attorney Gary Glassman of Brown, Garganese, Weiss & D'Agresta, P.A. presented the Resolution authorizing the amendments to the Bylaws along with the drafted amended Bylaws.
- Attorney Glassman stated that these changes were requested to be made by the Lake County members as it relates to the Lake County members.

**ACTION:** Motion made by Jay Wheeler with a second from Kelvin Soto to approve the Resolution of the Board of Directors of the Four Corners Charter School, Inc., authorizing and directing certain amendments to the Bylaws. The motion was approved 3-0 (2 absent).

### **V. OLD BUSINESS**

#### 2013-2014 Board Meeting Calendar Discussion

- The Board discussed next two meeting dates of the FCCS, Inc. Board of Directors and was determined for 3/10/2014 at 2:00 p.m. and 6/5/2014 at 2:00 p.m. both at the Osceola School Board Office.

#### Governance Training

- Melissa Schrader discussed the governance training requirement.
- The Board members stated that they will complete their governance training by the next meeting date.

### **VI. OPEN FORUM**

- Chairman Weisheyer asked the Board if anyone had anything to add to Open Forum.
- Sonia Esposito stated that CSUSA has sent a letter to the District for a 15 year renewal and the decision date is set for 2/18/2014.
- Keisha Smith introduced to board members the strategic planning presentation that would be conducted by CSUSA staff. The presentation will be included in the next board meeting.

### **VII. ADJOURNMENT**

**ACTION:** Motion made to adjourn the February 5, 2014 FCCS, Inc. Governing Board meeting. The motion was approved 3-0 (2 absent).

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Tim Weisheyer, Chairman

Date: \_\_\_\_\_

**FOUR CORNERS CHARTER SCHOOL**  
Principal Denise Thompson

**The Board of Directors' School Report**  
Date: Monday, March 10, 2014

**I. Enrollment (Month End)**

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Total Enrollment</b>		1061	1051	1063	1064	1054	1061	1071				
<b>Budgeted Enrollment</b>		986	986	986	986	986	986	986				
<b>% in Attendance</b>		94%	98%	97%	96%	95%	97%	98%				
<b># of Student Withdrawals</b>		42	10	17	9	13	9	3				
<b># of Suspensions</b>		0	0	0	0	0	0	0				

**II. Reasons For Withdrawal:**

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Moving Out of Area</b>	32	6	13	7	12	9	2				
<b>Curriculum</b>											
<b>Sport/ExtraCurricular</b>											
<b>Transportation/Busing</b>	10	4	3								
<b>Uniforms</b>											
<b>Not Satisf w Teacher</b>											
<b>Not Satisf w Adminis</b>			1								
<b>Volunteer Hours</b>											
<b>Discipline</b>											
<b>Other: Please indicate why:</b> 1. Homeschooling 2. 3.				2	1		1				

**III. Staffing Update**

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b># of New Staff</b>	14	1					1				
<b>Grade &amp; Subject Area of Open Positions:</b>	8 <sup>th</sup> grade Language Arts										
<b>Reasons for Leaving:</b>	Personal										
<b>Additions Since Last Report:</b>	1 8 <sup>th</sup> grade Language Arts										
<b>Leadership Training/Leading Edge Update:</b> <i>Participation:</i> <i>Names:</i> <i>Position:</i>	Jean Smith, Katrice Pendergraph Curriculum Specialist										

## IV. School Update

School Site Visit:	
Monthly Updates on School Improvement Plan/Strategic Plan <i>Date &amp; Agenda of Last SAC Mtg:</i>  <i>Professional Dev Topics for the Month:</i>  <i>PTC Updates:</i>	The last SAC meeting was held on January 14 <sup>th</sup> We did not have a meeting in February. Our next SAC meeting is Tuesday March 11 <sup>th</sup> .  FCAT Crunch Time Strategies  No change since last report.

## V. Facility Update

Cleaning:	Routine cleaning
Maintenance:	Routine maintenance
Building:	Pressure washing
Outdoor Areas:	Lawn maintenance, new mulch

## VI. School/PTO/Community Activities

Event:	Book Fair continues
Event:	Mardi Gras March 7th
Event:	
Event:	
Event:	

## VII. Technology (New Equipment, New Software, SIS, etc.)

Event:	None at this time.
Event:	
Event:	

## VIII. Reports Specific To This Month *(This will vary month to month)*

<b>MONTH: FEBRUARY</b>		
Student Enrollment: 1071	Recommits:	Waiting List: 727
Osceola 160	New Enrollment: 18	Osceola 15
Orange 11	Wait List: 727	Orange 24
Lake 212	Elem 504	Lake 42
Polk 798	Middle 223	Polk 646

**Charter Schools USA**  
**FOUR CORNERS CHARTER SCHOOL**  
**Actual vs. Budget vs. Forecast Variance Analysis**  
*As of the Period Ending January 31, 2014*

