

MINUTES

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

Date:

Monday, June 16, 2014

Time:

5:30pm

Location:

Offices of the Lehigh Acres Chamber of Commerce

25 Homestead Road N #41, Lehigh Acres, FL 33936

1. CALL to ORDER & ROLL – Ms. Lattanzi called the meeting to order at 5:45pm

Board Members:

Allen Humfleet, President

Absent

April Lattanzi, Vice-President

Present

Inke Baker, Director

Present

Other Attendees:

Amy Rohner, CPCHS Bus Mgr, CPA's

Present

Rick Rohner, CPA's

Present

Sarah White, Principal

Present

- 2. AUDIENCE / Public Comment None
- 3. APPROVAL of AGENDA Ms. Lattanzi 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:

Abstain: none

Opposed: none

4. **NEW BUSINESS**

a. Principal's Report -

Motion made and seconded to accept the Principal's Report as presented.

2

Abstain: none

Opposed: none

b. Update - Palm Acres CHS - 1102 East Leeland Heights Blvd

Discussion regarding septic/sewer inspections and requirements.

c. FY1415 School Calendar

CPCHS, Inc. calendar follows the FY1415 Instructional Calendar of the School District of Lee County. 2 – 5Hr Sessions offered per day (Optional 3rd Session 9:30am-2:30pm) Motion made and seconded to accept the FY1415 school calendar as presented.

Ayes:

2

Abstain: none

Opposed: none

Meeting Date: 06/16/2014 Minutes



d	. FY1415 District P	reliminary FEF	P Payments			
	Motion made	and seconded	d to accept Di	strict projecte	d FEFP Schedules as follow	/s:
	CPCHS - 282;	PACHS - 75.				
	Ayes:	2 Abs	tain: none	Opposed:	none	
e	. FY1415 Compens	ation Plan				
	Compensation	n Plan prepare	d in accordan	ce new statut	ory guidelines. Base Teach	er
	Salary = \$38,0	000. PTO for n	new staff chan	ged to 10 days	s. Other staff retains 15 da	ys
	PTO. Instruct	ional staff year	changed fron	n 11 months to	10 months.	
	Motion made	and seconded	to approve th	ne Staff Comp	ensation Schedule for FY14	15
	as presented.			•		
	Ayes:		tain: none	Opposed:	none	
f.	Palm Acres Mana		ement			
		-		ulting + Profes	sional Assistance, Inc. 15%	of
					executed. Agreement sent	
		evisions relate	-	_	_	
	Ayes:		tain: none	Opposed:	none	
σ	Banking	2 703	tairi. Horic	Оррозец.	none	
5	•	and seconded	to authorizing	Amy Pohnor	Business Manager (CPA's)	+0
					High School, Inc.; to open	
			Acres Charter	nigh School; to	apply for a corporate cree	JIL
	card with \$25					
	Ayes:	2 Abst	tain: none	Opposed:	none	
h.	. Other Business –					
				-	omplete 2-Hr Training	
	ii. Nationa	I Charter Confe	erence – June	28-July 3, 201	4 LasVegas NV	
5. ME	ETING DATES	Tentatively se	t for: Mo	nday June 30,	2014	
	OURNMENT		adjourned at 8	•	2011	
0. <u>AD</u>	OUNTINE	Wiceting was	aajoannea at e			
CERTIFICATION						
Approved by the Board of Directors of City of Palms Charter High School, Inc. on						
			Date Appro	ved		
	Signature		Title		Date Signed	
Minutes					Meeting Date: 06/16/2014	
MILLIARCO					INICCLINE Date. DO/ 10/ 2014	





MINUTES

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

Palm Acres Charter High School

Date:

Thursday, December 4, 2014

Time:

5:30pm

Location:

Palm Acres Charter High School

507 Sunshine Blvd N - Unit B, Lehigh Acres, FL 33971

1. CALL to ORDER & ROLL - Mr. Humfleet called the meeting to order at 5:50pm

Board Members:

Allen Humfleet, President

Absent

April Lattanzi, Vice-President

Present

Inke Baker, Director

Present

Other Attendees:

Amy Rohner, CPCHS Bus Mgr, CPA's

Present

Rick Rohner, CPA's

Present

Sarah White, Principal

Present

2. AUDIENCE / Public Comment - None

3. APPROVAL of AGENDA -

Motion made and seconded to approve the agenda as presented.

Ayes:

Abstain: none

Opposed: none

4. **NEW BUSINESS**

a. Staff Bonus

Motion made and seconded to award \$8,200 in bonuses to staff in December 2014.

Aves:

Abstain: none

Opposed: none

b. Salary Adjustments for Certain Staff

Motion made and seconded to table any adjustments to wages until after mid-year reviews and changes in job descriptions that may result from comparisons to market can be accomplished.

