



# Marco Island Charter Middle School

1401 Trinidad Avenue • Marco Island, Florida 34145 Phone (239) 377-3200 Fax (239) 377-3201

## **MINUTES - SCHOOL BOARD MEETING** **6:00PM Monday, April 26, 2010**

### AGENDA

- I. Call to Order – Jennifer
- II. Roll, Pledge of Allegiance - Jennifer
- III. Approval of Agenda – Jennifer
- IV. Approval of Minutes – Jennifer
- V. Public/Staff Comments - Jennifer
- VI. Fundraising Report – Jennifer
  - a. Boogie and Blues Report
  - b. Cash Raffle
  - c. Project Together
  - d. Two Golf Tournaments
  - e. Proposed Marco Players fundraiser
- VII. Treasurer’s Report – Jim + George
- VIII. Proposed 2010/2011 Operational Budget – Jim + George
  - a. Approval of 2010-11 Budget
  - b. Hire List approval
- IX. Adjournment

6pm meeting start.

**Roll Call:** All board members present.

**Jennifer Tenney (JT)**, President  
**Dr. Norka Malberg (NM)**, VP  
**Jim Young (JY)**, Treasurer  
**Cathy Cleary (CC)**, Secretary  
**Bill Hollowsky (Bill H)**  
**Lisa Meurgue (LM)**

**Bill Morris (Bill M)**  
**Elizabeth Summers (ES)**  
**George Abounader (GA)**,  
 Principal/CEO, ex-officio non  
 voting member

### **Approval of Agenda:**

- JT - Public/staff comments moved up after approval of minutes.
- JY - Add unfinished business and new business before adjournment.
- GA - Add approval of graduation date for 8<sup>th</sup> graders (motion) item 8.

**Motion by BH to approve agenda with changes. Second by Bill M.**

**Motion passed unanimously.**

### **Approval of Minutes:**

**Motion by JY to approve minutes, provided corrections can be amended at next meeting if necessary. Second by Bill M. Motion passed unanimously.**

### **Public Comment:**

LM shared email from Laura Adams, whose children previously attended MICMS. See attached. In summary, the letter was complimentary of the charter school and electives offered to students, such as band, sports, and advanced math classes.

Stuart Unsworth, Sunshine Booksellers:

Encouraged the board to work with local businesses in support of the local economy. He thanked Cathy Callahan for the opportunity to supply books to the school, and asked that a bid system be available to give local businesses a chance to match prices and meet the school's needs.

CC – We regularly ask for money and donated items from local businesses, it is only fair to give them the opportunity to meet our needs when ever possible.

### **Fundraising Report:**

#### **Boogie and Blues - NM.**

Committee consisted of Lori Havemeier, Norka Malberg, and Elizabeth Summers. Event was well attended by community, with generations coming together.

Outcome: Offered good exposure and increased awareness of the school and students' talents. \$18,398.00 raised.

Commented on the importance of having all Board show up for fundraising events.

#### **Cash raffle – JT**

Progress slow. No sales, but Farmers Market offered good exposure. Newspaper article generated some calls. Momentum is picking up.

Goal is to get all tickets sold for June 10<sup>th</sup> drawing.

JY- Will the board consider rolling it into a two year project, like last time, if ticket sales fall short.

We will have to push to get the \$15K, this is our obligation as a board to follow through with fundraising.

BH – We can look at it at the next meeting.

#### **Project Together – GA**

One month into effort. We've already covered cost, which isn't bad since we just started. Not going like previous years.

NM – Suggested selling tickets at Publix adding a Calendar idea which Lori Havemeier explained: A local woman who produces a calendar each year wants to give proceeds (usually about \$2,000.00) to the school. She will buy raffle tickets with proceeds, as a bonus to her advertisers.

Bill M – Pointed out this opens the door for others to use the school's name for selling a commercial projects.

Other board members expressed wanting more details and clarification of what percentage of proceeds will be allocated to MICMS.

**JT will invite her to come to the next meeting.**

#### **Golf Tournament - GA.**

Two tournaments are coming up. \$3,300.00 has been raised so far. Goal is to raise \$3,600.00 more. We are waiting for a tally from the tournament hosted by The Sons and Daughters of Erin, held yesterday.