	YTD					\$ YTD Effect	Explanation (15% and \$2,000)	Annual Forecast	Annual Budget	Variance	% Variance	\$ Annual Effect
	YTD	Actual	Budget	Variance	% Variance							
<b>ENROLLMENT (per school's record)</b>		<b>1,063</b>	<b>1,057</b>	<b>6</b>	<b>1%</b>			<b>1,063</b>	<b>1,057</b>	<b>6</b>	<b>1%</b>	
<b>ENROLLMENT (per funding source)</b>		<b>1,059</b>	<b>1,057</b>	<b>2</b>	<b>0%</b>	<b>\$ 6,983</b>	Funded on 2 students more than budgeted	<b>1,059</b>	<b>1,057</b>	<b>2</b>	<b>0%</b>	<b>\$ 35,913</b>
<b>ENROLLMENT (accrued/deferred)</b>		<b>4</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>\$ 13,969</b>	Revenue deferred for 4 fewer student Current Rate /student favorable by \$1 - includes Governor's Salary Increase	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	
<b>RATE PER STUDENT</b>	<b>\$</b>	<b>5,987</b>	<b>\$ 5,985</b>	<b>\$ 1</b>	<b>0%</b>	<b>\$ 728</b>		<b>\$ 5,987</b>	<b>\$ 5,985</b>	<b>\$ 1</b>	<b>0%</b>	<b>\$ 1,246</b>
<b>REVENUES</b>												
<b>Earned Capitation</b>												
State Capitation / Student	\$	3,712,192	\$ 3,690,512	\$ 21,680	1%	see above		\$ 6,363,757	\$ 6,326,592	\$ 37,165	1%	
Fed./State Grants		7,572	-	7,572	100%	RTT payment received in Jan-14		7,572	-	7,572	100%	
Florida Teacher Lead Program		15,662	-	15,662	100%	Revenue was not budgeted and is offset by expense below		15,662	-	15,662	100%	
Capital Outlay Funding		269,505	218,890	50,615	23%	Actual funding higher than anticipated in budget		458,247	375,240	83,007	22%	
District Fee Refund (>250 students)		56,783	56,357	426	1%			97,100	96,612	488	1%	
<b>Total Earned Capitation</b>		<b>4,061,714</b>	<b>3,965,759</b>	<b>95,955</b>	<b>2%</b>			<b>6,942,339</b>	<b>\$ 6,798,444</b>	<b>143,895</b>	<b>2%</b>	
Private Grants / Contributions		4,500	-	4,500	100%	Donation from PTO for Netbooks		4,500	-	4,500	100%	
Before and Aftercare Revenue		43,965	54,963	(10,998)	-20%	Lower participation than budgeted		80,660	\$ 92,602	(11,943)	-13%	
Other Revenue		4,909	-	4,909	100%	Sales of Agendas was not budgeted - offset by expense		4,909	\$ -	4,909	100%	
Miscellaneous Income		3,688	21,918	(18,230)	-83%	Due to timing of e-rate revenue to be received		41,115	\$ 37,574	3,541	9%	
<b>TOTAL REVENUES</b>		<b>4,118,776</b>	<b>4,042,640</b>	<b>76,136</b>	<b>2%</b>			<b>7,073,522</b>	<b>\$ 6,928,620</b>	<b>144,902</b>	<b>2%</b>	
<b>EXPENSES</b>												
<b>Cost of Compensation</b>												
School Leadership		78,750	80,425	1,675	2%			139,018	\$ 141,890	2,872	2%	
Administrative		62,684	71,956	9,272	13%	Budgeted fully for July.		110,347	\$ 124,406	14,059	11%	
Teachers		1,124,894	1,306,080	181,186	14%	Teaching positions still open, increased subs.		2,201,065	\$ 2,394,480	193,415	8%	
ESE/Special Education		64,251	59,862	(4,389)	-7%			118,227	\$ 109,747	(8,480)	-8%	
Resource Teachers		15,987	762	(15,225)	-1998%	This position was not budgeted		29,265	\$ 1,397	(27,868)	-1995%	
Guidance		24,047	19,656	(4,391)	-22%	Guidance not budgeted for July		42,592	\$ 36,036	(6,556)	-18%	
Substitute Teachers		71,124	30,456	(40,668)	-134%	Higher usage of subs than budgeted; because of open teacher positions.		104,760	\$ 50,836	(53,924)	-106%	
Aides - Instructional		69,553	68,099	(1,454)	-2%			132,083	\$ 123,755	(8,328)	-7%	
Other Support/Aides		10,607	-	(10,607)	-100%	This position was not budgeted		17,428	\$ -	(17,428)	-100%	
Aftercare		24,746	22,703	(2,043)	-9%			38,912	\$ 39,199	287	1%	
Nurse		11,315	8,862	(2,453)	-28%	Salaries favorable to budget		17,490	\$ 16,247	(1,243)	-8%	
Plant Operations		18,309	26,958	8,649	32%	Salaries favorable to budget; Hourly budgeted but not hired.		31,441	\$ 47,298	15,857	34%	
Tutoring		1,620	14,640	13,020	89%	To be used later in the year - FCAT tutoring.		43,920	\$ 43,920	-	0%	
Stipends		77,433	3,890	(73,543)	-1891%	Governor's Increase coded to stipends.		77,433	\$ 15,998	(61,435)	-384%	
Sick Day Buyout		-	-	-	0%			7,080	\$ 7,080	-	0%	
Taxes & Benefits		282,695	339,317	56,622	17%	Not fully staffed, using Subs, who are not eligible for benefits.		520,271	\$ 586,979	66,708	11%	
<b>Total Cost of Compensation</b>		<b>1,938,015</b>	<b>2,053,666</b>	<b>115,651</b>	<b>6%</b>			<b>3,631,333</b>	<b>\$ 3,739,268</b>	<b>107,935</b>	<b>3%</b>	
<b>Professional Services</b>												
Legal Fees - Independent Counsel		220	-	(220)	-100%			220	\$ -	(220)	-100%	
Accounting Services - Audit		6,000	11,000	5,000	45%	Budgeted at beginning of the year.		15,000	\$ 15,000	-	0%	
CSUSA Management Fees		412,137	440,769	28,632	6%			755,604	\$ 755,604	(0)	0%	
Computer Service Fees		27,904	27,566	(338)	-1%			47,835	\$ 47,256	(579)	-1%	
Outside Staff Development		822	581	(241)	-41%			996	\$ 996	(0)	0%	
Fee to County School Board		74,244	73,808	(436)	-1%			126,966	\$ 126,528	(438)	0%	
Professional Fees - Other		1,795	3,500	1,705	49%			6,000	\$ 6,000	(0)	0%	
Grant Fee - Fiscal Service		-	-	-	0%			-	\$ -	-	0%	
Advertising/Marketing Exp		625	14,000	13,375	96%	Additional charges expected later in the year		14,000	\$ 14,000	-	0%	

**Charter Schools USA**  
**FOUR CORNERS CHARTER SCHOOL**  
**Actual vs. Budget vs. Forecast Variance Analysis**  
*As of the Period Ending January 31, 2014*

