

FRANCIS MARION dba OCALI CHARTER MIDDLE SCHOOL BOARD OF TRUSTEES MEETING

Location: Room 106-7 Date: Tuesday, June 20, 2017 Time: 4:30 P.M.

DRAFT AGENDA

INVOCATION

PLEDGE OF ALLEGIANCE

MINUTES

ACCEPT AGENDA

CORRESPONDENCE

Note: If subjects presented in reports require discussion and/or a vote by the Board at this meeting, the vote will be taken during or at the end of the report.

TREASURER'S REPORT

PRINCIPAL'S REPORT

COMMITTEE REPORTS

Site Committee: Cope response to OCMS request to change monthly rent due date

Bylaws Committee:

Nominating Committee: Nominees for Board for 2017--2018

Finance Committee: Revisions to Financial Management SOP

Transportation Committee:

Website:

OLD/UNFINISHED BUSINESS

Goals proposed to be included in Mrs. Matthews' contract for 2017-2018

Faces of Ocala report

NEW BUSINESS

Election of Officers and Trustees

Nominating Committee presents Trustee nominees

Nominees introduce themselves

Nominations from the floor

Election of Trustees by Board of Trustees members

Nomination of Officers from the floor

Election of Officers by Board of Trustees members

Select date for Board Orientation

Annual report/s:

Officers

Committees:

Bylaws and Charter, Parliamentarian: Ro Chabot, Chair

Human Resources: Leo Pacheco, Chair

IT: Ro Chabot, Chair

Library: Jo Chabot, Chair

Litigation: Sharon Murry

Transportation: Teecy Matthews, Chair

Website: Leo Pacheco, Chair

2017-2018 budget

Impact on OCMS of FL Education Bill recently signed by the Governor

Resignations

ADJOURN

Attachments: Finance Committee Minutes; Financial Management SOP.

OCA LI

Charter Middle School

ACADEMY of MATH, SCIENCE, TECHNOLOGY and ENRICHMENT
A Public Charter Middle School**Minutes of Board Of Trustees Meeting****Call to order:** 4:35 PM – Sharon Murry**Date:** June 20, 2017**Invocation:** Bill Murry**Time:** 4:30 PM**Pledge of Allegiance:** Sharon Murry**Location:** Suite 200**In Attendance:**

Sharon Murry

Dr. William V. Murry

Joseph P. Smith

Jo Chabot

Leo Pacheco

Ro Chabot

Teecy Matthews

Motion to approve the meeting agenda as distributed.

Item:	Moved:	Seconded:	Action:
Accept Agenda	Ro Chabot	Leo Pacheco	Passed

Motion to approve the minutes of the last Board Meeting:

Meeting:	Moved:	Seconded:	Action:
May 16, 2017	Leo Pacheco	Joseph Smith	Passed

Correspondence: None**Treasurer's Report:** Bill Murry present the treasurer's report and addendum to the Treasurer's report. Copies are attached as part of these minutes.

Additional items discussed as part of the Treasurer's/Finance report:

- Discussion re: Reports generated by Quick-Books
- General Ledger, Profit & Loss statement and Balance Sheet to be part of Monthly reports
- Treasurer's report to be the cover sheet to statements
- Building a carryover from month to month
- Bill Murry and Teecy Matthews are working on a cost module for the next year.
- Bill Murry reported on how they are considering items for next year's budget.
- They are working on a line item budget
- Detailed budget in consolidating of the line item budget
- Cash reconciliation to be done at the end of each month.

Motion to accept the Treasurer's Report:

Item:	Moved:	Seconded:	Action:
Treasurer's Report	Bill Murry	Jo Chabot	Accepted

Principal's report: Mrs. Matthews presented her Principal's report. Copy attached as part of minutes.

Additional items reported on:

- We have 163 students for next year currently on District's records
- There will be some construction over the summer to build a partial wall in suite 106-107
- White boards will come off the wall and be portable
- Rolling drawers underneath the stage
- Waiting on the District to release the 4th nine period grades
- Digital classroom dollars are in – rollover into next year
- Master schedule for classrooms
- Plate – on-line course renewal – credit recovery
- Title 1 dollars
- After school tutoring
- Ms. Lewis tendered her resignation as custodian

Parent Representative's Report:

No report

Committee Reports:

Facilities Committee: Annual report attached as part of these minutes

By-Laws Committee: Annual report attached as part of these minutes

Nominating Committee: Reports of the nominating committee are attached

Finance Committee: Revisions to the Financial Management SOP were presented by Bill Murry – draft report attached. Motion by Ro Chabot and seconded by Joseph Smith to accept the revisions and placed into operation. Motion carried.

Fundraising Committee: Leo Pacheco presented the Faces of Ocala report. Copy of report attached as part of these minutes.

Library Committee: Annual report attached as part of these minutes

Transportation Committee: Annual report attached as part of these minutes

Website Committee: Annual report attached as part of these minutes

Old Business:

Mrs. Matthews and Leo Pacheco presented the goals that were jointly proposed by school administration and the board. Motion by Ro Chabot and seconded by Leo Pacheco to accept these new goals for the upcoming school year. Motion carried.

New Business:

Sharon Murry and Ro Chabot tendered their letters of resignation as members of the Board of Trustees effective June 30, 2017 as their terms had ended. Motion by Joseph Smith and seconded by Jo Chabot. Motion Carried

Nomination Committee presented the nominees for the Board of Trustees for the next school year. A short discussion was had on the resumes of the prospective Board members. Motion by Ro

Chabot and seconded by Leo Pacheco to accept the nominees for the Board of Trustees. Motion carried.

Election of offices for the Board of Trustees for the next year:

Chair: Leo Pacheco
Vice-Chair:
Secretary:
Treasurer: Dr. William Murry

There was a short discussion on the impact on OCMS of FDOE's bill recently signed by the Governor. It was decided that we would wait until the bill was reviewed by our attorneys.

The subject of check signers came up and the Board of Trustees decided that Teecy Matthews, Leo Pacheco would be added to the check signers. Motion by Ro Chabot and seconded by Leo Pacheco to keep Ro Chabot and Sharon Murry as signatories for check signing as agents of the Corporation. Motion carried.

The meeting was adjourned at 6:55 PM

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Charter Middle School

ACADEMY of MATH, SCIENCE, TECHNOLOGY and ENRICHMENT
A Public Charter Middle School

Minutes of Board Of Trustees Meeting

Call to order: 4:41 PM – Sharon Murry

Date: 16 May 2017

Invocation: Sharon Murry

Time: 4:30 PM

Pledge of Allegiance: Sharon Murry

Location: Computer Lab

In Attendance:

Sharon Murry

Joseph Smith

Jo Chabot

Ro Chabot

Teecy Matthews

Dr. William Murry

Motion to approve the meeting agenda as distributed.

Item:	Moved:	Seconded:	Action:
Accept Agenda	Ro Chabot	Jo Chabot	Passed

Motion to approve the minutes of the last Board Meeting:

Meeting:	Moved:	Seconded:	Action:
18 April 2017	Joseph Smith	Jo Chabot	Passed

Correspondence: None

Treasurer's Report: Tabled to the next meeting of the Board of Trustees

Principal's report: Mrs. Matthews presented her Principal's report. Copy attached as part of minutes.

Additional items reported on:

- Eight grade census down suspected due to testing – some parents do not want their tested
- Middle school class size is 22 students MAX
- Need to set budget for 10% less than actual census due to future loses in students
- Fourth 9 week report cards are to be picked up by parents rather than sent home with students
- Testing to be done this week
- Mrs. Matthews presented a short discussion on prospective income and expenses for the rest of the fiscal year
- Discussion regarding the required reserve and how to make sure the school does not raid these funds.

Parent Representative's Report:

No report

Committee Reports:

Facilities Committee: Changes in rent situation. The board had a short discussion regarding the changes and again visited the possible need for additional space. The Finance committee will revisit the possibility of looking into additional space for future years.

By-Laws Committee:

Nominating Committee: Minutes of the two nominating committee meetings were handed out to the board members. Minutes are attached to these minutes.

Finance Committee:

Fundraising Committee:

Library Committee:

Transportation Committee:

Website Committee:

Old Business:

- As part of the Mrs. Matthews contract, a goals meeting for the upcoming school year, 2017-2018, the board will meet with Mrs. Matthews in June, hopefully prior to the June Board of Trustees meeting.
- Salamanca EEOC complaint – still unresolved – have heard nothing from the EEOC

New Business:

- Sharon Murry handed out a sheet detailing the need for committee annual reports that should be part of the minutes of the June Board of Trustee's meeting.
- Alan Goldsmith withdrew his application to be a member of the Board of Trustees

The meeting was adjourned at 5:54 PM



2016-2017 OCMS OFFICERS AND COMMITTEES

Officers

Chairman: Sharon Murry

Vice Chairman: Ro Chabot

Treasurer: Bill Murry

Secretary: Ro Chabot (acting recording secretary for BOT meetings)


Parent Representative: Debbie Hart

Standing Committees – specified in the Bylaws

Finance (Sensitive information. Only Board members may serve on this committee): Bill Murry, Chair

Facilities: Teecy Matthews, Chair

Development:



2016-2017 Ad Hoc Committees – formed annually by the chairman at the July meeting with approval of the Board

Bylaws and Charter, Parliamentarian: Ro Chabot, Chair

Human Resources: Leo Pacheco, Chair

IT: Ro Chabot, Chair

Library: Jo Chabot, Chair

Litigation (Sensitive information. Only Board members may serve on this committee):

Transportation: Teecy Matthews, Chair

Website: Leo Pacheco, Chair



PRESIDENT'S REPORT 2016-2017

Accomplishments

1. Student Achievement

- a. Nearly 50% of 2017 grads accepted in advanced public high school programs.
- b. Staff professional development: mentors, lesson planning.
- c. School hours changed to focus on individual remediation needs.
- d. Began transition to open classroom model.