Aves:

2

Abstain: none

Opposed:

none

c. Other Business - None

5. MEETING DATES --

Tentatively set for:

March 10, 2015

6. ADJOURNMENT --

Meeting was adjourned at 6:15pm

Minutes

Meeting Date: 12/04/14

Date Approved	
Signature Title	Date Signed

Minutes Meeting Date: 12/04/14



MINUTES

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

dba

City of Palms Charter High School

Thursday, December 4, 2014

Time:

5:30pm

Location:

Palm Acres Charter High School

507 Sunshine Blvd N – Unit B, Lehigh Acres, FL 33971

1. CALL to ORDER & ROLL – Mr. Humfleet called the meeting to order at 5:50pm

Board Members:

Allen Humfleet, President

Absent

April Lattanzi, Vice-President

Present

Inke Baker, Director

Present

Other Attendees:

Amy Rohner, CPCHS Bus Mgr, CPA's

Present

Rick Rohner, CPA's

Present

Jenn Kyle, Principal

Present

2. AUDIENCE / Public Comment - None

3. APPROVAL of AGENDA -

Motion made and seconded to approve the agenda as presented.

Ayes:

Abstain: none

2

Opposed: none

4. **NEW BUSINESS**

a. Staff Bonus

Motion made and seconded to award \$5,750 in bonuses to staff in December 2014.

Ayes:

2 Abstain: none Opposed:

b. Salary Adjustments for Certain Staff

Motion made and seconded to table any adjustments to wages until after mid-year reviews and changes in job descriptions that may result from comparisons to market can be accomplished.

Aves:

Abstain: none

Opposed:

none

c. Other Business - None

5. MEETING DATES --

Tentatively set for:

March 10, 2015

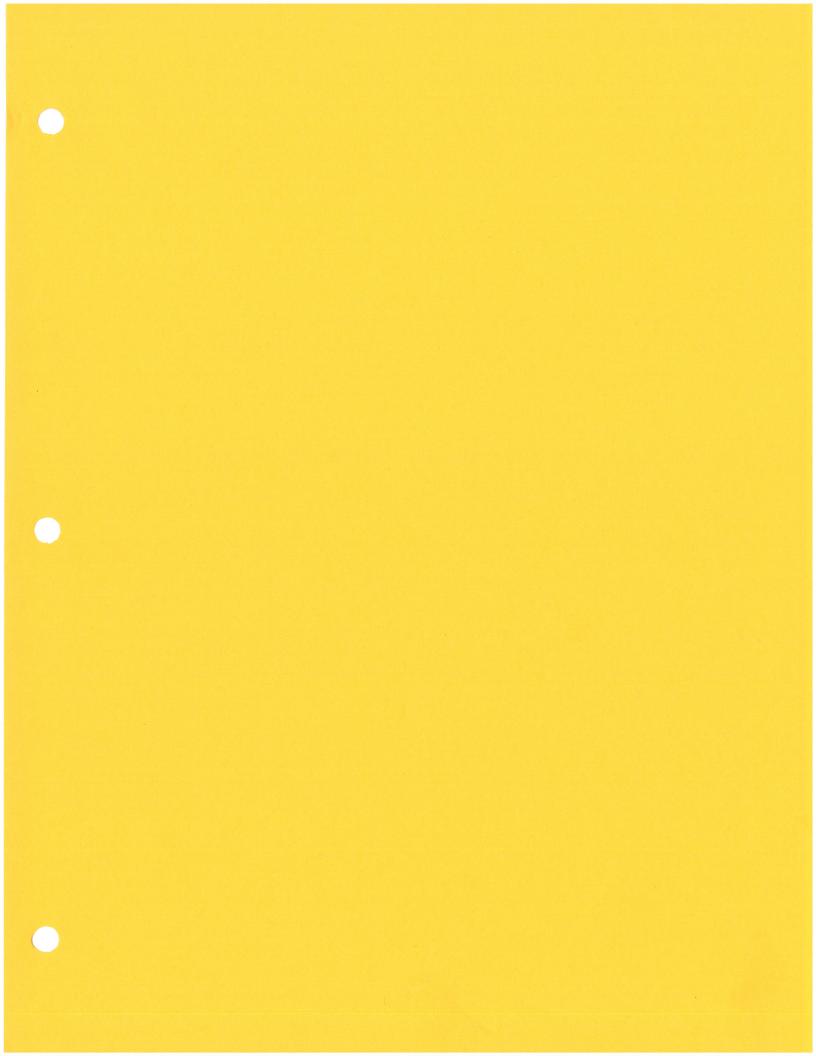
6. ADJOURNMENT --

Meeting was adjourned at 6:15pm

Minutes Meeting Date: 12/04/14

Approved by the Boar	rd of Directors of City of Palms Char	ter High School, Inc. o
	Date Approved	-
Signature	Title	Date Signed