	YTD					Explanation (15% and \$2,000)	% \$ Annual				
	YTD	Actual	Budget	Variance	% Variance		YTD Effect	Annual Forecast	Annual Budget	Variance	Variance
Staff Recruitment	-		1,141	1,141	100%		1,956	\$ 1,956	0	0%	
<b>Total Professional Services</b>	<b>523,747</b>		<b>572,365</b>	<b>48,618</b>	<b>8%</b>		<b>968,578</b>	<b>\$ 967,340</b>	<b>(1,238)</b>	<b>0%</b>	
<b>Vendor Services</b>											
Contracted Pupil Transportation	102,248		102,248	-	0%		178,688	\$ 178,688	-	0%	
Extra-Curricular Activity Events	904		2,856	1,952	68%		4,896	\$ 4,896	(0)	0%	
Drug Testing Fees	62		-	(62)	-100%		62	\$ -	(62)	-100%	
Licenses & Permits	790		581	(209)	-36%		996	\$ 996	(0)	0%	
Bank Charges & Loan Fees	514		875	361	41%		1,500	\$ 1,500	0	0%	
Contracted SPED - Non Instruction	-		1,800	1,800	100%		3,000	\$ 3,000	-	0%	
Contracted Custodial Services	121,875		121,877	2	0%		208,932	\$ 208,932	(0)	0%	
<b>Total Vendor Services</b>	<b>226,393</b>		<b>230,237</b>	<b>3,844</b>	<b>2%</b>		<b>398,074</b>	<b>\$ 398,012</b>	<b>(62)</b>	<b>0%</b>	
<b>Administrative Expenses</b>											
Travel / Auto / Meals / Lodging/Airfare	2,094		4,284	2,190	51%	Additional charges expected later in the year	7,344	\$ 7,344	0	0%	
Business Expense - Other	-		-	-	0%		0	\$ -	(0)	-100%	
Dues & Subscriptions	2,341		2,044	(297)	-15%		3,504	\$ 3,504	(0)	0%	
Printing & Copying	10,071		5,831	(4,240)	-73%	Due to timing of budgeted expenses	10,071	\$ 9,996	(75)	-1%	
Office Supplies	1,464		1,750	286	16%		3,000	\$ 3,000	0	0%	
Supplies - Aftercare	-		600	600	100%		600	\$ 600	-	0%	
Medical Supplies	402		231	(171)	-74%		402	\$ 396	(6)	-1%	
Student Uniform Expense	(2,501)		-	2,501	-100%	Credits apply to prior year	(2,501)	\$ -	2,501	-100%	
In-house Food Service	357		350	(7)	-2%		600	\$ 600	(0)	0%	
In-house Food Service - Aftercare	-		820	820	100%		1,515	\$ 1,515	-	0%	
<b>Total Administrative Services</b>	<b>14,228</b>		<b>15,910</b>	<b>1,682</b>	<b>11%</b>		<b>24,535</b>	<b>\$ 26,955</b>	<b>2,420</b>	<b>9%</b>	
<b>Instruction Expense</b>											
Textbooks	(819)		50,424	51,243	102%	Additional charges expected later in the year	12,746	\$ 50,424	37,678	75%	
Consumable Instr. Supplies & Equip.-Student	190,051		151,962	(38,089)	-25%	Expenditures higher than budgeted	190,051	\$ 151,962	(38,089)	-25%	
Consumable Instr. Supplies & Equip.-Teacher	8,943		8,354	(589)	-7%		8,943	\$ 8,354	(589)	-7%	
Library & Reference Books	447		2,075	1,628	78%		2,075	\$ 2,075	-	0%	
Testing Materials	14,290		7,466	(6,824)	-91%	Due to timing of budgeted expenses	23,545	\$ 23,545	(0)	0%	
Instructional Supplies - Florida Lead Teacher	15,662		-	(15,662)	-100%	Expense offset by revenue above	15,662	\$ -	(15,662)	-100%	
<b>Total Instruction Expense</b>	<b>228,574</b>		<b>220,281</b>	<b>(8,293)</b>	<b>-4%</b>		<b>253,023</b>	<b>\$ 236,360</b>	<b>(16,663)</b>	<b>-7%</b>	
<b>Other Operating Expenses</b>											
Telephone/Internet/Cable/Satellite	33,322		28,128	(5,194)	-18%	Higher than expected PAETEC charges including taxes and surcharges	58,425	\$ 48,228	(10,197)	-21%	
Postage / Express Mail	472		581	109	19%		996	\$ 996	0	0%	
Electricity	82,955		80,405	(2,550)	-3%		132,550	\$ 130,000	(2,550)	-2%	
Water & Sewer	8,206		9,086	880	10%		15,291	\$ 15,576	285	2%	
Waste Disposal	30,846		30,198	(648)	-2%		52,415	\$ 51,768	(647)	-1%	
Pest Control	1,395		2,919	1,524	52%		4,451	\$ 5,004	553	11%	
Maintenance & Cleaning Supplies	11,507		12,670	1,163	9%		21,720	\$ 21,720	0	0%	
Building Repairs & Maintenance	194,524		184,124	(10,400)	-6%		325,377	\$ 315,034	(10,343)	-3%	
Equipment Repairs & Maintenance	742		2,275	1,533	67%		2,369	\$ 3,900	1,531	39%	
Reenrollment / Student Incentives	-		-	-	0%		-	\$ -	-	0%	
Miscellaneous Expenses	63		294	231	79%		504	\$ 504	(0)	0%	
<b>Total Other Operating Expenses</b>	<b>364,032</b>		<b>350,680</b>	<b>(13,352)</b>	<b>-4%</b>		<b>614,098</b>	<b>\$ 592,730</b>	<b>(21,368)</b>	<b>-4%</b>	
<b>Fixed Expenses</b>											
Office Equipment - Leasing Expense	10,705		10,269	(436)	-4%		18,080	\$ 17,604	(476)	-3%	
Property & Liability Insurance	56,116		71,099	14,983	21%	Based on estimate from last year.	96,113	\$ 121,884	25,771	21%	
Rent Expense	661,474		658,742	(2,732)	0%		1,133,956	\$ 1,129,272	(4,684)	0%	

**Charter Schools USA**  
**FOUR CORNERS CHARTER SCHOOL**  
**Actual vs. Budget vs. Forecast Variance Analysis**  
*As of the Period Ending January 31, 2014*

	YTD					\$ YTD Effect	Explanation (15% and \$2,000)	Annual Forecast	Annual Budget	Variance	% Variance	\$ Annual Effect
	YTD	Actual	Budget	Variance	% Variance							
Total Fixed Expenses		728,295	740,110	11,815	2%			1,248,149	\$ 1,268,760	20,611	2%	
<b>TOTAL EXPENSES</b>		<b>4,023,284</b>	<b>4,183,249</b>	159,965	4%			<b>7,137,788</b>	<b>\$ 7,229,425</b>	<b>91,637</b>	<b>1%</b>	
Operating Cash Surplus/(Deficit)		95,492	(140,609)	236,101	168%			(64,266)	\$ (300,805)	236,539	79%	
Capital Expenditures (NonCap)		19,614	9,470	(10,144)	-107%	Due to classification of Cap & Non-cap		20,369	\$ 10,220	(10,149)	-99%	
Capital Expenditures (Capitalized)		104,571	120,500	15,929	13%	purchases not on same timetable as budget		110,352	\$ 120,500	10,148	8%	
Other Financing Sources/Uses												
<b>CHANGE IN FUND BALANCE</b>		<b>(28,693)</b>	<b>(270,579)</b>	<b>241,886</b>	<b>89%</b>			<b>(194,987)</b>	<b>\$ (431,525)</b>	<b>236,538</b>	<b>55%</b>	



A Berkshire Hathaway Company

<b>Proposal Submitted To</b> Charter Schools USA		<b>Attention</b> Dan Cappola		<b>Phone</b> (407) 797-4300		<b>Fax</b> (407) 797-4315		<b>Date</b> 02/25/14	
				<b>Job Name</b> 4 Corners Flooring replacement				<b>Job #</b> 66278	
<b>Street</b> 6245 N. Federal Highway, 5th Floor				<b>Job Street</b> 9100 Teachers Lane				<b>Proposal ID</b> 107608	
<b>City, State and Zip</b> Ft Lauderdale, FL 33308		<b>Architect</b>	<b>Date of Plans</b>	<b>Add #</b>	<b>Job City, State and Zip</b> DAVENPORT, FL 33897		<b>Customer Job #</b> None	<b>Customer PO</b> None	

We hereby submit specifications and estimates for:

Item Description	Color	Qty	UOM	Unit Price	Extended Price
Supply and install Armstrong "Multicolor" 12"x12"x1/8" standard vinyl tile.	52520/Faire White	12,555.00	SF	\$1.45	\$18,204.75
Supply and install Armstrong Excelon Imperial Texture 12x12x1/8" standard vinyl composition tile.	51916/Dutch Delft	630.00	SF	\$1.45	\$913.50
Supply and install Armstrong Excelon Imperial Texture 12x12x1/8" standard vinyl composition tile.	51884/Greenery	45.00	SF	\$1.45	\$65.25
Supply and install Johnsonite 4" vinyl cove coil base 1/8 ga. (120 lf/ctn)	CB 92/Blue Lagoon	1,920.00	LF	\$1.15	\$2,208.00
Supply and install Johnsonite 4" vinyl cove coil base 1/8 ga. (120 lf/ctn)	CB 73/Palm Leaf	240.00	LF	\$1.15	\$276.00
Supply and install Johnsonite (CTA-XX-A) carpet to vinyl tile reducer.	92/Blue Lagoon	72.00	LF	\$2.00	\$144.00
Supply and install Shaw "Succession Tile II" 24"x 24" commercial walk-off carpet tile for direct glue down.	00400/Laguna Dark	15.33	SY	\$35.00	\$536.55
Supply Mapei ECO 711 ultrabond premium clear thin spread adhesive for VCT installation. (1100 sf/4 gallon unit)		13.00	Each	\$40.00	\$520.00
Supply W.F. Taylor N5000 recommended pressure sensitive adhesive for carpet tile installation. (18-20 yds per gallon)		1.00	4 Gal	\$75.00	\$75.00
Provide labor and materials for minor floor prep at expansion and control joints.		20.00	10 Lb.	\$47.50	\$950.00
Labor to scarify slab of old adhesive and foreign matter prior to installing new flooring.		13,000.00	SF	\$0.50	\$6,500.00
Provide labor to remove existing vinyl tile. One layer only.		13,000.00	SF	\$0.70	\$9,100.00
Labor to remove existing base.		2,200.00	LF	\$0.20	\$440.00
Furniture moving - VCT areas		13,000.00	SY	\$0.50	\$6,500.00
Carpet Allowance - \$25.00 / SY	TBS/To Be Selected	625.00	SY	\$25.00	\$15,625.00
Demo existing.		625.00	SY	\$2.00	\$1,250.00
Furniture moving.		550.00	SY	\$3.00	\$1,650.00
2x2 Mosaic Tile in restroom 117.,		1.00	SF	\$1,625.00	\$1,625.00
<b>Base Bid Total:</b>					<b>\$66,583.05</b>

Customer: Charter Schools USA

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



A Berkshire Hathaway Company

**Proposal Inclusions and Exclusions:**

1. Moisture Mitigation is NOT Included. We have to do some additional testing to see if moisture is causing the issue with the floor.
2. **\*\*Credit Application Required For All New Customers\*\***
3. 50% deposit required up front.
4. No demolition, or furniture removal unless indicated above
5. No wash, wax, or floor protection
6. Normal working hours
7. Minimal floor prep at expansion & control joints only
8. Standard thinset & grout application
9. No waterproofing or caulking

**We PROPOSE to perform the work complete in accordance with the specifications and as described above for the SUM of:**

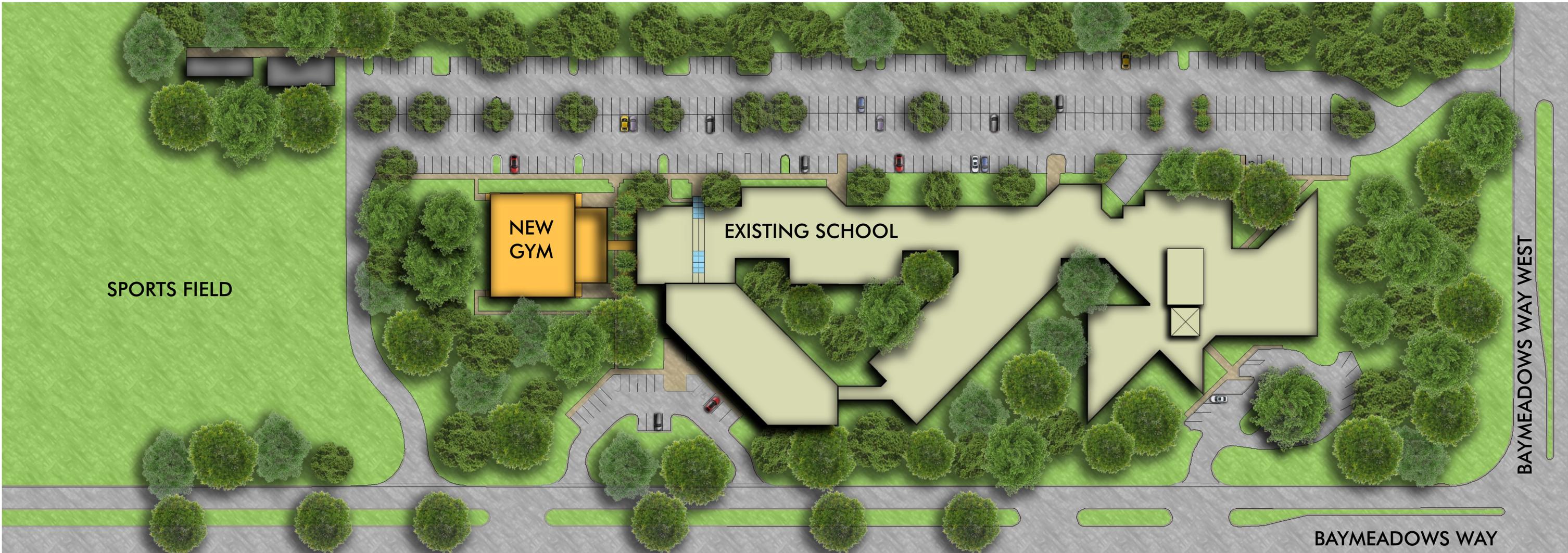
**Signature:** Justin Page Justin Page ext. 222 \$66,583.05  
**Email:** justin.page@spectracf.com