2. Management Framework and Support

- a. Updated bylaws
- b. Workable Human Resources Plan
- c. Updated Financial Management SOP
- d. Easily updated budget line item math models
- e. Easily updated, relevant, user-friendly website.

3. Site

- a. Stability
- b. Appearance and cleanliness
- c. Configuring for open classrooms
- d. On-site testing facility.

4. Development/fund raising

- a. 501(c)(3)
- b. FL tax ID number required to raise money
- c. Three fund raisers this year

5. Litigation: Settled Carter-Johnson case brought in February 2016

Transition Issues

- 1. Student Achievement:** Meet "satisfactory student achievement based on state accountability standards."
- 2. Management Framework and Support:** Update the OCMS Charter.
- 3. Long Range Site Planning:** Decide what happens when the lease is up.
- 4. Development/fund raising:** Earn enough money each year to prevent annual reserve shortfall and to fund the site you plan to have when the lease is up.
- 5. Litigation:** OCMS has not been informed that the Salamanca EEOC complaint against former Principal Mary Pinson has been closed, although EEOC did not reply to the OCMS response of last summer that rebutted the claim.

FINANCE COMMITTEE MEETING June 12, 2017

MINUTES

The Finance Committee met at 10:45 A. M. at school to discuss revisions to the Financial Management SOP:

Members present were Chairman Bill Murry, Ro Chabot, Jo Chabot, and Leo Pacheco. Ex officio member Sharon Murry took notes. Administrator Teecy Matthews also attended.

Decisions at the meeting were made by consensus. No votes were taken.

The members made some changes to the Financial Management SOP revisions proposed by Bill Murry. Most discussion concerned the type and timeliness of reports to be provided to the Board of Trustees at the monthly meeting and the need for fund raising guidelines. A copy of the draft revision that will be presented to the Board for approval at the June meeting is attached. Proposed changes are inserted in red. Provisions to be deleted are lined through.

Teecy Matthews suggested that the monthly Board meeting be moved from the third Tuesday to the second Tuesday of the month in order to provide the Board with timely financial information without needing to produce a mid-month Treasurer's report. The goal is to provide Board members with a Board packet that includes financial information by the Friday preceding the Board meeting.

Additional business discussed at the meeting:

Sharon Murry agreed to ask the landlord David Cope to change our lease to require payment in mid-month instead of on the first of the month. This change would ensure that OCMS has received before we need to pay rent each month the monthly MCPS payment that never arrives by the first of the month and is always there by the 15th.

Teecy Matthews secured a \$15,000 donation. Ro Chabot wanted to use the funds to establish a separate bank or investment account to begin an endowment or other type of account that would protect the money from being spent on day-to-day expenses. The \$15,000 is needed to meet end-of-academic--year expenses and the required reserve, but the

committee members are open to the idea of discussing further the establishment of an endowment or similar fund as soon as we have money to put into the account.

The 2017-2018 budget is due to MCPS by June 30. Bill Murry and Teecy Matthews expect to be able to discuss the budget at the June Board meeting.

Respectfully submitted,

SHARON MILLER MURRY

Recorder

Ocali



Charter Middle School

ACADEMY of MATH, SCIENCE, TECHNOLOGY and ENRICHMENT
A Public Charter Middle School

Annual Report to the Board of Trustees

By-Laws:

There were no changes/additions to the By-Laws during the fiscal year 2016-2017.

Parliamentarian:

There were no parliamentary conflicts during this past fiscal year.

Information Technology:

Computers:

Starting in July 2016, we were able to purchase 40 laptop computers unassembled. We were able to purchase additional memory to bring the laptop memory to 5 megabytes. We were also able to purchase 160 gigabyte hard drives for each of the laptops along with the necessary Windows 10 licenses for each of the laptops.

Additionally, we were able to get an additional 3 Chrome Books via the Digital Classroom Plan through the Marion County School District.

Computer Lab:

Prior to the beginning of the school year, we constructed a computer lab designed for testing with a half wall down the middle of the room rather than just an open room. We purchased outside contractors to do the Ethernet wiring for the classroom machines as using WiFi was too slow for the testing programs. While the contractor was wiring the computer lab and administration offices, they also pulled wiring for the school's telephone system.

Future needs for the IT area is to have WiFi throughout the school especially in suite 200.

Submitted June 20, 2017

A handwritten signature in black ink, appearing to read 'Ro Chabot'. The signature is stylized and includes a long horizontal line extending to the right.

Ro Chabot
Vice-Chair

Treasurer Report

Attached to this Treasurer Report are the reconciled financial activity ledgers for March, April, and May 2017, an interim ledger for Jun 2017, and a budget status summary as of Jun 19, 2017. The March and April activity ledgers are corrected copies that supersede the activity ledgers submitted in the May Treasurer Report. Items highlighted in blue have cleared the bank; items undated and not highlighted are outstanding. As of Jun 19, we had a checkbook balance of \$27,462.54 in our General Account plus \$582.54 in our SQUARE Account for a total of \$28,045.08 in the bank. Accounts Payable for the rest of the month is estimated at \$16,000 (payroll, taxes, worker comp ins, accounting).

The projected 2016-2017 EOY carryover to 2017-2018 is \$12,045.08. The actual FEFP for 2016-2017 was \$470,598.00 which gives a required 3% reserve of \$14,117.94, or \$2,072.86 more than the projected carryover amount. The QB account expenditures as of Jun 19 are \$21,945.92 less than the reconciled activity ledgers.

As of Jun 19, 2017 we had received about 103% of our EXPECTED REVENUE, and had spent 101% of our projected EXPENDITURES.

Since November 2016, the rent for sites 200, 106, and 107 have been paid using all of the PECO Funds. When the rent exceeds the amount of PECO Funds, the rest of the rent is paid with FEFP Funds. Because of the timing of receipt of PECO and FEFP Funds versus the rent billing date, the balance of rent due from FEFP funds is paid from the Miscellaneous Funds account and then reimbursed from the FEFP account after receipt of FEFP funds. This reimbursement transaction is highlighted in beige-pink in the activity ledger.

William V. Murry

William V. Murry

5 Incl Mar Activity Ledger (corrected copy)- reconciled
Apr Activity Ledger (corrected copy)- reconciled
May Activity Ledger – reconciled
Jun Activity Ledger – interim, reconciled
Budget Summary as of Jun 19, 2017