Minutes Meeting Date: 12/04/14





MINUTES

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

City of Palms CHS / Palm Acres CHS / Northern Palms CHS

Date:

Tuesday, April 7, 2015

Time:

6:00pm

Location:

Palm Acres Charter HS

501 Sunshine Blvd N, Lehigh Acres FL 33971

Present

Present

Present

CALL to ORDER & ROLL – Mr. Humfleet called the meeting to order at 6:15pm

Board Members:

Allen Humfleet, President April Lattanzi, Vice-President Inke Baker, Director

Other Attendees:

Amy Rohner, Bus Mgr, CPA's Present Rick Rohner, Bus Mgr, CPA's Present RJ Rohner, Asst Bus Mgr, CPA's Present Sarah White, Principal PACHS Absent Jenn Kyle, Principal CPCHS Present Leila Piñeiro, Teacher PACHS Present

- 2. AUDIENCE / Public Comment None
- 3. 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:

Abstain: none

Opposed: none

4. **NEW BUSINESS**

a. Approval of Contract with School Board of Lee County for Northern Palms CHS

Motion made and seconded to approve the proposed contract as presented. Contract to be voted upon by the SDLC Board at their next meeting - April 27, 2015.

Ayes:

2

Abstain: none

Opposed:

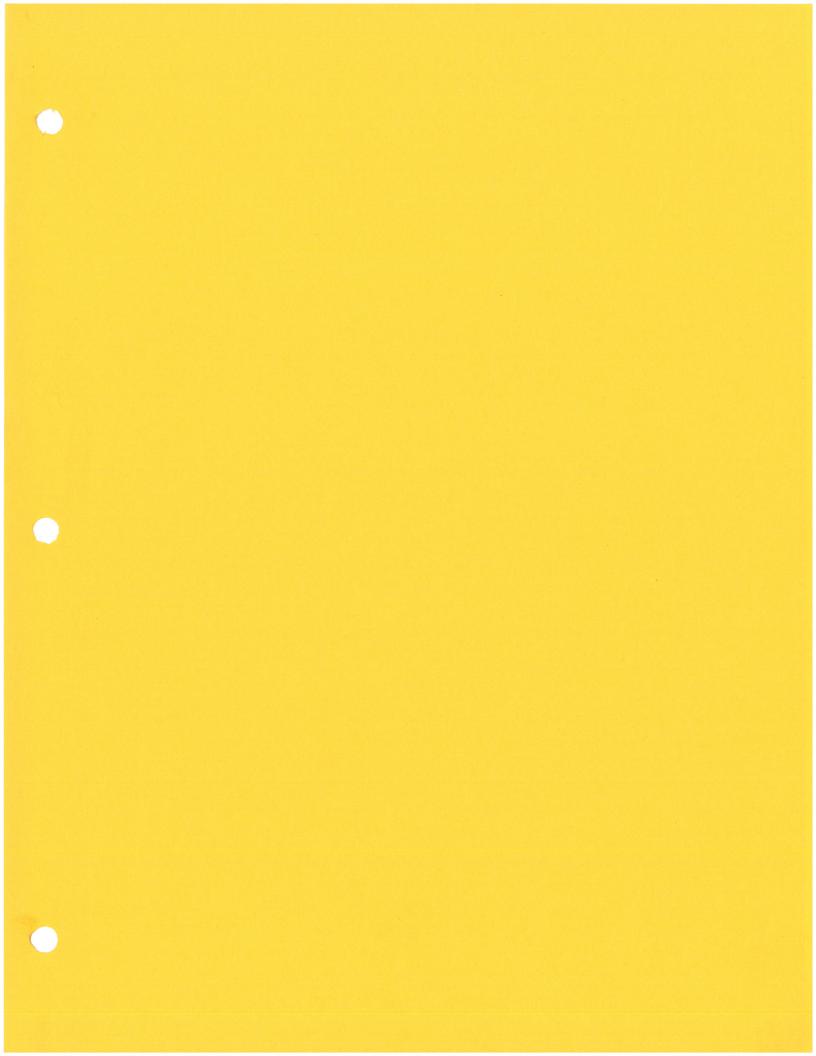
Minutes Meeting Date: 04/07/2015



			(239) 301-0011	
	b. Approval of Pro	posed FY15	16 Initial Enrollment Estimates	:
	CPCHS:			
	Basic 9-12	: 168		
	ESOL K-12	: 15		
	ESE 251:	34		
	ESE 252:	1		
	Vocationa	l: 1		
	TOTAL:	219		
	PACHS:			
	Basic 9-12	: 180		
	ESOL K-12	: 20		
	ESE 251:	60		
	TOTAL:	260		
	NPCHS:			
	Basic 9-12	: 100		
	ESOL K-12	: 5		
	ESE 251:	15		
	TOTAL:	120		
		same to SI	onded to approve the initial enr OLC Budget personnel. Abstain: none Opposed:	ollment estimates for FY1516 none
5. N	MEETING DATES	Tentative	ly set for: Monday May 4, 2	015
<u> </u>		Terreative	iy section. Intolludy ividy 4, 2	013
6. <u>A</u>	DJOURNMENT	Meeting	was adjourned at 8:05pm	
			•	
			CERTIFICATION	
	Approved by t	he Board o	f Directors of City of Palms Char	ter High School, Inc. on
			May 27, 2015	
			Date Approved	
			Board President	May 27, 2015
-	Signature		Title	May 27, 2015 Date Signed
	3		77616	Date Signed

Minutes

Meeting Date: 04/07/2015





MINUTES

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

Date:

Monday, May 4, 2015

Time:

6:00pm

Location:

Palm Acres Charter HS

501 Sunshine Blvd N, Lehigh Acres FL 33971

1. CALL to ORDER & ROLL - Mr. Humfleet called the meeting to order at 6:15pm

Board Members:

Allen Humfleet, President Present
April Lattanzi, Vice-President Present
Inke Schirrmacher-Baker, Director Present

Other Attendees:

Jeff Wood, Attorney MMD Present Avis Daniels, Prospective Board Member Present Barry Goldberg, Prospective Board Member Present Amy Rohner, Bus Mgr, CPA's Present Rick Rohner, Bus Mgr, CPA's Present Sarah White, Principal PACHS Absent Jenn Kyle, Principal CPCHS Present Leila Pineiro, Teacher PACHS Present