**Conditions of Proposal:**

1. This proposal may be withdrawn if not accepted within 30 days of its issuance. Spectra will consider reasonable requests to engage in negotiations for revisions to this Proposal, including signing a subcontract that incorporates the terms of this Proposal. A proposal not accepted within 30 days will be subject to price escalation for materials.
2. This proposal is subject to credit review and approval. Payment terms are net 30 days. Past due invoices are subject to service charges of 1.5% per month (18% per annum). In the case of any default, Customer shall pay Spectra's reasonable attorney fees and costs, including those on any appeal, even if no suit or action is filed.
3. All work shall be performed in a workmanlike manner according to industry standards. Areas to receive flooring shall be free and clear of debris. Any changes to the work shall be performed only after execution of a written change order.
4. Prior to commencement of Spectra's work: (a) Customer shall test all concrete sub floors receiving flooring for vapor emission levels and alkalinity per ASTM F-1869 and provide written results to Spectra, including a list of any sealers applied to the concrete sub floor; (b) If Customer does not provide such reports at least 10 days prior to commencement of Spectra's work, then Customer shall provide Spectra with access to all concrete sub floors for appropriate testing and Customer shall be responsible for the costs of such testing; and (c) Any concrete sub floors not meeting manufacturers' requirements for installation will require correction or the execution of a separate waiver agreement.
5. All work is contingent upon strikes, accidents or delays beyond Spectra's control. Customer shall carry insurance for all hazards, including fire. Spectra's workers are fully covered by Worker's Compensation and Liability Insurance.
6. Customer represents and warrants that: (a) the project site contains no hazardous or other dangerous substances, either exposed or concealed; or (b) Customer has given written notice to Spectra of all such substances and their location(s). To the fullest extent permitted by law, Customer shall indemnify, defend and hold Spectra harmless from any damage, claim, loss, expense and attorney fees related to Spectra's liability, if any, including any federal or state statute related to hazardous or other dangerous substances.
7. Spectra is fully licensed, bonded, and insured. This proposal does not include participation in any OCIP/CCIP or related programs. Requests for Spectra to participate in such programs may result in additional costs.

**ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby ACCEPTED. You are authorized to do the work as specified.**

**Customer:** Charter Schools USA **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

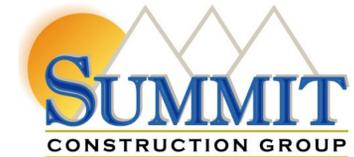


NORTH →



**PATRICK M. PILOT ARCHITECT, INC.**

941.955.7375  
 1267 Second Street  
 Sarasota, FL 34236  
 pat@pillotarch.com  
 MI license no. 1301059538



SUMMIT CONSTRUCTION MANAGEMENT  
 421 SOUTH SUMMERLINE AVENUE  
 ORLANDO, FLORIDA 32801  
 (267) 331-4882



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 ORLANDO, FLORIDA 32801  
 (267) 331-4882



## Technology Proposal and Recommendation

### Part I

**Goal:** Refresh existing two computer labs (60 computers total) with computers that can be upgraded

**Recommendation:** Purchase of 60 Lenovo M73Z all-in-one desktops.

These units are the CSUSA standard desktop for the 2014-15 academic year, chosen to meet testing requirements and for their reliability and capability. In addition, these units provide flexibility by including the ability to be used wirelessly, if they should ever be relocated from the computer lab, and to expand via memory and/or storage upgrades.

Of note regarding serviceability, CSUSA is preparing all technicians to be qualified under our Lenovo self-maintainer program, allowing the local technician or other CSUSA technicians to repair Lenovo equipment under warranty. This should provide improved service through faster turnaround of repair issues.

**Cost:** \$54,351.45 with standard shipping

**Timeframe:** Full implementation to be completed within one week of delivery.

### Part II

**Goal:** Increase bandwidth/infrastructure to accommodate software and optimal functioning

**Bandwidth:** Data usage from beginning of the current academic year does not suggest the need for additional bandwidth at this time. Current usage suggests no more than 60% usage at peak, other than for IT-related (backups, file transfers) reasons, which are easily adjustable without affecting customer performance.

**Recommendation:** No increase in bandwidth at this time. Monitoring of bandwidth over the next 6 months will determine if it is necessary to increase.

**Networking:** Some equipment has been upgraded over the years, but a significant portion remains nearing the end of it's expected lifespan or has become a bottleneck to

9100 Teacher Lane, Davenport, FL 33837  
Phone: 407-787-4300 • Fax: 407-787-4331  
[www.fourcornerscharter.org](http://www.fourcornerscharter.org)

performance for tools and applications in use and for those that will be utilized. A whole-scale replacement is not necessary, however.

Recommendation: Refresh older networking infrastructure with new switches and wireless access points with access point controller. The addition of new equipment will provide networking performance sufficient for years to come, providing full support to testing and streaming content for curriculum.

Cost: \$34,841.04

Timeframe: Full implementation to be completed within two weeks of delivery.



# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FCNT233	9007438	3/3/2014

**BILL TO:**  
 FELIX LUGO  
 6245 N FEDERAL HWY FL 5  
 C/O CHARTER SCHOOLS USA

**SHIP TO:**  
 FOUR CORNERS CHARTER SCHOOL  
 Attention To: FELIX LUGO/IT D  
 9100 TEACHER LN  
 C/O CHARTER SCHOOLS USA

Accounts Payable  
 FORT LAUDERDALE , FL 33308-1998

DAVENPORT , FL 33897-6212  
 Contact: FELIX LUGO 954.202.3500

Customer Phone #

Customer P.O. # FOUR CORNERS  
 INFRASTRUCTURE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JESS SUTTON 866.339.7394	FEDEX Ground	Request Terms	GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
10	3151564	CISCO 802.11AC CTRL AP 4X4 3SS Mfg#: AIR-CAP3702I-A-K9 Contract: MARKET	988.00	9,880.00
10	3166769	CISCO SMARTNET 8X5XNBD Mfg#: CON-SNT-3702IA Contract: MARKET	55.00	550.00
1	2414811	Electronic distribution - NO MEDIA CISCO CISCO 2504 WIRELESS CONTROLLER Mfg#: L-LIC-CT2504-5A Contract: MARKET	821.00	821.00
1	2511438	Electronic distribution - NO MEDIA HPN 3800 48G POE SWITCH Mfg#: J9574A#ABA Contract: MARKET	5,995.00	5,995.00
8	2901547	HP 2530-48G POE SWITCH Mfg#: J9772A#ABA Contract: MARKET	2,151.00	17,208.00
SUBTOTAL				34,454.00
FREIGHT				387.04
TAX				0.00

US Currency

**TOTAL** 34,841.04

CDW Government  
 230 North Milwaukee Ave.  
 Vernon Hills, IL 60061

Fax: 312.705.9175

**Please remit payment to:**  
 CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515



# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FBXQ335	9007438	2/19/2014

**BILL TO:**  
 FELIX LUGO  
 6245 N FEDERAL HWY FL 5  
 C/O CHARTER SCHOOLS USA

**SHIP TO:**  
 FOUR CORNERS CHARTER SCHOOL  
 Attention To: FELIX LUGO/IT D  
 9100 TEACHER LN  
 C/O CHARTER SCHOOLS USA

Accounts Payable  
 FORT LAUDERDALE , FL 33308-1998

DAVENPORT , FL 33897-6212  
 Contact: LOUIS DELGADO 954.202.3500

Customer Phone #

Customer P.O. # FCCS DESKTOPS QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JESS SUTTON 866.339.7394		FEDEX Ground	Request Terms	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
60	3145415	LVO TS TC M73Z I5_4570S 500GB 4GB Mfg#: 10BC0004US Contract: MARKET	825.00	49,500.00
60	3095233	LVO 4YR ONSITE Mfg#: 5WS0D81224 Contract: MARKET Electronic distribution - NO MEDIA	55.00	3,300.00
		SUBTOTAL		52,800.00
		FREIGHT		1,551.45
		TAX		0.00