FRANCIS MARION CHARTER SCHOOL TREASURER REPORT

Ref. No.	Date	Description	From: April 1, 2017			-----To: April 30, 2017			Square Account			
			FEFP Funds		PECO Funds		Miscellaneous Funds		Debit	Credit	Balance	
	01-Apr-17	Starting Balances			\$589.11			\$4,071.00		\$11,095.63		\$303.44
	03-Apr-17	IOD Interest Paid		\$2.26	\$591.37			\$4,071.00		\$11,095.63		\$303.44
	03-Apr-17	Prem Assign Corp (Ins), Ck# 1679			\$591.37			\$4,071.00	\$1,225.19	\$9,870.44		\$303.44
	04-Apr-17	Return item charge back	\$50.00		\$541.37			\$4,071.00		\$9,870.44		\$303.44
	04-Apr-17	Debit, Freedom Voice System	\$112.20		\$429.17			\$4,071.00		\$9,870.44		\$303.44
	06-Apr-17	Deposit, Shirt Sales			\$429.17			\$4,071.00		\$9,870.44	\$270.95	\$574.39
	06-Apr-17	Progressive, Bus Ins, Ck# 1680			\$429.17			\$4,071.00	\$264.41	\$9,606.03		\$574.39
	07-Apr-17	Deposit, Trip Fees		\$1,168.00	\$1,597.17			\$4,071.00		\$9,606.03		\$574.39
	10-Apr-17	Debit Navitas, Copier Rental	\$150.00		\$1,447.17			\$4,071.00		\$9,606.03		\$574.39
	10-Apr-17	Debit, Intuit payroll svc	\$32.00		\$1,415.17			\$4,071.00		\$9,606.03		\$574.39
	10-Apr-17	Sonitrol, Alarm Svc, Ck# 1681	\$41.65		\$1,373.52			\$4,071.00		\$9,606.03		\$574.39
	10-Apr-17	City of Ocala, utilities Ck# 1682			\$1,373.52			\$4,071.00	\$1,518.22	\$8,087.81		\$574.39
	11-Apr-17	LUISCO, Educational Support, Ck# 1683	\$400.00		\$973.52			\$4,071.00		\$8,087.81		\$574.39
	11-Apr-17	Deposit, Shirt Sales			\$973.52			\$4,071.00		\$8,087.81	\$28.80	\$603.19
	14-Apr-17	MCPS FEP DEPOSIT		\$49,645.00	\$50,618.52			\$4,071.00		\$8,087.81		\$603.19
	12-Apr-17	Maricamping LLC, Apr rent, Ck# 1684	\$7,279.00		\$43,339.52	\$4,071.00		\$0.00		\$8,087.81		\$603.19
	14-Apr-17	Deposit, Trip Fees			\$43,339.52			\$0.00	\$1,327.00	\$9,414.81		\$603.19
	14-Apr-17	Reimburse Misc Fund Acct from FEFP Funds	\$3,007.82		\$40,331.70			\$0.00	\$3,007.82	\$12,422.63		\$603.19
	17-Apr-17	Intuit payroll	\$17,310.11		\$23,021.59			\$0.00		\$12,422.63		\$603.19
	17-Apr-17	Debit, WIX.COM Site Fee	\$3.99		\$23,017.60			\$0.00		\$12,422.63		\$603.19
	17-Apr-17	Martial Arts Ctr, PE, Ck# 1689	\$1,750.00		\$21,267.60			\$0.00		\$12,422.63		\$603.19
	17-Apr-17	BBVA Mar Svc Chgs	\$24.66		\$21,242.94			\$0.00		\$12,422.63		\$603.19
	18-Apr-17	EFTPS - IRS Tax Payment	\$4,640.68		\$16,602.26			\$0.00		\$12,422.63		\$603.19
	18-Apr-17	Debit, WIX.COM Site Fee	\$14.00		\$16,588.26			\$0.00		\$12,422.63		\$603.19
	18-Apr-17	Credit, Shirt salea			\$16,588.26			\$0.00		\$12,422.63	\$113.78	\$716.97
	20-Apr-17	Deposit, Grad Venture & Faces of Ocala			\$16,588.26			\$0.00	\$1,401.00	\$13,823.63		\$716.97
	21-Apr-17	Debit, April Accountant Fee	\$500.00		\$16,088.26			\$0.00		\$13,823.63		\$716.97
	21-Apr-17	Transfer from Square Acct to General Acct		\$650.00	\$16,738.26			\$0.00		\$13,823.63	\$650.00	\$66.97
	21-Apr-17	Amer Fire & Safety, Ck# 1685	\$94.56		\$16,643.70			\$0.00		\$13,823.63		\$66.97
	21-Apr-17	MCPS, Apr bus lease & Mar fuel/repairs, Ck# 1687	\$925.59		\$15,718.11			\$0.00		\$13,823.63		\$66.97
	24-Apr-17	Debit for AP Intego - worker's comp ins	\$1,004.26		\$14,713.85			\$0.00		\$13,823.63		\$66.97
	25-Apr-17	Copier Source Inc, toner, Ck# 1686	\$10.00		\$14,703.85			\$0.00		\$13,823.63		\$66.97
	25-Apr-17	FSDU, Wage Attachment, Ck# 1691	\$224.37		\$14,479.48			\$0.00		\$13,823.63		\$66.97
	26-Apr-17	Century Link, Fire Link Line, Ck# 1692	\$141.39		\$14,338.09			\$0.00		\$13,823.63		\$66.97
	26-Apr-17	Debit, WIX.COM Site Fee	\$16.00		\$14,322.09			\$0.00		\$13,823.63		\$66.97
	27-Apr-17	Intuit payroll	\$13,225.85		\$1,096.24			\$0.00	\$4,100.00	\$9,723.63		\$66.97
	27-Apr-17	Debit Universal Orlando, GradVenture			\$1,096.24			\$0.00	\$1,959.72	\$7,763.91		\$66.97
	28-Apr-17	Deposit, GradVenture Fees			\$1,096.24			\$0.00	\$890.00	\$8,653.91		\$66.97
	28-Apr-17	MCPS, supplies, ck# 1688			\$1,096.24			\$0.00	\$125.33	\$8,528.58		\$66.97
	28-Apr-17	FL Dept Revenue Cut ????			\$1,096.24			\$0.00	\$172.48	\$8,356.10		\$66.97
	28-Apr-17	EFTPS - IRS Tax Payment	\$1,046.24		\$50.00			\$0.00	\$3,602.96	\$4,753.14		\$66.97
	28-Apr-17	Cancel Debit Freedom Voice on Mar 20		\$168.19	\$218.19			\$0.00		\$4,753.14		\$66.97
			CHECK BOOK BALANCE							\$4,971.33		
			ERROR (IF NOT ZERO)							\$0.00		

IN BANK ACCOUNTS

GENERAL ACCOUNT

SQUARE ACCOUNT

\$4,971.33

\$66.97

GENERAL ACCOUNT (FEFP, PECO & MISC)

SQUARE ACCOUNT

BANK STATEMENT RECONCILIATION	Unrecorded Deposits (Itemized)	\$0.00	Unrecorded Deposits (Itemized)	\$0.00
	Uncancelled Checks (Itemized)	\$40.00	Uncancelled Checks (Itemized)	\$0.00
	Calculated Difference	\$40.00	Calculated Difference	\$0.00
	Enter Statement Balance	\$5,011.33	Enter Statement Balance	\$66.97
	Calculated Checkbook Balance	\$4,971.33	Calculated Checkbook Balance	\$66.97

William V. Murry
William V. Murry
 Treasurer

OCALI CHARTER MIDDLE SCHOOL BUDGET PROGRAM - 2016-2017

(Francis Marion Charter School; dba OCALI CHARTER MIDDLE SCHOOL)

August 1, 2016 Revision - Adjusted November 10, 2016

EXPECTED REVENUE			Received	% Received
FEFP			414,880	470,598 113.43%
Other Rev Est Extras			202,221	158,894 78.57%
Transportation			24,060	23,820 99.00%
Teacher Lead money			810	810 100.00%
Sum Camp/uniforms/Supply Kitz			8,800	7,586 86.20%
Carryover from 2015-2016			41,235	41,236 100.00%
Fundraisers			10,000	7,825 78.25%
Activitiy Fees			11,000	3,624 32.95%
Eaglet Basic			4,000	3,715 92.88%
Gifts, Grants,Bequests			0	16,423 164234900.0%
Grant Settlement Recovery			32,836	31,836 97.0%
PECO			35,002	38,859 111.0%
Total Revenue			784,843	805,226 102.60%

STATUS AS OF: 19-Jun-17

Projected State Revenue	
Students	
Basic	90
ESE	20
Bus Riders	63
Per Student	\$4,160.71
Total State Revenue	\$457,678
95%	\$434,794

STATUS AS OF: 19-Jun-17

EXPENDITURES

Category	Account Number	Total	Salaries 100	Employee Benefits 200	Purchased Services 300	Energy Services 400	Materials & Supplies 500	Capital Outlay 600	Other Expenses 700	Spent To Date:	% Budget
Instruction	5000	\$313,792	246,300	26,132	33,260	n/a	3,000	5,100	n/a	292,905	93%
Student Personnel Services	6100	\$6,400	0	0	6,400	n/a	0	n/a	0	5,600	87%
Instructional media Services	6200	\$0	n/a	n/a	0	n/a	0	0	n/a	0	33%
Instruction and curriculum Development Services	6300	\$0	n/a	n/a	0	n/a	0	n/a	n/a	-	0%
Board	7100	\$857	n/a	n/a	857	n/a	n/a	n/a	0	499	58%
School Administration	7300	\$151,469	115,000	12,202	20,286	n/a	3,982	n/a	n/a	173,120	114%
Facilities Acquisition	7400	\$14,620	n/a	n/a	620	n/a	0	14,000	n/a	139,718	956%
Fiscal Services	7500	\$17,400	n/a	n/a	17,400	n/a	n/a	n/a	n/a	17,913	103%
Food Services	7600	\$12,344	11,160	1,184	0	n/a	n/a	n/a	n/a	11,766	95%
Transportation	7800	\$54,055	38,925	4,130	3,000	8,000	n/a	n/a	n/a	55,558	103%
Operation of Plant	7900	\$153,052	n/a	n/a	132,100	19,800	1,152	n/a	n/a	36,042	24%
Maintenance	8100	\$19,360	n/a	n/a	16,570	n/a	2,790	n/a	n/a	889	5%
Community Services	9100	\$200	n/a	n/a	n/a	n/a	200	n/a	n/a	21,226	10613%
Debt Service	9200	\$5,000	n/a	n/a	n/a	n/a	n/a	n/a	5,000	0	0%
TOTAL EXPENDITURES		\$748,550	411,385	43,648	230,493	27,800	11,124	19,100	5,000	755,235	101%

RESERVE (3% FEFP Reqd)	\$12,446	
Projected Revenue Excess	23,847	Over by 3.0%

TREASURER REPORT ADDENDUM

EXTRACT FROM 6/20/2017 TREASURER REPORT

The projected 2016-2017 EOY carryover to 2017-2018 is \$12,045.08. The actual FEFP for 2016-2017 was \$470,598.00 which gives a required 3% reserve of \$14,117.94, or \$2,072.86 more than the projected carryover amount. The QB account expenditures as of Jun 19 are \$21,945.92 less than the reconciled activity ledgers.