Maureen Marcoux – Tournament held yesterday. Tally not in yet, but it should be close to last year's figure of \$5,000.00. 100% of the proceeds go to the MICMS.

**JT - Review and planning for 2011 Fundraising Calendar will be added to agenda for the next meeting.**

Fundraising idea – NM

Suggested having one of the more popular productions of The Marco Players be scheduled as a Theater Gala as an extra fundraising opportunity. Ticket price increased with upgraded service and ambiance will allow for a special event.

Questions came up regarding: Limited seating availability; anticipated time of year; and flexibility of moving set location.

**NM will get more details and feedback from The Marco Players.**

**Recycling Fundraiser - JT**

Fliers given out at Boogie and Blues fundraiser. More will go out in the next school newsletter. A list of accepted items will be provided via email to board members for reference. This will be an ongoing fundraiser with the first shipment targeted for May, in hopes of generating some funds for this school year.

Vee Young, Volunteer Coordinator, suggested an email blast to all families.

**Maria Hayden will send email blast to all families.**

New Fundraising Idea - LM

Advantage Travel sent out an email about a group cruise. Free travel can be donated back to the school.

**LM will get more information.**

**Current status of the Budget and Reserves** was discussed and clarified.

Some board members expressed concern due to confusion within the community about an anticipated budget deficit, mentioned in recent news articles.

GA – The school operates at a zero based budget, with any surplus put into reserves to serve as a safety net for future use. Funds are raised each year. If goal is met we make budget, otherwise we face a deficit. \$1,350,000.00 has been built up in reserves over the past 12 years.

JY – We will probably be in the positive this year. (No deficit).

Vee Young, Volunteer Coordinator – Suggested the school communicate how donations are spent, so sponsors know where their money is going. If needs are specifically identified it is easier for some to provide support.

**Treasurers Report - JY let GA explain.**

**Budgets: Current 2009-2010 budget and Projected 2010-2011 for next year.**

This year we are in good shape. While we are down in one category, we are up in another.

**Miscellaneous Sources and Special Events:** This is the fundraising budget, which is \$113,000.00 (from the originally budgeted \$226,000.00). Throughout the year figures and expenses are adjusted. At this stage of the year fundraising is the only variable on the revenue side.

**Expenses:** A surplus of \$7,950.00 will allow for a balanced budget. Although every dollar not raised (of the \$113,000.00 budgeted amount) will come from the expense side, reducing this surplus.

Questions regarding areas impacted by largest cuts led to the following:

An Intensive Math teaching position was eliminated this year, when an instructor relocated, saving \$55,000.00. An intensive Reading position was removed two years ago. These changes increased numbers in related arts and electives. The impact on test results, if any, will be apparent once FCAT scores come in.

Other cuts were overtime and a part time custodial position. Insurance expense is under “operation of plant” and effective July 1<sup>st</sup> it will be under “capital.”

**Motion by Bill M to approve financials. Second by Bill H.  
Motion approved unanimously.**

**2010-2011 Budget** – It is unclear what the state will give us for categoricals. The presumption is student allocation will be the same as this year. Anticipated enrollment will remain the same at 360 students. Staffing allocation is increased by 1 with 1% rate of pay increase for existing staff.

**Revenue side:** Fundraising budget reduced by \$10K. Proposal allows for business as usual with an extra \$50K added for another position. Interest income is increased slightly as rates should start to go up. We could earn more on student drinks.

JY – Before moving on, it looks like \$216K isn't a number we will achieve for fundraising. Before we get to expenses, is it more realistic to project we will miss this by 100K? We've never raised \$216K. The highest we've ever raised was \$186K.

Board members discussed at length whether budgeting a fundraising goal of \$216,000.00 is realistic. The most money raised was in 2008, and it was noted parent contributions were almost triple than normal. Summarized comments include the following:

JY – Revenue side is unrealistic by \$100K. Cuts will be necessary where ever they have been made in the past, or we face going into reserves. Determine revenue sources and set schedule next month.

JT – We haven't worked hard enough. I cannot support not giving raises because we didn't do our job. Every year we set a goal higher than we think we can achieve, by the end we get close. There is no room to cut expenses. A line item can be added for reserves.