US Currency

**TOTAL** 54,351.45

CDW Government  
 230 North Milwaukee Ave.  
 Vernon Hills, IL 60061

Fax: 312.705.9175

**Please remit payment to:**  
 CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515



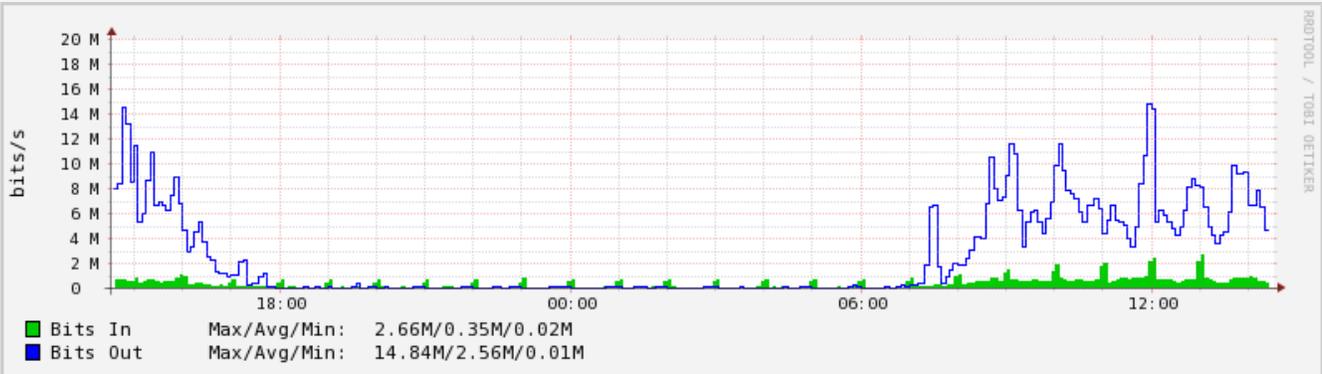
**FOUR CORNERS CHARTER SCHOOL %4386408% - VPN**  
 Router: MTLDFLBRH07PE02 IP Address: 216.64.57.96/30



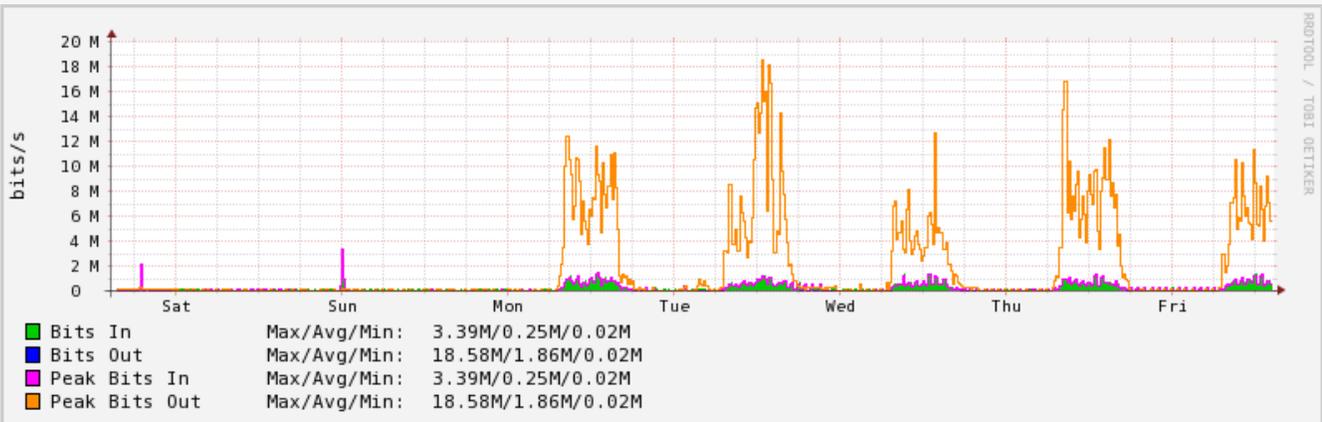
[Historical Graphs](#)