Checkbook Balance as of Jun 19	\$28,045.08	QB income as of Jun 19	\$805,225.69	QB income as of Jun 19	\$805,225.69
Estimated Accounts Payable *	\$16,000.00	QB spent as of Jun 19	\$755,234.69	QB spent as of Jun 19	\$755,234.69
Projected Carryover	\$12,045.08	Estimated Accounts Payable *	\$16,000.00	QB Unaccounted expenses	\$21,945.92
		Projected Carryover	\$33,991.00	Estimated Accounts Payable *	\$16,000.00
				Projected Carryover	\$12,045.08
MCPS reported FEFP	\$470,598.00	QB reported FEFP	\$468,910.00	QB reported FEFP	\$468,910.00
Reserve 3% of Actual FEFP	\$14,117.94	Reserve 3% of Total FEFP	\$14,067.30	Reserve 3% of Total FEFP	\$14,067.30
RESERVE SHORTFALL	\$2,072.86	RESERVE EXCESS	\$19,923.70	RESERVE SHORTFALL	\$2,022.22

Estimated Accounts Payable *	
Payroll	\$12,300.00
FSDU Attachment	\$225.00
IRS, FICA, etc	\$2,500.00
Workmans Comp	\$500.00
Misc	\$475.00
	<u> </u>
	\$16,000.00

FMCS dba Ocali Charter Middle School
Profit & Loss
 May 2017

	May 17
Ordinary Income/Expense	
Income	
3310 · REVENUE FROM STATE SOURCES FTE	
FTE-CLASS SIZE REDUCTION	6,854.00
FTE-DISC LOTTERY	785.00
FTE-ESE GUARANTEE	2,195.00
FTE-FEFP	35,396.00
FTE-INSTRUCTIONAL MATERIALS	564.00
FTE-MEDIA	36.00
FTE-SAFE SCHOOLS	161.00
FTE-SAI	2,380.00
TRANSPORTATION	1,830.00
	50,201.00
Total 3310 · REVENUE FROM STATE SOURCES FTE	50,201.00
3391 · Capital Outlay Funds (PECO)	3,755.00
3400 · OTHER LOCAL REVENUE	
3402 · 8th Grade Shirt	15.00
3440 · GIFTS, GRANTS, AND BEQUESTS	15,040.00
3480 · ACTIVITY FEES	25.00
3490 · Fundraiser	2,512.00
	17,592.00
Total 3400 · OTHER LOCAL REVENUE	17,592.00
3431 · INTEREST INCOME	1.31
	71,549.31
Total Income	71,549.31
Gross Profit	71,549.31
Expense	
5100 · BASIC INSTRUCTION	
120 - TEACHER SALARIES	22,613.64
140 - Substitute Wages	1,805.00
151 - PARAPROFESSIONAL WAGES	0.00
220 - FICA/MED TAX	1,868.03
310 - PROFESSIONAL FEES	400.00
642 - NONCAP FURN, FIX, & EQUIP	10.00
	26,696.67
Total 5100 · BASIC INSTRUCTION	26,696.67
6100 · Guidance Services	
310 - PROFESSIONAL FEES	630.00
	630.00
Total 6100 · Guidance Services	630.00
66000 · Payroll Expenses	0.00
7300 · SCHOOL ADMINISTRATION	
110 - ADMINISTRATIVE WAGES	9,750.00

FMCS dba Ocali Charter Middle School
Profit & Loss
May 2017

	May 17
220 - FICA/MED TAX	745.84
240 - WORKERS COMP	1,947.61
290 - Other Employee Benefits	0.00
320 - INSURANCE	1,594.75
692 - NON CAP SOFTWARE	199.95
730 - DUES AND FEES	331.36
Total 7300 · SCHOOL ADMINISTRATION	14,569.51
7400 · FACILITIES ACQUISITION	
360 - RENTAL	11,350.00
Total 7400 · FACILITIES ACQUISITION	11,350.00
7500 · FISCAL SERVICES	
310 - ACCOUNTING	1,725.00
315 - PAYROLL SERVICES	36.00
Total 7500 · FISCAL SERVICES	1,761.00
7600 · FOOD SERVICES	
160 - FOOD SERVICE WAGES	1,240.00
220 - FICA/MED TAX	94.86
Total 7600 · FOOD SERVICES	1,334.86
7800 · PUPIL TRANSPORTATION SERVICES	
160 - Field Trip Transp Wages	45.00
160 - TRANSPORTATION WAGES	4,560.00
220 - FICA/MED TAX	352.28
360 - RENTALS	1,800.00
450 - GASOLINE	872.61
Total 7800 · PUPIL TRANSPORTATION SERVICES	7,629.89
7900 · OPERATION OF PLANT	
160 - Custodian Wages	1,565.00
220 - FICA/MED TAX	119.72
370 - TELEPHONE	252.66
380 - WATER, SEWER, GARBAGE	709.79
430 - ELECTRICITY	889.56
371 - INTERNET	139.00
390 - FIRE-INSPECTION	41.65
Total 7900 · OPERATION OF PLANT	3,717.38
9100 · COMMUNITY SERVICE	
390 - FIELD TRIP EXPENSE	1,850.00
Total 9100 · COMMUNITY SERVICE	1,850.00

10:28 AM
06/20/17
Accrual Basis

FMCS dba Ocali Charter Middle School
Profit & Loss
May 2017

	<u>May 17</u>
Total Expense	<u>69,539.31</u>
Net Ordinary Income	<u>2,010.00</u>
Net Income	<u><u>2,010.00</u></u>

FMCS dba Ocali Charter Middle School
Balance Sheet
As of May 31, 2017

	May 31, 17
ASSETS	
Current Assets	
Checking/Savings	
1105 · Francis Marion Charter School	4,737.28
1107 · Petty Cash	11.35
1109 · FMCS Electronic Purchases Acct	568.28
Total Checking/Savings	5,316.91
Other Current Assets	
1137 · GRANT REC - CAPITAL OUTLAY FUND	3,755.00
1211 · DEPOSIT	14,304.00
1230 · PREPAID EXPENSES	1,093.53
1235 · PREPAID RENT	11,000.00
Total Other Current Assets	30,152.53
Total Current Assets	35,469.44
Fixed Assets	
1340 · FURNITURE, FIXTURES, & EQUIP	12,775.00
1349 · Accumulated Depr FFE	-7,452.08
1350 · LEASEHOLD IMPROVEMENTS	28,407.39
1359 · Accumulated Depr - L/H Impr	-341.88
1382 · COMPUTER SOFTWARE	3,822.50
Total Fixed Assets	37,210.93
TOTAL ASSETS	72,680.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2125 · Unclaimed Wages Payable	707.64
2175 · SUTA Payable	162.36
Total Other Current Liabilities	870.00
Total Current Liabilities	870.00
Total Liabilities	870.00
Equity	
net income offset	46,050.01
2750 · UNRESERVED	34,599.44
2790 · NET INVESTMENT IN FIXED ASSET	37,210.93
Net Income	-46,050.01
Total Equity	71,810.37

10:29 AM

06/20/17

Accrual Basis

FMCS dba Ocali Charter Middle School

Balance Sheet

As of May 31, 2017

TOTAL LIABILITIES & EQUITY

May 31, 17

72,680.37

DRAFT

Francis Marion Ocali Charter Middle School
A College Preparatory School
3233 SE Maricamp Road
Ocala, Florida 34471
352-812-7960



FINANCIAL MANAGEMENT STANDARD OPERATING PROCEDURES (SOP)

Revised *June 20, 2017* February 24, 2016

1. FINANCIAL MANAGEMENT

A. The FMCS- OCMS Finance Committee shall consist of the Treasurer (Finance Committee Chairman) and a minimum of three other persons designated by the Board of Trustees Chairman, two of whom will be Trustees. The Board Chairman may designate more than these four members specified for the Finance Committee. **The Principal/Administrator is an ex officio member of this committee.**

B. The Treasurer is the Comptroller, responsible for authorizing all expenditures of all FMCS OCMS funds. All financial management will comply with the accounting requirements of the Financial & Program Cost Accounting & Reporting for Florida Schools (FPCAR "Red Book") and applicable Florida statutes.

C. The day-to-day financial management and all receipts and disbursements will be made by the on-site Bookkeeper/Business Manager employed by FMCS OCMS and recorded **in the Monthly Activity Ledger as actions occur. The Monthly Activity Ledger will track the finances for the following:**

- (1) State and local FEFP funding and FTE based extra funding in the OCMS general account,**
- (2) Restricted PECO; Title 1, and grant funding in the OCMS general account,**
- (3) All other Miscellaneous Funds in the OCMS general account,**
- (4) Income received in the Square account. (The Square account is a separate bank account established to allow credit card payments to the school while protecting the general account.) The only disbursements allowed from the Square account are deposits to the Miscellaneous Funds sub-account in the OCMS general account.**

D. All automatic payments, debit card charges, and reimbursement checks will be approved by the Principal/Administrator and the Treasurer or the Treasurer's designee prior to payment and uploading to Quick Books (QB). Each payroll payment will be approved by the Principal/Administrator and the Treasurer or the Treasurer's designee prior to payment and uploading to QB.

E. The financial status will be ~~and~~ reported by an accountant engaged on contract by the school. The accountant will be responsible for compliance with all Federal and Florida statutes and Florida Department of Education financial management requirements, and for reconciling all financial documents.