2. AUDIENCE / Public Comment - None

3. <u>APPROVAL of AGENDA</u> - 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

Abstain: none

Opposed: none

4. **NEW BUSINESS**

a. Report on Advanc-Ed Accreditation Review – YES

Jenn Kyle, Principal, informed the Board that the Accreditation Review Committee is recommending that City of Palms Charter High School be approved as meeting the requirements for accreditation at the June 2015 meeting of the Advanc-Ed Board of Directors.

Minutes Meeting Date: 05/04/2015

PALM ACRES CHARTER HIGH SCHOOL

507 SUNSHINE BLVD N — UNIT B LEHIGH ACRES, FL 3397 1 (239) 333-3300

MINUTES

REGULAR MEETING of the Board of Directors

City of Palms Charter High School, Inc.

dba

Palm Acres Charter High School

Date:

Monday, May 4, 2015

Time:

6:00pm (After CPCHS Mtg)

Location:

Palm Acres Charter HS

501 Sunshine Blvd N, Lehigh Acres FL 33971

1. <u>CALL to ORDER & ROLL</u> – Mr. Humfleet called the meeting to order at 7:35pm

Board Members:

Allen Humfleet, President Present
April Lattanzi, Vice-President Present
Inke Schirrmacher-Baker, Director Present

Other Attendees:

Jeff Wood, Attorney MMD Present Avis Daniels, Prospective Board Member Present Barry Goldberg, Prospective Board Member Present Amy Rohner, Bus Mgr, CPA's Present Rick Rohner, Bus Mgr, CPA's Present Sarah White, Principal PACHS Absent Jenn Kyle, Principal CPCHS Present Leila Pineiro, Teacher PACHS Present

- 2. AUDIENCE / Public Comment None
- 3. <u>APPROVAL of AGENDA</u> 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

Abstain: none

Opposed:

none

Minutes

Meeting Date: 05/04/2015

NORTHERN PALMS CHARTER HIGH SCHOOL

NORTH FORT MYERS, FL

MINUTES

REGULAR MEETING of the Board of Directors

City of Palms Charter High School, Inc.

dba

Northern Palms Charter High School

Date:

Monday, May 4, 2015

Time:

6:00pm (After CPCHS/PACHS Mtgs)

Location:

Palm Acres Charter HS

501 Sunshine Blvd N, Lehigh Acres FL 33971

1. CALL to ORDER & ROLL – Mr. Humfleet called the meeting to order at 8:35pm

Board Members:

Allen Humfleet, President Present
April Lattanzi, Vice-President Present
Inke Schirrmacher-Baker, Director Present

Other Attendees:

Jeff Wood, Attorney MMD Present Avis Daniels, Prospective Board Member Present Barry Goldberg, Prospective Board Member Present Amy Rohner, Bus Mgr, CPA's Present Rick Rohner, Bus Mgr, CPA's Present Sarah White, Principal PACHS Absent Jenn Kyle, Principal CPCHS Present Leila Pineiro, Teacher PACHS Present

- 2. AUDIENCE / Public Comment None
- **3.** <u>APPROVAL of AGENDA</u> 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.