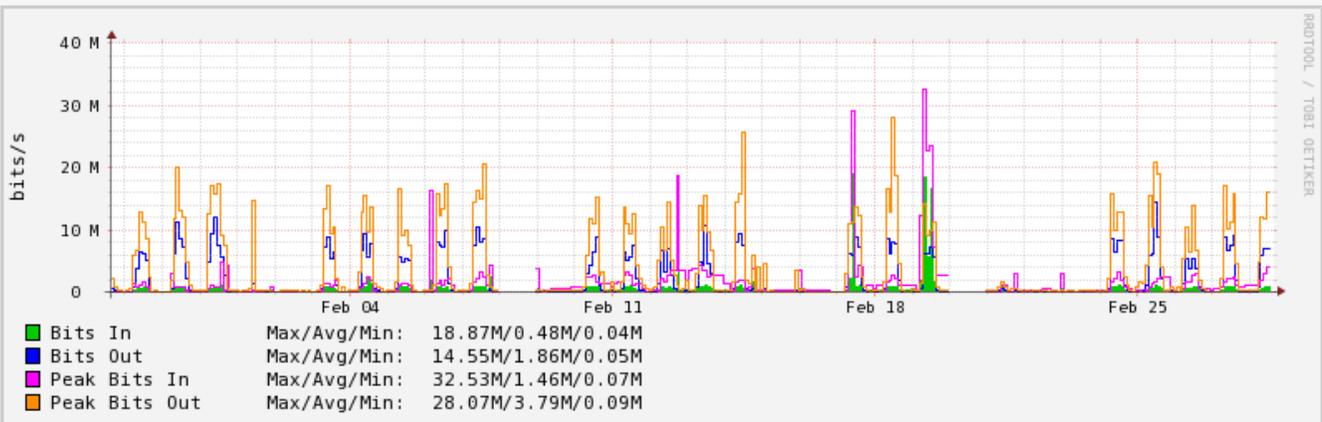
**Daily Graph: 5-Minute Intervals**



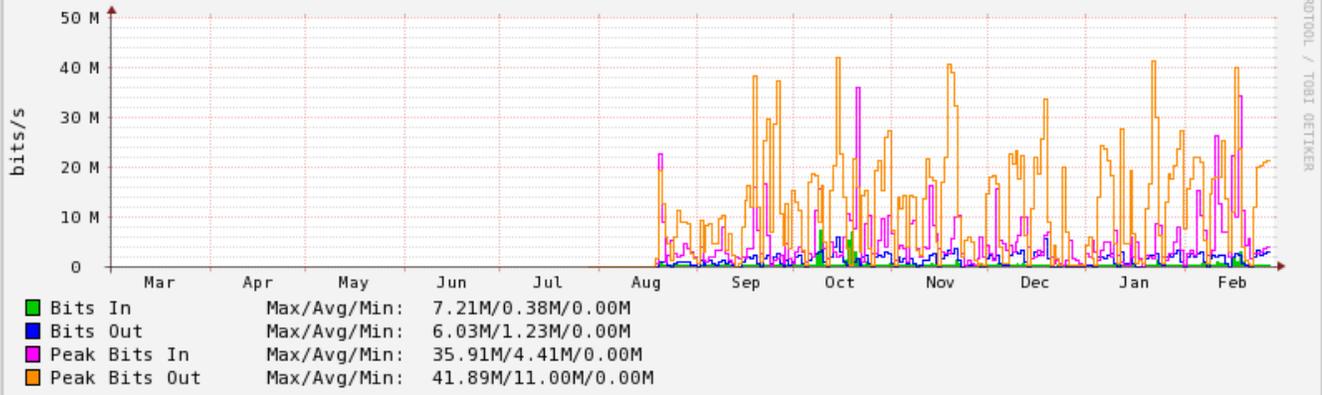
**Weekly Graph: Hourly Interval**



**Monthly Graph: Hourly Intervals**



**Yearly Graph: Daily Intervals**



### GRAPH LEGEND

- █ **Bits in:** the rate of traffic inbound to the interface measured in bits.
- █ **Bits out:** the rate of traffic outbound from the interface measured in bits.
- █ **Peak bits in:** the highest 5 minute average rate inbound to the interface, measured in bits.
- █ **Peak bits out:** the highest 5 minute average rate outbound to the interface, measured in bits.

**Max:** the highest of the rates displayed on the graph.

**Avg:** the average of the rates displayed on the graph.

**Min:** the lowest of the rates displayed on the graph.

*The information presented is in Eastern Time.*



# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FBXT661	9007438	2/19/2014

**BILL TO:**  
 FELIX LUGO  
 6245 N FEDERAL HWY FL 5  
 C/O CHARTER SCHOOLS USA

**SHIP TO:**  
 FOUR CORNERS CHARTER SCHOOL  
 Attention To: FELIX LUGO/IT D  
 9100 TEACHER LN  
 C/O CHARTER SCHOOLS USA

Accounts Payable  
 FORT LAUDERDALE , FL 33308-1998

DAVENPORT , FL 33897-6212  
 Contact: LOUIS DELGADO 954.202.3500

Customer Phone #

Customer P.O. # PARTS FOR M83 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JESS SUTTON 866.339.7394		UPS Ground	Request Terms	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	2735574	LVO 4GB PC3-12800 DDR3 NON-ECC Mfg#: 0A65729 Contract: MARKET	65.00	65.00
1	1628821	LVO SATA 1TB INT 7.2K HD Mfg#: 45J7918 Contract: MARKET	98.00	98.00
			SUBTOTAL	163.00
			FREIGHT	15.43
			TAX	0.00
				US Currency
<b>TOTAL</b>				<b>178.43</b>

**Please remit payment to:**  
 CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515

CDW Government  
 230 North Milwaukee Ave.  
 Vernon Hills, IL 60061

Fax: 312.705.9175

# Board Planning



# Essential Questions

- How will we create an integrated strategic planning process that involve leaders at all levels to best support our schools and students' success?
- What are the accreditation standards that are most relevant to the role of the governing board and how do we align our protocols, practices, and processes to ensure the highest standards of governance and leadership as aligned to AdvancEd criteria?

# Agenda

- Overview of AdvancEd Accreditation
- Accreditation Timeline
- Accreditation Standards
- Standard 1 – Purpose & Direction
- Strategic Planning Timeline
- Strategic Planning Areas
- SWOT – Input into school-level multi-year planning (via survey)
- Next Steps

# CSUSA & School Accreditation

- Corporation System Accreditation – Results in the simultaneous accreditation of the corporation and all of its schools no matter where the school is located worldwide. Benefits:
  - Saves time and money (one process for the organization and network)
  - Represents the continued evaluation of accreditation as a powerful tool for driving effective practices in support of student learning
  - Provides the board a third party evaluation of the management company – “Seal of Quality”
  - Provides powerful differentiator (especially over new charter schools)

# Standards & Indicators

## Standards (5)

- Researched-based, comprehensive statements
- Describe the conditions that are necessary to achieve quality student performance and organizational effectiveness
- Characterizes how the organization should operate to promote a culture of continuous learning

## Indicators (35)

- Thorough descriptions of exemplary practices and processes, together providing a comprehensive picture of each standard

The Standards & Indicators focus on practices and systematic methods of driving excellence in student performance and organizational effectiveness.

# Accreditation Timeline

	Jan – Jul 1 <sup>st</sup>		Jun 30, 2015	Dec 2015
<b>CSUSA &amp; Schools</b>	Assess/Plan	Implement/Refine 2014-15 School Year	Demonstrate	Site Visit
<b>Boards</b>	Assess	Plan/Implement	Demonstrate	Site Visit