F. All contracts will be signed by both the Chairman of the Board of Trustees and the Principal/Administrator, and will be ratified by the Board of Trustees.

G. The only persons authorized to sign checks on the ~~FMCS~~ **OCMS** bank account will be the Chairman, the Vice Chairman, and the ~~Comptroller~~/Treasurer. All checks will be signed by two of these individuals. When signing checks, those signing will ensure that the documentation **and approvals** specified **above** ~~in~~ ~~paragraph 3C below is~~ **are** attached. Additional documentation may be required by the check signers.

H. ~~OCMS~~ **FMCS** will maintain a single bank checking **general** account for all ~~OCMS~~ **FMCS** funds. The ~~Comptroller~~/Treasurer will maintain separate sub-accounts within the bank checking general account to control the management of restricted funds. **OCMS will maintain a second bank checking account that will be used only for receiving credit card payments and cash deposits without risking access to the OCMS general account. When the balance in this account exceeds \$1000, the Bookkeeper/Business Manager will transfer all but \$100 to the OCMS general account.**

I. ~~OCMS~~ **FMCS** may use only the following credit and debit cards:

- (1) One credit card with a \$250 limit that may be used anywhere (e.g. Visa, MasterCard, American Express, etc.)
- (2) Multiple credit cards with a \$1000 limit each that may be used at only one place of business (e.g. Lowe's, Staples, Office Depot, etc.).
- (3) A single debit card on the bank account will be secured in the possession of the Bookkeeper/Business Manager. This debit card shall be used only for internet transactions and incidental purchases not exceeding \$250.

J. MONTHLY FINANCIAL REPORTING TO THE BOARD OF TRUSTEES

(1) The Bookkeeper/Business Manager will provide to the Board of Trustees unaudited, reconciled financial reports (balance sheet and any activity) for the current month as of the Friday preceding the Board of Trustees meeting.

(2) The Treasurer's report to the Board of Trustees each month will include, at the minimum, the following:

a. Narrative explanation of financial activity for the preceding month

b. Reconciled Activity Ledger for the preceding month

c. Budget status summary for the preceding month.

2. BUDGET

A. The annual budget for FMCS OCMS will be approved by the FMCS OCMS Board of Trustees. It will be developed by the Comptroller/Treasurer and Principal/Administrator, and approved by the Finance Committee before presentation to the Board of Trustees. It will be presented to the Board for approval at the first regularly scheduled Board of Trustees meeting in July. The budget will be revised and updated if there is a reduction of more than 3% of the FEFP funding.

B. The budget will be a line item budget based on zero-based budgeting principles. The budget may include a line item for contingency funding of expenses that are unforeseen.

3. DISBURSEMENT CONTROL

A. No obligation of FMCS OCMS funds may be made by anyone without prior approval by the Principal/Administrator and the Comptroller/Treasurer. The Comptroller/Treasurer will not approve the disbursement of any funds not itemized in the annual budget without the approval of the Board of Trustees. The Bookkeeper/Business Manager will maintain a log of the date, amount and description of obligations approved by the Comptroller/Treasurer's signature.

B. All disbursements will follow and document the following stepwise procedures. All certifications will bear the date and signature of the certifying official:

(1) All bills or other requests for the disbursement of funds will be made to the FMCS-OCMS Principal/Administrator who will certify that the expense is a valid

and legitimate requirement for the school, and that it is within the Board-approved budget.

(2) The Principal/Administrator will forward all bills or other requests for the disbursement of funds to the Bookkeeper/Business Manager or **Treasurer** **Comptroller** as follows:

a. The Bookkeeper/Business Manager will maintain a listing of all regularly occurring on-line electronic transfer expenses that have been certified by the **FMCS OCMS** Principal/Administrator and the **Comptroller/Treasurer** as valid and legitimate requirements for the school, and that are within the **OCMS** Board approved budget.

b. Items and expenses not on this listing must be individually approved by the **FMCS OCMS** Principal/Administrator and the **Comptroller/Treasurer** before an on-line electronic transfer is executed or a payment check is written.

C. The Bookkeeper/Business Manager will identify the sub-account from which the disbursement is to be made and the “Red Book” functions and object codes for that expense, and will prepare the check and package it with the required documentation. All checks and on-line payments will be documented with a receipt, bill of lading, invoice, or memorandum of record (MFR) that itemizes the items purchased or service performed, the approving authority, the-who-what-when-and-where item(s) were delivered or services were performed, and will be signed by the school employee receiving the items or service.

D. Requests for reimbursements of expenses incurred on behalf of **FMCS OCMS** will be made through the Principal/Administrator and Treasurer to the Bookkeeper/ Business Manager in that order using the Request for Reimbursement form, attached.

4. CASH MANAGEMENT

A. The Bookkeeper/Business Manager will not handle cash or checks for Activity Fees, School Uniform sales, Fundraiser sales, etc. These items will all be accounted for separately by the Office Manager as follows:

(1) Activity fees – the student or parent will be provided a receipt slip and the student’s name will be listed;

(2) School uniform sales – the student or parent will be provided a receipt slip and the student’s name will be listed;

(3) Fundraiser (meat stick) sales – the name of the purchaser will be listed.

B. The information from these records will be provided to the Bookkeeper/Business Manager for incorporation into the ~~Quickbooks~~-QB accounting system, and the records will be retained until after the annual audit for that period.

C. These funds will be physically deposited into the bank account by the Principal/Administrator, or the ~~Comptroller~~/Treasurer.

D. Petty cash will be handled as specified by the contract accountant in accordance with FPCAR and ~~Quickbooks~~-QB.

5. CONTRACT AND GRANT MANAGEMENT

A. Contract and Grant management is a shared responsibility between the Board of Trustees and the Principal/Administrator, as follows:

(1) The Board of Trustees approves in advance all decisions to enter into contracts and apply for grants.

(2) The Principal/Administrator with assistance from appropriate Board and staff members negotiates and drafts contracts. ~~FMCS~~-OCMS shall not enter into cost-plus contracts.

(3) The Board of Trustees approves the contract.

(4) The Chairman of the Board of Trustees and the Principal/Administrator sign the contract. No contract is binding upon ~~FMCS~~ OCMS unless both individuals sign the contract.

B. The Principal/Administrator is responsible for administering all contracts. He or she may delegate some monitoring and accounting responsibilities to his or her staff, but retains the responsibility to ensure that all terms of contracts and grants are followed. He or she makes sure the parties employ due diligence to comply with the terms, conditions, rights and obligations of the contract.

(1) Monitoring and tracking performance over the course of the contract may be accomplished through the use of electronic document management systems and spreadsheets.

(2) As part of the monitoring process, the contract administrator inspects goods when delivered to make sure the delivery is per the agreement. Items and property acquired through a contract or grant will be monitored and managed in accordance with the instructions in sections 6 and 7 of this document.

(3) The Principal/Administrator also coordinates any changes to the agreement that might occur over the course of the contract and performs the closeout process when all parties to the contract have met their obligations. Significant changes in contract terms will be coordinated with the Board of Trustees.

6. PROPERTY CONTROL

A. A school staff member will be designated as the "Property Custodian". The Property Custodian will be nominated by the Principal/Administrator and approved by the Board of Trustees. The Property Custodian will establish a "Property File" in a spreadsheet format. The Property File will contain the following information on each item:

- (1) Item description
- (2) Item inventory number
- (3) Date acquired
- (4) How acquired
- (5) Acquired from
- (6) Purchase price or value when acquired
- (7) Date when last inventoried.

B. All items that are not consumables and that are purchased for or valued at \$50.00 or more, or purchased with Grant funds, will be listed in the Property File. All items in the Property File will be inventoried annually within the first 3 months of the academic year (July through September), or upon the change of the Property Custodian. Items procured with Grant funds will be identified as such and controlled with a unique inventory number.

7. CONSUMABLES CONTROL

A. A school staff member, other than the Property Custodian, will be designated as the "Consumable Accountant". The Consumable Accountant will be nominated by the Principal/Administrator and approved by the Board of Trustees. Item description

B. The Consumable Accountant will establish a "Consumable File" in a spreadsheet format. The Consumable File will contain the following information on each consumable:

- (1) Date acquired
- (2) Quantity acquired
- (3) Acquired from
- (4) Purchase price
- (5) Date when totally expended.

8. HUMAN RESOURCES ACCOUNTING

A. Payroll services will be conducted through Intuit.

B. The line item budget input will specify the amount available for each individual employee's salary. The Principal/Administrator has the authority to establish salary ranges within the budget. The Principal may not spend more for staff salaries than the budgeted amount without advance approval from the Board of Trustees.

C. The Principal/Administrator will negotiate his or her contract with the Chairman of the Board. All other staff members will sign standard **FMCS OCMS** employee contracts.

D. All employee contracts will be ratified by the Board of Trustees.

E. The Principal/Administrator will establish an employee sign in, sign out procedure. Each employee will sign in and sign out each work period. The employee shall initial the last column on the Sign In/Sign Out spreadsheet at the end of each day's work. The Principal shall sign the bottom of each page at the end of each week, and send the completed pages to the Bookkeeper/Business Manager for payment. The certified Sign In/Sign Out records will be maintained until after the annual audit is completed for the academic year covered.