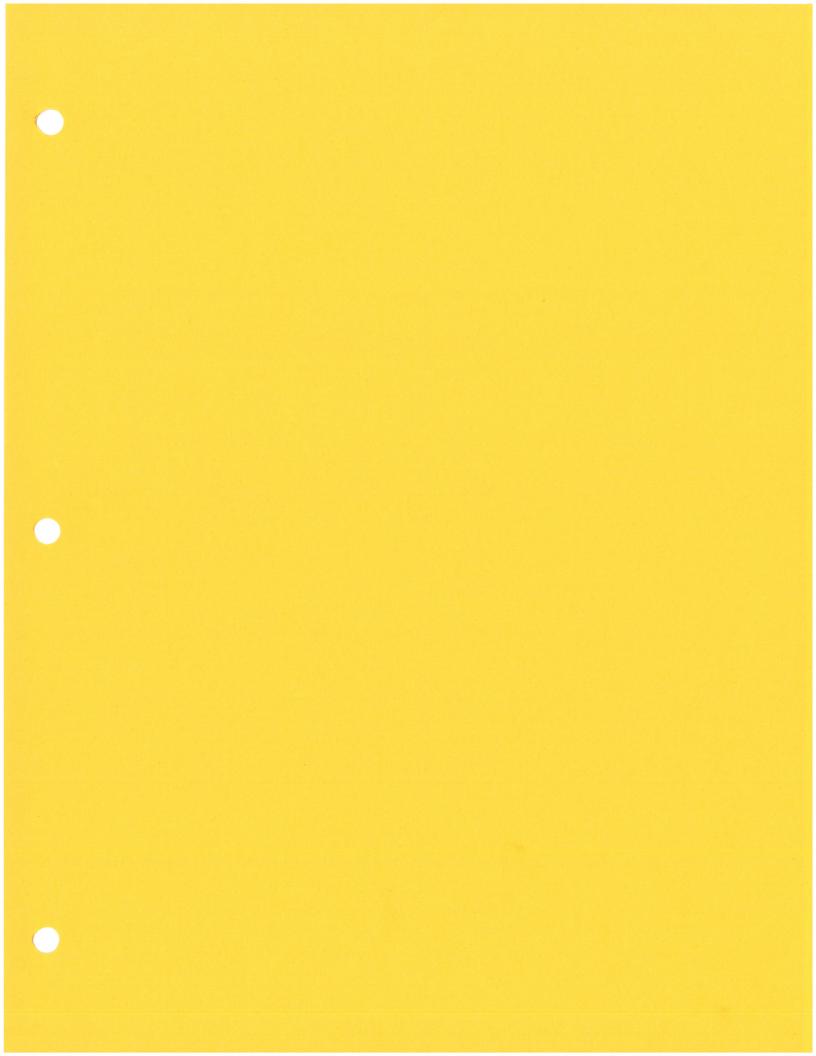
Ayes:

2

Abstain: none

Opposed: none

Minutes Meeting Date: 05/04/2015





MINUTES

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

dha

City of Palms CHS / Palm Acres CHS / Northern Palms CHS

Date:

Wednesday, May 27, 2015

Time:

5:30pm

Location:

Palm Acres Charter HS

501 Sunshine Blvd N, Lehigh Acres FL 33971

1. <u>CALL to ORDER & ROLL</u> – Mr. Humfleet called the meeting to order at 5:35pm

Board Members:

Allen Humfleet, President

Present

Inke Baker, Director

Present

Avis Daniell, Prospective Director

Present

Other Attendees:

Amy Rohner, Bus Mgr, CPA's Rick Rohner, Bus Mgr, CPA's RJ Rohner, Asst Bus Mgr, CPA's Sarah White, Principal PACHS Jenn Kyle, Principal CPCHS Leila Piñeiro, Teacher PACHS Present

Present Present

Absent

Present Present

2. AUDIENCE / Public Comment - None

3. APPROVAL of AGENDA -

Motion made and seconded to approve the agenda as presented.

Ayes:

2

Abstain: none

Opposed: none

4. NEW BUSINESS -

a. BOARD MEMBERS:

i. Acceptance of Resignation of April Lattanzi – Effective May 13, 2015

Motion made and seconded to accept the resignation of April Lattanzi from the

Board of Directors.

