



# IMAGINE SCHOOL AT TOWN CENTER

775 Town Center Blvd., Palm Coast, FL 32164

Phone: 386-586-0100, Fax: 386-586-278

## Advisory Board Meeting

Imagine School at Town Center, LLC

September 17, 2015 6:00 p.m.

- I. Welcome: Call to order 6:09
- II. Roll Call: Kurt Allen (Chairman), Rebecca Beers (Secretary), Wendy Van de Graaf , Diane Beatty (Executive Vice President), Lori McCarley (Regional Director) , Ross Whitley (Accounting Firm) James Menard (School Leader), Christian Toth (Business Manager) Greg Young, Tracey Toth (Character Coach) Jeremy Gutierrez (Technology)
- III. Notice of Meeting
- IV. Approval of Minutes from September 3, 2015 Motion to approve, Rebecca Beers, Wendy Van De Graaf seconds, all approve
- V. Old Business: none
- VI. New Business
  - Review of Financial Audit \*Modified budget is measured by inflow and outflow. Auditor's statement, 573k in assets, 123K in liabilities at the end of the year. 120k restricted from the lunch program. Pg. 11-150k of capital assets is from declining enrollment; technically, written off as bad debts for the year. Meaning, the value is zero and we don't need to claim it. With \$6.2 million in revenue, the general balance was paid by the management company and the district looks at the positive funds balance. Motion to not have a contribution from Imagine for the budget. The school expended 20k on capital outlay for the year. Equipment use fee pays on the leases of 83, 154.00; which is the agreement with the management company for equipment and textbooks. The government audit tests compliances of contracts. Interior weakness' on page 37 was in payroll with an extra 2weeks at the end of the contract year. There was a lapse in time with teacher contracts ending and returning. 2015-1-revenue recognition miss-finding in the IDEA funds. 2015-602 control deficiency pay was not accounted for in one employees pay. Updated board minutes will be posted. Motion to approve the audit ISTC 6/30/15 subject to the changes noted by Rebecca Beers, seconded by Wendy Van De Graaf, all approve.
  - 2015-2016 Amended Budget \*Revised budget and adjustments with enrollment at 870. Line 11 field trips balance out, we do not pay for field trips. Support staff adjustments are to assist the budget and the Guidance Counselor will not be replaced. The Academic Coach will remain in the class and have a teacher's aide, intervention teacher and three additional staff



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members. Increase in salaries totaling 88k, and an increase in benefit rates. We will seek advice on how to receive more financial support from the District. Line 52 & 53 will be combined into one item for summer camp. Board suggests summer camp fees be raised, and market it better to get more students. Line 63 capital lease. Line 98, 90k payback is taken off. Line 75 telecommunications, 8k, was posed to our budget in July, possible E-Rate following. Line item 90 will be affected by not taking a contribution. WV to find out what our 96 District fee covers. Our deficit lies at \$217.801; we need 40 more students to cover that. Our Parent focus group will focus on what parents are thinking and what they would like to see in our school. Students are withdrawing for various reasons. Discussion held on how to be considered for declining enrollment. We need to look at our trend line of volume into the future. Suggestion by Diane Beatty was to become STEM certified. One grade level has a low number, which means possibly combining classes. A question posed by one of the board members was, at what point are we sustainable? Are we able to negotiate our leasing percent? Not getting millage and declining enrollment has put us in a dire situation. Motion to approve the balanced budget with the line item from the fund form Imagine made by Rebecca Beers, Wendy Van De Graaf second to approve with line item. All approve.

- New board Member\* Lynn Camden PAARMANN, PH.D., did phone interview and school tour. The Board will take the recommendation. Motion to vote in Dr. Paarmann and elect Dr. Paarmann as a new Board Member. Wendy Van De Graaf motion to approve, seconded by Rebecca Beers, all approve. Question posed, how many members are necessary to serve on the Board?
- Digital Classroom Plan: Student outcome. 43 laptops. Motion to approve Rebecca Beers, second motion Wendy Van De Graaf, all approve.
- Possibility of renting out a classroom for a preschool. We have a possibility to rainbow out a classroom currently serving only 14 students. Weighing options, to have or not to have our own preschool. Board will explore and reconvene.
- Board Member Attendance: By laws state that if a member is absent 2/3 of the fiscal year they can be removed. The current board member in question has not completed training or fingerprints. Rebecca Beers notion to remove Dr. Burke from the ISTC Board for lack of attendance, Wendy Van De Graaf seconds the motion. A letter will be forwarded for correspondence. As a Board, we need to clarify this when they become a member.
- PTO President-Dave Stidham looks forward to partnering with all the stakeholders. The PTO has allotted all proceeds to go to physical items and all other to academic classroom items. We have 10k now and are looking for more input on where to spend the proceeds once cookie dough sales are



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completed. Upon seeking parent suggestions, we have found that an iPad cart is high on the list. Our parents want a game plan and end point. PTO is also partnering with Character Development to award Student of the Month students. PTO will have those students come to the PTO meetings and be recognized. Student groups will also share at PTO meetings what their club or groups are made of with all stakeholders. Also, a teacher point incentive for PTO attendance. Cissy Steger and Beth Franklin are staff liaisons.

- Addition of SAC Committee of the school was resolved. Will the Board be taking on SIP? The Board will monitor the School of Excellence Plan.

### VII. Imagine Schools Report

- Leadership Team: New School Development has devised a marketing plan. Placing a flyer on Tony's Pizza boxes, ISTC K-Kids is partnering with Publix to promote a food drive. Attendance at every first Friday in Flagler Beach with the Cheer Squad in attendance, also attendance at the Creekside Festival. We will give our Chamber of Commerce information about our school for new families moving into the community. We grew so rapidly that we backed off marketing. Imagine works with a marketing company in Arizona.
- Region Team  
Regional Director, Lori McCarley-Happy to be working here at Imagine Town Center. The region team will refresh the member's board binders.

### VIII. Hear the Audience-None

### IX. Hear the Board

Kurt will meet with Congressman Travis Hudson to determine if there is any way to increase funding through legislation.

### X. Next Meeting- November 19, 2015

Motion to adjourn: Made by Rebecca Beers at 9:02; Seconded Wendy Van De Graaf; All approve.

\*Voting item for Board



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