~~**F.** All employees will have 3% of their gross salaries deposited in a Florida Credit Union IRA account. FMCS will match their contributions. An employee may reduce or opt out of this retirement benefit by an amendment to his or her employment contract.~~

9. OFFICIAL TRAVEL

A. Official travel by the Principal/Administrator outside the local area will be approved in advance by the Board of Trustees. Other employees may perform official travel outside the local area when the travel is directed or authorized in advance by the Principal/Administrator. The Principal/Administrator will authorize travel by personal vehicle or commercial common carrier (commercial plane, train, etc.), whichever is most cost effective. Within 14 days after completion of travel, the employee will submit a travel report narrative describing the purpose and the result of the travel. The travel receipt will be signed by the traveler and certified by the Principal/Administrator before being presented to the Bookkeeper/Business Manager for payment.

B. Travel expenses for which the traveler submits original receipts will be paid as follows:

(1) \$0.445 per mile for the Google map mileage from the school to the travel destination and return, except that travelers who receive a gratuitous ride from another traveler will not be reimbursed for transportation mileage. Operation and maintenance expenses for personal vehicles will not be reimbursed.

(2) Cost for economy class travel on commercial common carriers, accompanied by original receipts;

(3) Registration fees, if applicable, supported by a paid receipt (for authorized travel, the traveler may ask FMCS OCMS to pay registration fees in advance);

(4) \$80 per diem for meals and lodging. The travel day consists of four quarters. The traveler shall be reimbursed \$20 for each ¼ day of approved travel. If actual expenses exceed \$80, the traveler may request reimbursement for actual expenses for lodging and meals in lieu of per diem. An original receipt for lodging at a single-occupancy rate will be reimbursed, plus expenses for meals at the following rate:

Breakfast \$6.00

Lunch \$11.00

Dinner \$19.00

Exception: No one shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the school.

C. All travel issues cannot be covered in this short summary. For questions about official travel not answered in this document, FL Statute 112.061, Per Diem and Travel Expenses of Public Officers, Employees, and Authorized Persons shall be consulted.

10. VENDORS

Vendors not on a contract who provide goods and services to the school in multiple areas or expense categories will provide an invoice that itemizes and clearly identifies by description the FPCAR function and object code applicable to the charges being billed. The Bookkeeper/Business Manager will assist the vendor in the preparation of the initial invoice.

11. FUND RAISING

A. All fund raising efforts requiring advance funding by OCMS must be approved by the Board of Trustees. The request for Board approval will be accompanied by a detailed line item budget of the advance funding required that has been approved by the Finance Committee.

B. Upon completion, all fund raising efforts will provide detailed line item accounting for all fund raising revenues and expenditures and a detailed after-action report with a special emphasis on do's-and-don'ts applicable to future fund raising.

FACES OF OCALA MASK PROJECT

FUNDRAISING REPORT

REVENUE

Sponsorships	\$	1,950.00
Donations	\$	2,400.00
Auction (76 masks purchased)	\$	1,211.00
Total Revenue		<u>\$ 5,561.00</u>

EXPENSES

Supplies and Services - Masks	\$	1,960.00
Printing and Marketing	\$	53.98
Postage and Shipping	\$	28.75
Credit Card Processing Fees	\$	26.17
Banquet Fees	\$	2,183.87
Miscellaneous		
Charitable Solicitations Application Fee	\$	200.00
Online Auction Fees	\$	23.75
Total Expenses		<u>\$ 4,476.52</u>
Total Raised/Lost:		<u><u>\$ 1,084.48</u></u>

Ocali



Charter Middle School

ACADEMY of MATH, SCIENCE, TECHNOLOGY and ENRICHMENT
A Public Charter Middle School

Minutes of Nominating Committee Meeting

Call to order: Leo Pacheco

Date: April 27, 2017

Time: 4:00 PM

Location: Suite 200

In Attendance:

Leo Pacheco, Chair

Jo Chabot

Joseph Smith

Teecy Matthews, Administrator

Ro Chabot, Recording

Leo opened the meeting and passed out the resumes of the prospective Board of Trustees members.

Leo led a short discussion on the process of the election of officers. The Board is elected first, and then they Board meets separately and votes on officers.

Leo then led a discussion of each of the prospects based on their resumes.

The prospective slate of new Board members is as follows:

Kelly A. Thompson	Family Law Advocate for young people
Alan J. Goldsmith	NFP Experience Retired CFO of American Red Cross
Robert F. Gallagher	Fundraising, Management and HR experience Capital Planning

Leo then led a discussion on the Skills and Assets of Board members to include:

- Business personnel
- Community Leaders
- Educators
- Accounting
- Clergy

All should have some financial literacy and be integral to the objectives of the Board.

The meeting was adjourned at 4:57 PM

Ocali



Charter Middle School

ACADEMY of MATH, SCIENCE, TECHNOLOGY and ENRICHMENT
A Public Charter Middle School

Minutes of Nominating Committee Meeting

Call to order: Leo Pacheco

Date: May 2, 2017

Time: 4:00 PM

Location: Computer Lab

In Attendance:

Leo Pacheco, Chair

Jo Chabot

Joseph Smith

Teecy Matthews, Administrator

Robert Gallagher

Kelly Thompson

Ro Chabot, recording

Leo opened the meeting at 4:13 PM with remarks welcoming the prospective board members. Leo reported that the committee had met last week to go over their resumes and that the committee saw no problems with the resumes.

Leo then introduced the members of the nominating committee.

He then opened the meeting to questions from the prospective board members.

The following items came up for discussion:

- The difference between Public and Charter schools
- The acceptance process of new student applicants
- Discussion of the Charter and the By-Laws
- Discussion on the student's use of cell phones

Kelly and Bob then gave the committee a synopsis of their backgrounds and why they wanted to server on the Board of Trustees.

Mrs. Matthews explained the clients we were serving. 80% of our students are on either free or reduced lunch. Based on this she has become an advocate for parents.

Leo then explained the process from this point on. The nominating committee will make their recommendation at the May Board of Trustees meeting and the Board will vote on the nominations at the June Board of Trustees meeting and he will then notify the prospects of the results of that meeting.

The meeting was adjourned at 4:52 PM

KELLY A. THOMPSON

810 SE 21st Place
Ocala, Florida 34471
(352) 817-7171

kelly@kathompsonlaw.com

EDUCATION **UNIVERSITY OF FLORIDA, Levin College of Law** Gainesville, FL
Juris Doctor, May 2004 GPA: 3.08
Honors: Journal of Law and Public Policy
 Outstanding Research Award, JLPP, Fall 2003
 Appellate Advocacy, Fall 2002

THE NATIONAL CENTER FOR PARALEGAL TRAINING Atlanta, GA
 ABA Certificate - With Honors: May 1995

TROY STATE UNIVERSITY Ft. Benning, GA
 Bachelor of Science, Criminal Justice, December 1994, *summa cum laude*

EXPERIENCE **LAW OFFICE OF KELLY A. THOMPSON, P.A.** Ocala, FL
 Sole Practitioner 6/08 – present
 Represent clients involving all types of family law matters.

JORGE LUIS COLON, P.A. Ocala, FL
 Attorney 4/07 - 6/08
 Represented clients in need of family law services including dissolution of marriages,
 modifications, paternity issues, child support matters, injunctions for protection, and related cases.

DEPARTMENT OF CHILDREN AND FAMILY SERVICES Ocala, FL
 Senior Attorney 8/05 - 4/07
 Represented the State in dependency cases involving children alleged to be abused, abandoned, or
 neglected. Attended hearings, mediations, trials, including Termination of Parental Rights cases.

MCCONNAUGHAY, DUFFY, COONROD, POPE & WEAVER, P.A. Ocala, FL
 Associate 8/04 - 8/05
 Managed cases from initial interview through settlement negotiations in civil liability and
 workers= compensation cases. Met with clients and suggested courses of legal action. Researched
 issues utilizing federal, state and local laws and statutes. Attended depositions, mediations,
 hearings, and trials.

FOWLER, WHITE, BOGGS & BANKER, P.A. Tampa, FL
 Senior Paralegal, Labor and Employment Department 10/97 - 7/00
 Investigated and responded to charges filed with EEOC and various state agencies; assisted with
 responding to demand letters and complaints; prepared and responded to discovery; and attended
 trials in federal and state courts. Assisted clients with employee handbooks, training seminars,
 union campaigns, and disciplinary procedures.

FISHER & PHILLIPS Atlanta, GA
 Labor and Employment Litigation Paralegal 5/95 - 8/97
 Managed over 50 cases in various stages of litigation; assisted with responding to discovery;
 summarized deposition transcripts; and attended and assisted with trials on various federal and
 state court levels in Georgia and the Southern District of New York.

ADDITIONAL **Florida Supreme Court Certified Family Mediator** January, 2014 – present
SKILLS **Qualified Parenting Coordinator** March, 2014 - present
 USF Conflict Resolution Collaborative Training

ALAN J GOLDSMITH

13524 SE 87th Circle , Summerfield , FL 34491 | (H) (352) 445-0214 |
mr_autumn3000@yahoo.com

Professional Summary

Skills

Experience

Chief Financial Officer 06/1987 to 09/2004

American Red Cross – Farmington, CT

- Direct or coordinate an organization's financial or budget activities to fund operations, maximize investments, or increase efficiency.
- Confer with board members, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.
- Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Direct, plan, or implement policies, objectives, or activities of organizations or businesses to ensure continuing operations, to maximize returns on investments, or to increase productivity.
- Serve as liaisons between chapter and blood services, and outside organizations.
- Review and analyze legislation, laws, and public policy, and recommend changes to promote and support interests of both the general population and special groups.