Aves:

2

Abstain: none

Opposed:

none

Minutes

Meeting Date: 05/27/2015



- ii. Appointment of Allen Humfleet as President Effective May 27, 2015

 Motion made and seconded to appoint Allen Humfleet as President of the Board of Directors. Ayes: 2 Abstain: none Opposed: none
- iii. Appointment Inke Schirrmacher Baker as Vice President Eff 05/27/15

 Motion made and seconded to appoint Inke Schirrmacher Baker as Vice President of the Board of Directors. Ayes: 2 Abstain: none Opposed: none
- iv. Appointment Avis Daniell as Director Secretary/Treasurer Eff 05/27/15

 Motion made and seconded to appoint Avis Daniell as Director Secretary/Treasurer of the Board of Directors. Ayes: 2 Abstain: none Opposed: none

b. BANKING:

i. Appointment of Inke Schirrmacher and Avis Daniell as authorized signers for all accounts held by City of Palms Charter High School, Inc.

Motion made and seconded to appoint Inke Schirrmacher Baker and Avis Daniell authorized signers for all accounts held by City of palms Charter High School Inc.

Ayes: 2 Abstain: none Opposed: none

ii. Authorization to open bank accounts "dba Northern Palms Charter High School"

Motion made and seconded to open accounts "dba Northern Palms Charter High School" at Wells Fargo Bank. Ayes: 2 Abstain: none Opposed: none

- **c. GOVERNANCE TRAINING:** Four-Hour In-Person governance Training with Kathleen Schoenberg scheduled for June 9, 2015.
- **d. MINUTES:** Motion made and seconded to approve minutes from the following meetings:
 - i. CPCHS April 7, 2015
 - ii. CPCHS May 4, 2015
 - iii. PACHS May 4, 2015
 - iv. NPCHS May 4, 2015

e. AUDIT ENGAGEMENT LETTERS:

- CPCHS Motion made and seconded to sign audit engagement letter with McCrady Hess and Associates to perform FY1415 audit for City of Palms Charter High School and preparation of Form 990.
- ii. PACHS Motion made and seconded to sign audit engagement letter with McCrady Hess and Associates to perform FY1415 audit for Palm Acres Charter High School and preparation of Form 990.

Ayes: 2 Abstain: none Opposed: none

Minutes Meeting Date: 05/27/2015

f. BUDGETS:

i. CPCHS - FY1415 Amended Budget / FY1516 Proposed Budget Motion made and seconded to approve FY1415 Amended Budget as presented.

Ayes: 2 Abstain: none Opposed: none

Motion made and seconded to approve FY1516 Proposed Budget as presented.

Ayes: 2 Abstain: none Opposed: none

ii. PACHS - FY1415 Amended Budget / FY1516 Proposed Budget Motion made and seconded to approve FY1415 Amended Budget as presented.

Ayes: 2 Abstain: none Opposed: none

Motion made and seconded to approve FY1516 Proposed Budget as presented.

Ayes: 2 Abstain: none Opposed: none

iii. NPCHS – FY1516 Proposed Budget

Motion made and seconded to approve FY1415 Amended Budget as presented.

Ayes: 2 Abstain: none Opposed: none

Motion made and seconded to approve FY1516 Proposed Budget as presented.

Ayes: 2 Abstain: none Opposed: none

g. FY1516 INSTRUCTIONAL CALENDAR:

Motion made and seconded to approve FY1516 Instructional Calendar as presented. Calendar allows for double 5Hr sessions following the District Calendar for Lee County.

Ayes: 2 Abstain: none Opposed: none

h. Media / Archivist / CPCHS Renewal – Creation of PT Position:

Motion made and seconded to create part-time position (approx. \$24,000/year) for maintenance of CPCHS, Inc. historical documents, newsletters, etc.

Ayes: 2 Abstain: none Opposed: none

5. OTHER BUSINESS --

- a. CSP Grants PACHS awarded \$365,000; NPCHS awarded \$375,000
- b. NPCHS Lease / Location Update Building Dept to review potential sites.