# Accreditation Standards

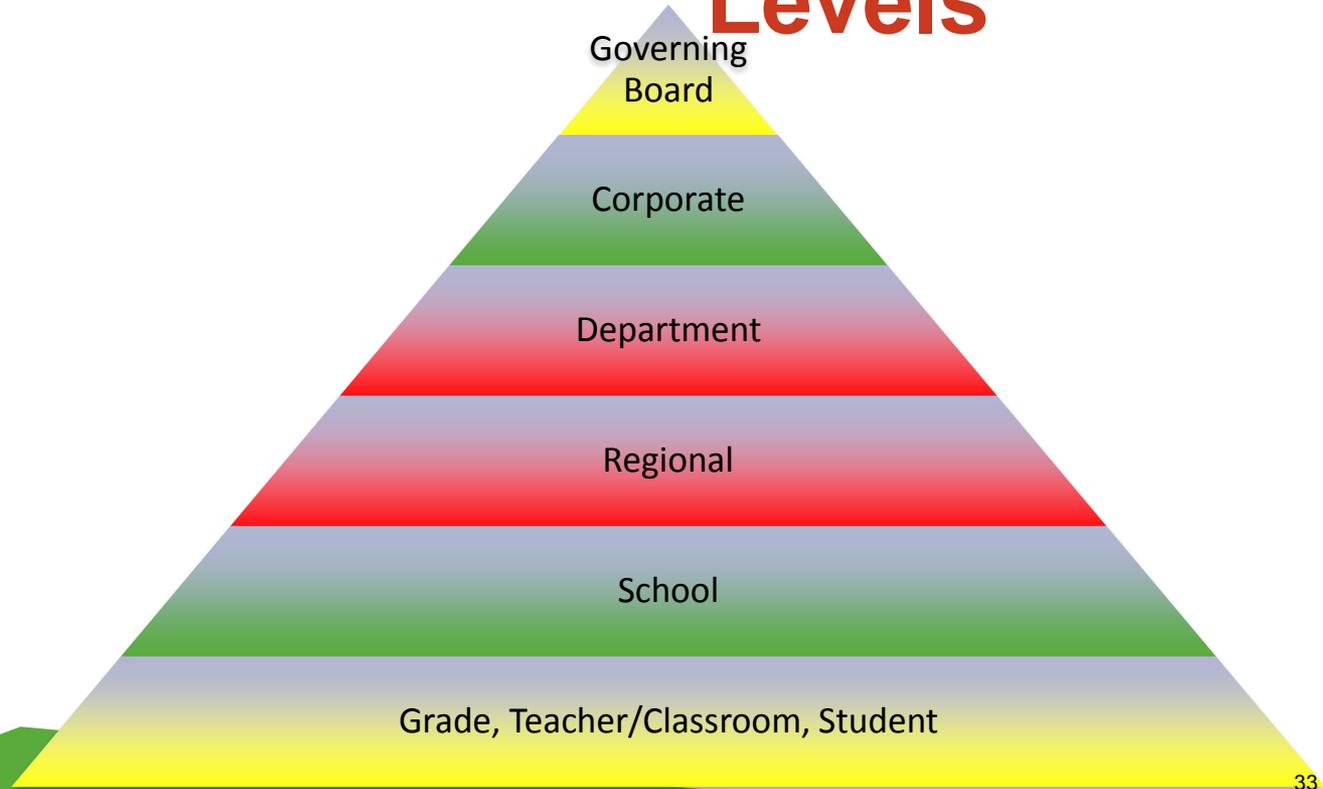


1. Purpose & Direction – ***Integrated strategic planning***
2. Governance & Leadership – ***Aligned leadership***
3. Teaching & Assessing for Learning – ***Implementing CSUSA Educational Model with fidelity***
4. Resources & Support Systems – ***Resource alignment, CSUSA Support Center, School Services, Facilities, Technology, Equipment***
5. Using results for continuous improvement – ***performance monitoring and evaluation***

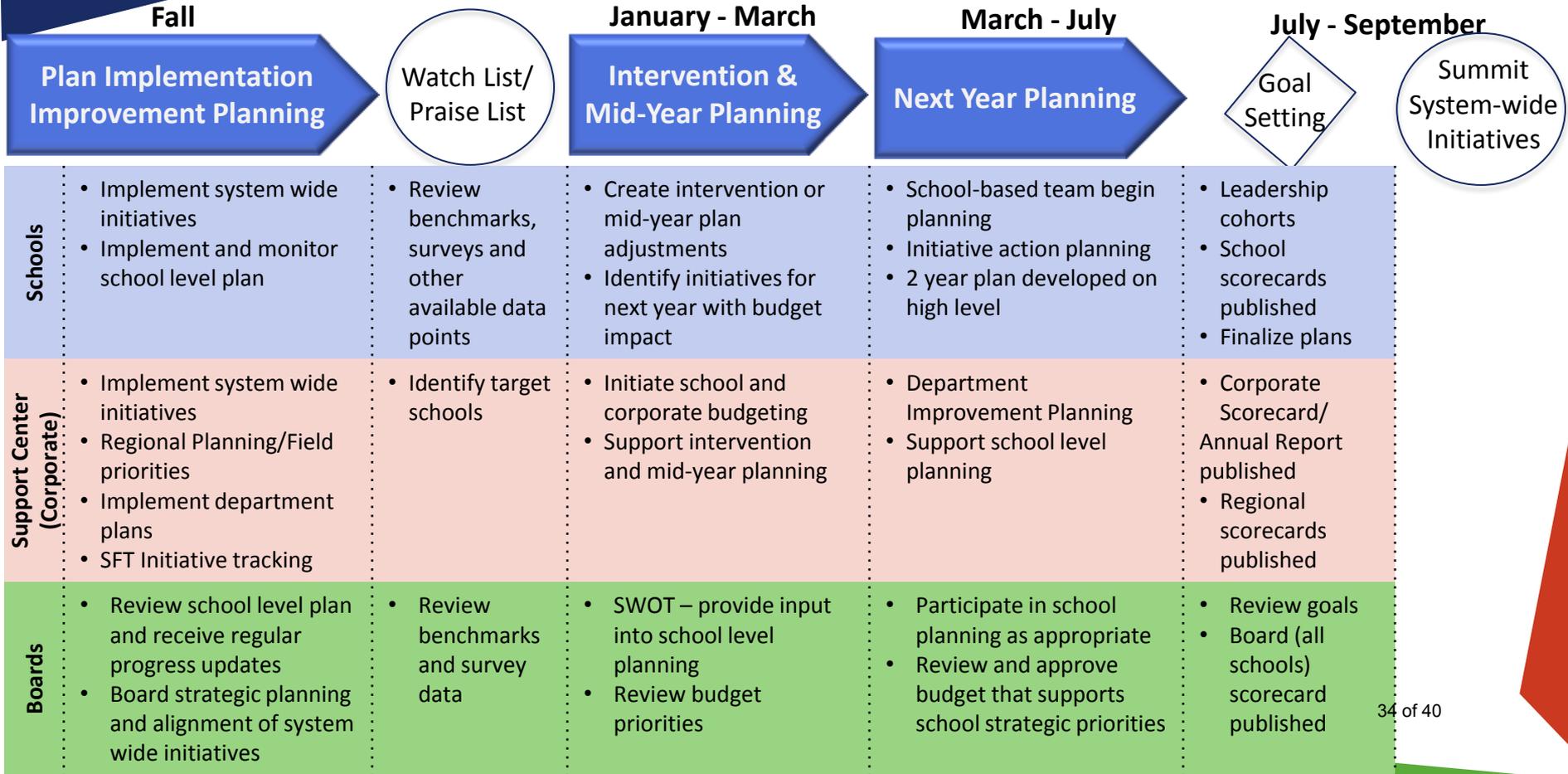
# Standard 1 – Strategic Planning

The corporation maintains and communicates at all levels of the organization a purpose and direction for ethical practices, corporation effectiveness, and continuous improvement that commit to high expectations for learning as well as shared values and beliefs about teaching and learning.

# Strategic Planning at all Levels



# Planning Cycle



# Strategic Planning Areas

- Initiatives that inform the operational budget
- Facilities/Equipment (Capital budget)
- Quality Assurance
- Expansion/Enrollment

# SWOT

S	W
O	T



# Budget Priorities

# Next Steps

- Complete SWOT (sent via email within the week)
- Review/Approve budget aligned to school level priorities
- Review Standards
- Complete assessment survey (set via email during summer)
- Schedule workshop in the Fall to:
  - Review school scorecards
  - Review school goals and Annual Strategic Plan
  - Review 2 year plan
  - Identify actions that board will take to support the schools' strategic direction
  - Conduct board effectiveness planning (from assessment)
  - Confirm data reporting process/timeline to ensure adequate oversight is in place

# Essential Questions

- How will we create an integrated strategic planning process that involve leaders at all levels to best support our schools and students' success?
- What are the accreditation standards that are most relevant to the role of the governing board and how do we align our protocols, practices, and processes to ensure the highest standards of governance and leadership as aligned to AdvancEd criteria?