Director of Healthcare Services

03/1983 to 06/1987

Coopers & Lybrand – Hartford, CT

- . Presentation to New England Hospitals relating to consulting and financial services this Big 6 accounting firm can provide to them.
- . Analysis of existing services at such hospitals and possible shortfalls of current outside financial services.
- . Interaction with chief executive and financial officers regarding=

budgets and cost analysis.

- . Internal presentation to firms partners & Directors relating to required services for hospitals in their service area.

Director of Budgets & Reimbursement

08/1979 to 03/1983

John F. Kennedy Medical Center (500 bed Teaching Hospital) – Edison, NJ

- . Coordinated preparation of departmental budgets with all ancillary & Nursing services units.
- . Analyzed and reviewed all departmental actual to budget variances on a monthly basis and presented such analysis chief financial officer and hospital board of directors.
- . Developed and presented annual budgets and rate appeals to the NJ Department of health

Education

Master of Science: Forensic Psychology
Duke University - Durham, NC

May 1985

Bachelor of Science: Business Administration & Accounting
Fairleigh Dickinson University - Madison, NJ

May 1970

Robert F. Gallagher

1818 SE 34th Lane Ocala, FL 34471 (352) 361-3576 RFGallagher@hotmail.com

SUMMARY OF QUALIFICATIONS

Dedicated professional with 30 years of progressive experience in Operations and Administrations, including 20 years as Park President/Vice President.

- Strategic planning, budgeting, (fiscal responsibility for budgets over \$32 million), P&L Accountability, Risk Management, Litigation, Human Resources, Contract and RFP Administration, Governmental Relations, Marketing and Public Relations.
- Capital planning, design review, owner representation and project management.
- Effective leader with the ability to recruit, train, supervise, and motivate personnel.
- Realistic approach to business, successfully balancing customer service with bottom-line requirements.

EXPERIENCE

Indiana Beach Amusement Park and Resort, Monticello, IN (2012- 2014)

Park President

Managed 45 acre Indiana Beach (originally Ideal Beach) amusement park and resort developed in 1926.

- Complex includes 5 roller coasters, two are wooden, over 47 rides and attractions and water park.
- Approximately 150 hotel, cabin and cottage accommodations, 2 campgrounds with over 1100 campsites.
- Coordinated and negotiated all agreements for outside vendors and contractors.
- Park attendance of 500,000 and gross revenue exceeding \$10 million during 90 day operating season.

Jordan's Construction, Hernando, FL (2007- 2011)

Owner – State Licensed, Certified Specialty Contractor

Aluminum pool enclosures, glass and vinyl windows, garden rooms, and lanais throughout North Central Florida residential and commercial client base.

- Grossed over \$1 million per year with reputation based on quality and customer service for over 25 years.
- Handled all aspects of project design, permitting and inspections.
- Completed referrals from home builders and developers including client design and contract proposals.

Palace Entertainment, Silver Springs/Wild Waters, Ocala, FL (1999-2006)

Vice President

Oversaw operation of two separate entertainment facilities; Silver Springs, 280-acre nature based theme park including an AZA accredited zoological collection, and Wild Waters, 10-acre water park. Combined attendance for both parks exceeded 1.3 million guests, with budgeted revenue of \$16.9 million dollars. Provided direction to staff of 70 fulltime and over 800 seasonal employees.

- Successfully re-negotiated operating lease with the state of Florida for the Silver Springs property which led to annual savings of over \$800,000.
- Implemented visitor satisfaction and safety program that led to 5% increase over prior year from outside third party shopping services reports. The park's overall rating was at 95%.
- Increased park's overall gross operating revenue - \$600,000 over prior year.
- Conducted in-depth audit of Silver Springs (Florida), an under-performing theme park, generating \$14 million in gross revenues. Implemented cost-savings programs, resulting in \$300,000 annual savings.
- Developed and implemented restructuring plan for operating policies and business systems revisions, staff restructuring/reduction, and \$4 million capital expansion/improvement program, for the properties.
- Approved and directed approximately 30 yearly major concerts and special events including Willie Nelson, Kenny Rogers, holiday festivals, automobile shows, and arts and crafts festivals.

Ogden Entertainment / Parks Group - Arlington, TX (1997-1998)

Vice President & General Manager – Raging Waters, San Jose, CA

Recruited to direct the start-up of closed water park, formerly averaging \$8 million in annual revenues, with 325,000 annual attendance.

- Successfully opened park within 45 day time period, including hiring the management staff and developing/implementing the marketing/sales/retail plan.
- Doubled previous years EBIDA.

Six Flags Theme Parks - Wet 'n Wild - Arlington, TX and Las Vegas, NV

Vice President/General Manager - Hurricane Harbor, Arlington, TX (1995-1998)

Directed all daily operations, one of nation's top five in both acreage and patronage, supporting attendance in excess of 770,000 and annual revenues of over \$15 million. Managed \$10 million budget, 40 full-time, and up to 1,000 seasonal employees.

- Coordinated the largest capital expansion project in the parks' 15-year history, completing \$4 million improvement project on time and on budget.
- Re-organized the sales department, resulting in a 25% increase in sales revenue.
- Co-developed a strategic regional operating plan, which reduced expenses by \$4 million.
- Reduced management overhead 20% while exceeding previous quality/service levels.
- Created the first 5 year strategic business plan for the park, incorporating capital expansion programs, revenue growth, and expense savings.

Vice President/General Manager - Wet 'n Wild, Arlington, TX (1992-1995)

Managed 2 water parks - Wet 'n Wild Arlington, Wet 'n Wild Garland and Funsphere, one of the largest family fun centers in the United States. Combined, the parks supported an attendance in excess of 1.3 million visitors and \$30+ million in annual revenue. Accountable for operations, revenues, expense control, customer relations, and the direct/indirect supervision of 75 full-time, and over 2,000 seasonal employees.

- Implemented shared management-staffing program between 3 parks, saving 15% labor cost.
- Outsourced park services functions, saving over \$50,000 annually in labor costs.
- Re-organized Facilities Management Department, to reduce departments' reliance on outside contractors, realizing annual expense savings of over \$100,000.

General Manager - Wet 'n Wild Garland, TX (1989-1992)

20 acre park with 300,000+ attendance and \$9+ million in annual revenue. Revitalized deteriorated management group through hands-on management, with emphasis on team building and accessibility. Supervised 10 full-time and 600 seasonal employees.

- Directed first major capital expansion for the park, totaling more than \$2 million.

Director of Operations - Wet 'n Wild Las Vegas, Wet 'n Wild Arlington, Wet 'n Wild Orlando

- Design, development, planning, start-up and daily operations.

EDUCATION

Bachelor of Arts, University of Central Florida - Orlando, FL

FL STATUTE 1002.33 Charter schools

(9) CHARTER SCHOOL REQUIREMENTS.

(n)1. The director and a representative of the governing board of a charter school that has earned a grade of "D" or "F" pursuant to s. 1008.34 shall appear before the sponsor to present information concerning each contract component having noted deficiencies. The director and a representative of the governing board shall submit to the sponsor for approval a school improvement plan to raise student performance. Upon approval by the sponsor, the charter school shall begin implementation of the school improvement plan. The department shall offer technical assistance and training to the charter school and its governing board and establish guidelines for developing, submitting, and approving such plans.

2.a. If a charter school earns three consecutive grades of "D," two consecutive grades of "D" followed by a grade of "F," or two nonconsecutive grades of "F" within a 3-year period, the charter school governing board shall choose one of the following corrective actions:

- (I) Contract for educational services to be provided directly to students, instructional personnel, and school administrators, as prescribed in state board rule;
- (II) Contract with an outside entity that has a demonstrated record of effectiveness to operate the school;
- (III) Reorganize the school under a new director or principal who is authorized to hire new staff; or
- (IV) Voluntarily close the charter school.

b. The charter school must implement the corrective action in the school year following receipt of a third consecutive grade of "D," a grade of "F" following two consecutive grades of "D," or a second nonconsecutive grade of "F" within a 3-year period.

c. The sponsor may annually waive a corrective action if it determines that the charter school is likely to improve a letter grade if additional time is provided to implement the intervention and support strategies prescribed by the school improvement plan. Notwithstanding this sub-subparagraph, a charter school that earns a second consecutive grade of "F" is subject to subparagraph 4.

d. A charter school is no longer required to implement a corrective action if it improves by at least one letter grade. However, the charter school must continue to implement strategies identified in the school improvement plan. The sponsor must annually review implementation of the school improvement plan to monitor the school's continued improvement pursuant to subparagraph 5.

e. A charter school implementing a corrective action that does not improve by at least one letter grade after 2 full school years of implementing the corrective action must select a different corrective action. Implementation of the new corrective action must begin in the school year following the implementation period of the existing corrective action, unless the sponsor determines that the charter school is likely to improve a letter grade if additional time is provided to implement the existing corrective action. Notwithstanding this sub-subparagraph, a charter school that earns a second consecutive grade of "F" while implementing a corrective action is subject to subparagraph 4.