6. ADJOURNMENT -- Meeting was adjourned at 9:45pm

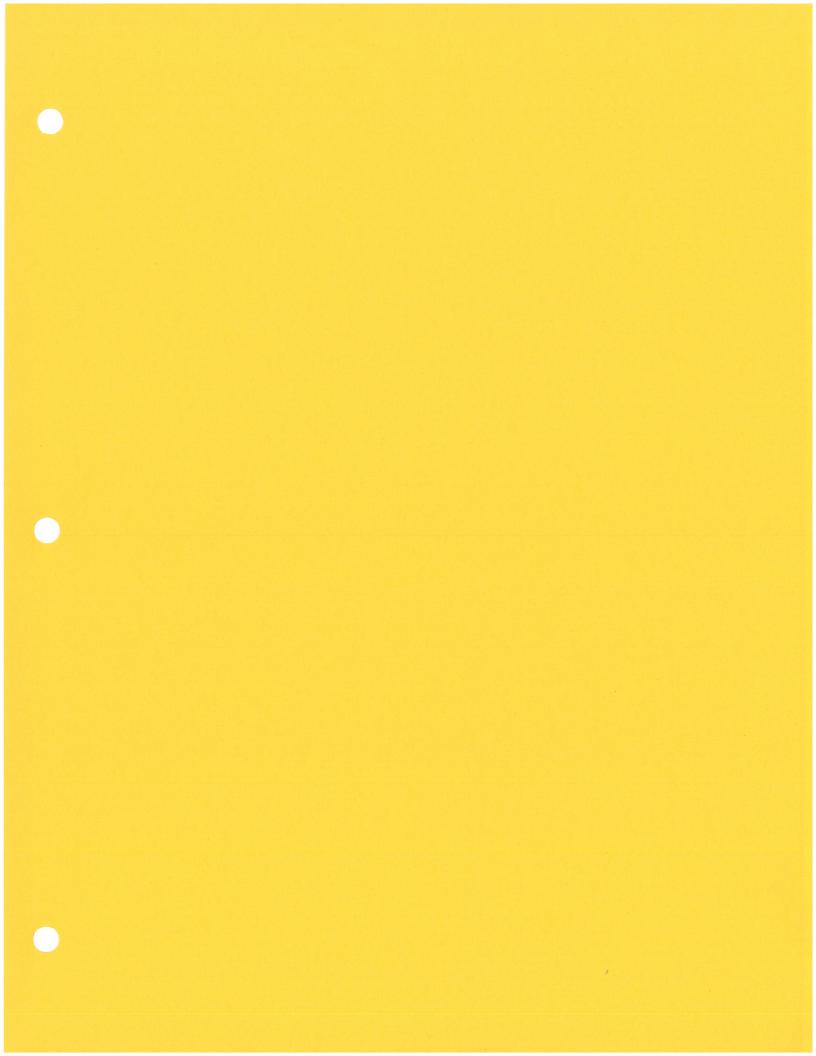
Minutes Meeting Date: 05/27/2015



CERTIFICATION

Approved by the Boar	rd of Directors of City of Palms Charte	r High School, Inc. on
	June 9, 2015	
	Date Approved	
	Board President	June 9, 2015
Signature	Title	Date Signed

Minutes Meeting Date: 05/27/2015





MINUTES

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

dho

City of Palms CHS / Palm Acres CHS / Northern Palms CHS

Date:

Thursday, June 18, 2015

Time:

5:30pm

Location:

Palm Acres Charter HS

501 Sunshine Blvd N, Lehigh Acres FL 33971

1. <u>CALL to ORDER & ROLL</u> – Mr. Humfleet called the meeting to order at 5:40pm

Board Members:

Allen Humfleet, President Inke Baker, Director

Present Present

Avis Daniell, Prospective Director

Present

Other Attendees:

Amy Rohner, Bus Mgr, CPA's Rick Rohner, Bus Mgr, CPA's RJ Rohner, Asst Bus Mgr, CPA's Sarah White, Principal PACHS Jenn Kyle, Principal CPCHS Leila Piñeiro, Teacher PACHS

Present Present

Present Absent

Present Present

- 2. AUDIENCE / Public Comment None.
- 3. APPROVAL of AGENDA -

Motion made and seconded to approve the agenda as presented.

Ayes: 2

Abstain: None

Opposed: None

- 4. NEW BUSINESS
 - a. "Principal Reports"

i. CPCHS - Jenn Kyle

ii. PACHS - Sarah White

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

Aves: 2

Abstain: None

Opposed: None

Minutes Meeting Date: 06/18/2015

b. Principal / Administrative Salary Schedule

Motion made and seconded to approve the Principal/Administrative Salary Schedule for FY1516 as presented.

Ayes: 2

Abstain: None

Opposed: None

c. Principal / Administrative Bonus Program

Motion made and seconded to investigate implementation of 3-5 goals to be designed as bonus options for Principals. Principals and Board members will work on development of appropriate measurable goals between now and September 30, 2015.

Ayes: 2

Abstain: None

Opposed: None

d. Year-End Adjustments / Bonuses

Motion made and seconded to authorize disbursement of year-end bonuses and FY1516 salary adjustments as presented.