GA – There is not \$100K worth of wiggle room. I would like to set contracts before teachers leave in June.

Bill H – The budget should be more reflective of what we expect to do. To do otherwise is misleading. If we truly have a deficit, we need to identify it, then it is clear why we are raising money.

Bill M – We can make some good money with some of the new ideas, yet the numbers have to be realistic; otherwise it is poor planning. We've never raised that much, and the highest achieved was at the end of the real estate peak.

NM - Everyone has different idea of what our fundraising role is. Planning ahead and full board participation is critical. Questioned why contributions are paid per family rather than per child?

ES – Asked for recap of those who meet their parent contributions and/or hours, and those who do nothing.

**Maria will bring update to next meeting.**

**MOTION by Bill M to adopt budget as presented, subject to revising revenue sources to determine what amount (if any) will come from reserves.  
LM second. Motion passed unanimously.**

**Teacher Hire List** - GA Asked to extend contracts to all current employees with 1% pay increase.

Another teacher position may be needed for second tier RTI mandate.  
RTI defined as Response To Intervention, intervening for kids who aren't making it. Tier one - Extra Learning Opportunities (ELO's).  
Tier two - An RTI coach would help identify kids needing tier two services.  
Tier three - Students with intensive needs, requiring an alternative school. The State will want to see what we did to help this child.

Some are expressing a need for another 10K or so for a part time counseling position. Certification may be an issue keeping an RTI coach and a counselor separate.

NM – Started peer mentor program with 25 teacher selected students. Some involved showed much progress, all parents report improvement in psycho-social functioning. Research shows it is beneficial to have someone who observes, and works with the dean to help create preventive programs. We are asking Mark (Albanese) to wear a lot of hats. Teachers are recognizing there is a need for more psychological teaching.

**Motion by Bill M to approve hire policy of existing staff with 1% pay raise, while addressing new hire recommendation at next meeting (May). Second by JY.  
Motion passed unanimously.**

Parent, Lori Havemeier – It is very important for middle school age students to have someone to talk to. Kids are cutting themselves; there was

talk of a certain student bringing a gun to school. A mental health person could intervene. A part time position of one to two-and-a-half days per week would probably be enough.

**JT to add counselor position to agenda for next meeting - Mark Albanese will discuss.**

Additional board member and public questions/comments:

No gun rumor has been brought to the administration; If a parent hears of such rumors, they should report it to the administration for immediate action – procedures are in place for emergency response; Student-to-student verbal abuse is an issue; issues at home impact students at school

\$50K position is full time, with benefits, first year beginning salary; what is the job description and qualifications; is there potential for job sharing with TBE; By late May, after FCAT scores come in, we will know if position is needed;

The counselor and RTI coach are two separate positions with differing qualifications.

**Motion by Bill M to move 8<sup>th</sup> grade graduation date to June 3<sup>rd</sup>.  
Second Bill H. Motion passed unanimously.**

LM – Asked CC if she has an issue with the Travel Club serving hot dogs (for lunch on Thursdays).

CC – No issue with hot dogs specifically. Would like to see a healthier lunch program overall. Discussion can be held at nutrition committee meetings, dates will be posted.

Bill H. – Corporate filing due may 1<sup>st</sup> is not up yet. Asked for following items be added to next meeting agenda: Governance training; Bylaws - some items missing, dissolution, conflict of interest clause, typo.

JY – Asked if indemnifications and proof of insurance are being covered when gym is used by other organizations?

GA – Yes. Signed agreement is always used, even if a fee is not charged.

Asked for the following items to be added to next meeting agenda:

Volunteer policy – Make adjustments to attached county policy;

Friends of MICMS - What is it? Corporate filings are two years in arrears, suggested changing board;

Departure of Board Member: Asked to clarify rumors about NM leaving the area.

NM – Yes, in August. That’s why the counseling position is important. I will come back in August to train (for Ambassador program) and after that, they are all yours.

**Collier Writes** - Cathy Callahan shared results of Collier Writes scores.

The sixth grade score was a 4.1 putting them in first place in Collier County.

The 7<sup>th</sup> grade score was a 4.4, also 1<sup>st</sup> place in Collier County.

**Motion by Bill H. to adjourn meeting. Second by JY.  
Motion passed unanimously.**