3. A charter school with a grade of "D" or "F" that improves by at least one letter grade must continue to implement the strategies identified in the school improvement plan. The sponsor must annually review implementation of the school improvement plan to monitor the school's continued improvement pursuant to subparagraph 5.

4. A charter school's charter contract is automatically terminated if the school earns two consecutive grades of "F" after all school grade appeals are final unless:

a. The charter school is established to turn around the performance of a district public school pursuant to s. 1008.33(4)(b)3. Such charter schools shall be governed by s. 1008.33;

b. The charter school serves a student population the majority of which resides in a school zone served by a district public school that earned a grade of "F" in the year before the charter school opened and the charter school earns at least a grade of "D" in its third year of operation. The exception provided under this sub-subparagraph does not apply to a charter school in its fourth year of operation and thereafter; or

c. The state board grants the charter school a waiver of termination. The charter school must request the waiver within 15 days after the department's official release of school grades. The state board may waive termination if the charter school demonstrates that the Learning Gains of its students on statewide assessments are comparable to or better than the Learning Gains of similarly situated students enrolled in nearby district public schools. The waiver is valid for 1 year and may only be granted once. Charter schools that have been in operation for more than 5 years are not eligible for a waiver under this sub-subparagraph.

FL STATUTE 1002.33 Charter schools

(9) CHARTER SCHOOL REQUIREMENTS.

The sponsor shall notify the charter school's governing board, the charter school principal, and the department in writing when a charter contract is terminated under this subparagraph. The letter of termination must meet the requirements of paragraph (8)(c). A charter terminated under this subparagraph must follow the procedures for dissolution and reversion of public funds pursuant to paragraphs (8)(e)-(g) and (9)(o).

5. The director and a representative of the governing board of a graded charter school that has implemented a school improvement plan under this paragraph shall appear before the sponsor at least once a year to present information regarding the progress of intervention and support strategies implemented by the school pursuant to the school improvement plan and corrective actions, if applicable. The sponsor shall communicate at the meeting, and in writing to the director, the services provided to the school to help the school address its deficiencies.

6. Notwithstanding any provision of this paragraph except sub-subparagraphs 4.a.-c., the sponsor may terminate the charter at any time pursuant to subsection (8).

(o)1. Upon initial notification of nonrenewal, closure, or termination of its charter, a charter school may not expend more than \$10,000 per expenditure without prior written approval from the sponsor unless such expenditure was included within the annual budget submitted to the sponsor pursuant to the charter contract, is for reasonable attorney fees and costs during the pendency of any appeal, or is for reasonable fees and costs to conduct an independent audit.

2. An independent audit shall be completed within 30 days after notice of nonrenewal, closure, or termination to account for all public funds and assets.

3. A provision in a charter contract that contains an acceleration clause requiring the expenditure of funds based upon closure or upon notification of nonrenewal or termination is void and unenforceable.

4. A charter school may not enter into a contract with an employee that exceeds the term of the school's charter contract with its sponsor.

5. A violation of this paragraph triggers a reversion or clawback power by the sponsor allowing for collection of an amount equal to or less than the accelerated amount that exceeds normal expenditures. The reversion or clawback plus legal fees and costs shall be levied against the person or entity receiving the accelerated amount.

(p)1. Each charter school shall maintain a website that enables the public to obtain information regarding the school; the school's academic performance; the names of the governing board members; the programs at the school; any management companies, service providers, or education management corporations associated with the school; the school's annual budget and its annual independent fiscal audit; the school's grade pursuant to s. 1008.34; and, on a quarterly basis, the minutes of governing board meetings.

2. Each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative must reside in the school district in which the charter school is located and may be a governing board member, a charter school employee, or an individual contracted to represent the governing board. If the governing board oversees multiple charter schools in the same school district, the governing board must appoint a separate representative for each charter school in the district. The representative's contact information must be provided annually in writing to parents and posted prominently on the charter school's website. The sponsor may not require governing board members to reside in the school district in which the charter school is located if the charter school complies with this subparagraph.

3. Each charter school's governing board must hold at least two public meetings per school year in the school district where the charter school is located. The meetings must be noticed, open, and accessible to the public, and attendees must be provided an opportunity to receive information and provide input regarding the charter school's operations. The appointed representative and charter school principal or director, or his or her designee, must be physically present at each meeting. Members of the governing board may attend in person or by means of communications media technology used in accordance with rules adopted by the Administration Commission under s. 120.54(5).

(q) The charter school principal or the principal's designee shall immediately notify the parent of a student who is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to s. 394.463. The principal or the principal's designee may delay notification for no more than 24 hours

FL STATUTE 1002.33 Charter schools

(9) CHARTER SCHOOL REQUIREMENTS.

after the student is removed if the principal or designee deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to s. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect. Each charter school governing board shall develop a policy and procedures for notification under this paragraph.

(10) ELIGIBLE STUDENTS.—

(a) A charter school shall be open to any student covered in an interdistrict agreement or residing in the school district in which the charter school is located; however, in the case of a charter lab school, the charter lab school shall be open to any student eligible to attend the lab school as provided in s. 1002.32 or who resides in the school district in which the charter lab school is located. Any eligible student shall be allowed interdistrict transfer to attend a charter school when based on good cause. Good cause shall include, but is not limited to, geographic proximity to a charter school in a neighboring school district.

(b) The charter school shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In such case, all applicants shall have an equal chance of being admitted through a random

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FL STATUTE 1002.33 Charter schools

(9) CHARTER SCHOOL REQUIREMENTS.

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 - b. The charter school serves a student population the majority of which resides in a school zone served by a district public school that earned a grade of "F" in the year before the charter school opened and the charter school earns at least a grade of "D" in its third year of operation. The exception provided under this sub-subparagraph does not apply to a charter school in its fourth year of operation and thereafter; or
 - c. The state board grants the charter school a waiver of termination. The charter school must request the waiver within 15 days after the department's official release of school grades. The state board may waive termination if the charter school demonstrates that the Learning Gains of its students on statewide assessments are comparable to or better than the Learning Gains of similarly situated students enrolled in nearby district public schools. The waiver is valid for 1 year and may only be granted once. Charter schools that have been in operation for more than 5 years are not eligible for a waiver under this sub-subparagraph.

The sponsor shall notify the charter school's governing board, the charter school principal, and the department in writing when a charter contract is terminated under this subparagraph. The letter of termination must meet the requirements of paragraph (8)(c). A charter terminated under this subparagraph must follow the procedures for dissolution and reversion of public funds pursuant to paragraphs (8)(e)-(g) and (9)(o).

5. The director and a representative of the governing board of a graded charter school that has implemented a school improvement plan under this paragraph shall appear before the sponsor at least once a year to present information regarding the progress of intervention and support strategies implemented by the school pursuant to the school improvement plan and corrective actions, if applicable. The sponsor shall communicate at the meeting, and in writing to the director, the services provided to the school to help the school address its deficiencies.
6. Notwithstanding any provision of this paragraph except sub-subparagraphs 4.a.-c., the sponsor may terminate the charter at any time pursuant to subsection (8).
 - (o)1. Upon initial notification of nonrenewal, closure, or termination of its charter, a charter school may not expend more than \$10,000 per expenditure without prior written approval from the sponsor unless such expenditure was included within the annual budget submitted to the sponsor pursuant to the charter contract, is for reasonable attorney fees and costs during the pendency of any appeal, or is for reasonable fees and costs to conduct an independent audit.
 2. An independent audit shall be completed within 30 days after notice of nonrenewal, closure, or termination to account for all public funds and assets.
 3. A provision in a charter contract that contains an acceleration clause requiring the expenditure of funds based upon closure or upon notification of nonrenewal or termination is void and unenforceable.
 4. A charter school may not enter into a contract with an employee that exceeds the term of the school's charter contract with its sponsor.
 5. A violation of this paragraph triggers a reversion or clawback power by the sponsor allowing for collection of an amount equal to or less than the accelerated amount that exceeds normal expenditures. The reversion or clawback plus legal fees and costs shall be levied against the person or entity receiving the accelerated amount.

Roland W. Chabot
3452 SW 10th Court
Ocala, FL 34471

January 17, 2017

Sharon M. Murry
Chair
Board of Trustees
Ocali Charter Middle School

Dear Mrs. Murry:

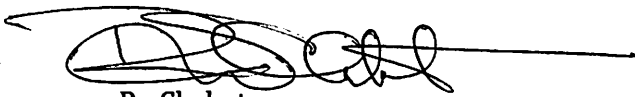
As the school year comes to a close, I need to tender my resignation as members of the Board of Trustees of the Ocali Charter Middle School effective June 30, 2017.

It has been quite an experience going from knowing nothing about charter schools to being embroiled in digging for the truth of what actually happened in the previous year prior to becoming a member of the Board of Trustees.

I have greatly enjoyed my time working on the Board of Trustees, but it is now time for me to move on. I have learned a lot, but of all, I have made new friends.

I will continue to support the school in any way that I can, but just not as a trustee.

Thank you for understanding,

A handwritten signature in black ink, appearing to read 'Roland W. Chabot', with a long horizontal line extending to the right.

Ro Chabot
Vice Chair