Ayes: 2

Signature

Minutes

Abstain: None

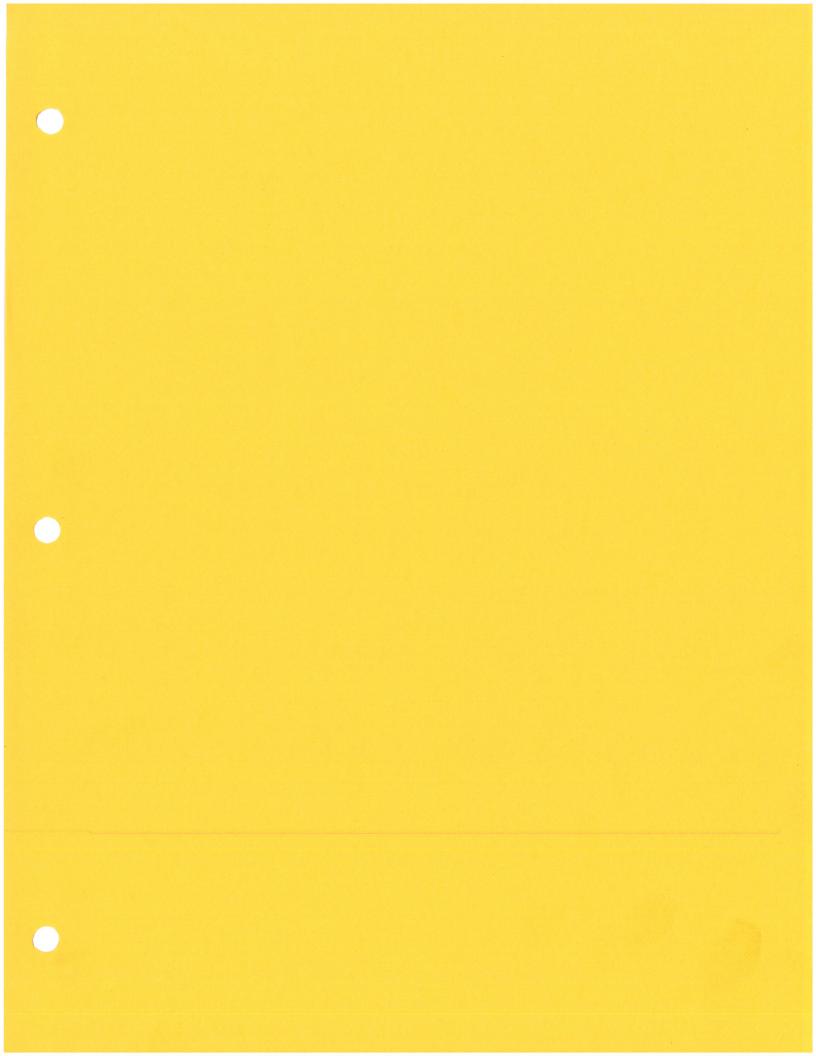
Opposed: None

- 5. <u>OLD BUSINESS</u> National Charter School Conference New Orleans June 20-24th, 2015.
- **6. ADJOURNMENT** Meeting Adjourned at 8:35pm

Title

Date Signed

Meeting Date: 06/18/2015





MINUTES

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

dba

City of Palms CHS / Palm Acres CHS / Northern Palms CHS

Date:

Wednesday, July 29, 2015

Time:

5:30pm

Location:

Lehigh Acres Chamber of Commerce

25 Homestead Road N - #41, Lehigh Acres FL 33936

1. CALL to ORDER & ROLL - Mr. Humfleet called the meeting to order at 5:35pm

Board Members:

Allen Humfleet, President

Present

Inke Baker, Director

Present

Avis Daniell, Prospective Director

Present

Other Attendees:

Amy Rohner, Bus Mgr, CPA's

Present

Rick Rohner, Bus Mgr, CPA's

Present

- 2. AUDIENCE / Public Comment None.
- 3. APPROVAL of AGENDA -

Motion made and seconded to approve the agenda as presented.

Ayes: 2

Abstain: None

Opposed: None

4. NEW BUSINESS -

a. NPCHS Lease Agreement

Motion made and seconded to sign the lease for 13251 North Cleveland Avenue, North Fort Myers, FL 33917 for August 1,2015 through July 31, 2020 as presented.

Ayes: 2

Abstain: None

Opposed: None

b. BANKING

Motion made and seconded to approve Amy Rohner (CPA's) as authorized signer for all CPCHS, Inc. bank accounts, credit cards, or lines of credit on behalf of City of Palms CHS, Palm Acres CHS, or Northern Palms CHS.

Aves: 2

Abstain: None

Opposed: None

Minutes

Meeting Date: 07/31/2015

c. FY1516 Meeting Schedule

Motion made and seconded to tentatively set meeting dates as follows:

Monday, August 31, 2015

Monday, November 2, 2015

Monday, January 11, 2016

Monday, May 16, 2016

Ayes: 2

Abstain: None

Opposed: None

- **d.** Review / Discussion re: Charter School Corp Structure, Contracts, Vision/Mission, Basic Operations, etc. General conversation regarding charter schools.
- 5. OLD BUSINESS NPCHS Update.
- 6. ADJOURNMENT Meeting Adjourned at 9:25pm

Approved by the Bo	CERTIFICATION proved by the Board of Directors of City of Palms Charter High School, Inc. on			
	August 31, 2015			
	Date Approved			
	Board President	August 31, 2015		
Signature	Title	Date Signed		

Minutes

Meeting Date: 07/31/2015

