

-VIERA CHARTER SCHOOLS, INC.

Board Meeting

5:00 p.m., Wednesday, September 26, 2018

Viera Charter School

6206 Breslay Drive

Viera, FL 32940

Location: Viera Charter School Multi-Purpose Room (Lunchroom)

The Mission of Viera Charter School:

To provide students with a challenging program which emphasizes scientific inquiry, critical thinking, understanding of mathematical concepts and effective communication using innovative, reform-based instructional methods in a simulating and nurturing environment that fosters maximum student achievement

A. Opening Exercises

1. Call to Order - ***The meeting was called to order at 5:03 PM. In attendance: Robert Jordan, Board Chairman/President, Robert Naberhaus (Founding Board Member), Vice-Chairman, Kim Africano, CPA – Treasurer, and Scott Steele, Founding Board Member.***
2. Pledge of Allegiance
3. Adoption of the Agenda -- ***The agenda was unanimously adopted under a motion by Robert Naberhaus, second Scott Steele***
4. Approval of meeting minutes (May 17, 2018) – ***The 5/17/18 meeting minutes were unanimously adopted under a motion by Robert Naberhaus, second by Kim Africano***

B. Public Comment (Members of the public that wish to address the Board must sign-in and will have 3 minutes to speak. The Board will not address the presenter or take action at this time but may give direction to staff following a presentation. The total time allotted for public comments shall not exceed fifteen (15) minutes.

- ***Jen Sizemore, President of the PTSO briefed the board on fundraising activities and provided a handout on Panther Sponsorships. The Board expressed their gratitude to Ms. Sizemore and her team for the outstanding work they do on behalf of Viera Charter School.***

C. Principal's Report - Dr. Julie Cady, Principal provided the Board her Principals Report. The following items were addressed:

- ***Recognized perfect scores in the middle school for various subjects***
- ***Recognized perfect scores in the elementary school for various subjects***
- ***Recognized the VCS Teacher of the Year – Ms. Corey Powers***
- ***Recognized the VCS Employee of the Year – Ms. Norma Commando***
- ***Recognized the VCS Volunteer of the Year – Ms. Krystle Hubble***
- ***Updated the Board on some “what’s new” items to include: media center, playground cover area, an character education program***
- ***Staff members provided an update on the new Character Houses program***
- ***The School Resource Officer, Corporal Colin Kearns was introduced. Mr. Kearns also addressed the Board regarding the positive experience he has had at VCS***
- ***The new Guidance Counselor, Ms. Kim Anders was also introduced. Ms. Anders also addressed the Board regarding the positive experience she has had at VCS***
- ***Recapped the performance of the Odyssey of the Mind Team that finished 11th in the world last school year***
- ***Reviewed the VCS academic scores for the 2017/2018 school year and reviewed plan for improvement***
- ***Reviewed the current VCS staffing model.***

D. Athletics Report – Steve Muzzy, Board/School/Community/Athletics liaison, provided the Board an update on:

- **A look back of VCS Athletics**
- **Fall Sports update**
- **Miscellaneous Items**
- **Panther Cup Update**

E. Information Items - CSA

- a. Annual Meeting – Viera Charter Schools, Inc. – *The annual meeting commenced at 5:55 PM and concluded at 6:08 PM*
 - i. Election of Officers: President, Vice-President, Secretary, Treasurer - *The Board unanimously elected the following Officers of the Board: President/Chairman, Robert Jordan; Vice-President, Robert Naberhaus; and Secretary/Treasurer – Kim Africano*
 - ii. Appoint Board Liaison, 2018-2019 – *The Board unanimously appointed Steve Muzzy as the Board Liaison for the 2019/2019 school year.*
- b. Monthly Financials – April, May, June – *Michael Strader, President of Charter School Associates, Inc., (CSA) provided an updated financial report for the last quarter of FY18. Mr. Strader also gave the Board an update of various services that have been “in-sourced” within CSA to improve services and control costs*
- c. FY 18 Audit Report – *Mr. Brian L. Nemeroff, CPA- Partner for Berman Hopkins, CPAs provided the Board an overview of the FY 18 audit report. The audit resulted in a “clean, unmodified” opinion, with no findings, difficulties, or disagreements with management.*
- d. FY 19 Capital Outlay Update – *Mr. Strader provided an update to the Board on capital outlay for FY19, explaining how the Board is expected to receive an approximate \$530K in FYI based on PECO projections. This represents an increased allotment from previous years. However, this funding formula has a 3-year sunset clause and the current political environment places this source of future revenue at risk.*
- e. Bond Update (Disclosure Requirements and Investor Call) – *Mr. Brian Strader, CSA, presented an update to the Board on the post-issuance requirements for municipal securities, to include disclosure requirements and an upcoming investor call. A policy document was also presented for review which is also part of the consent agenda*
- f. Expansion Update – *Mr. Strader, deferred to Mr. Jordan to provide an update to activities associated with the planned expansion. “Still on track” was how it was described with recent clearance obtained to move forward with a local developer, which was a stated goal of the Board. The school has received a \$10M financial commitment from PNC – with a short-term loan for the land and a bond agreement for the building being planned as the method of financing the expansion. Mr. Strader informed the Board that all key financial indicators such as days cash on hand, debt ratios, etc. are properly in order to accommodate this financing methodology.*
- g. Technology Services Update – *CSA Director of Technology, Joaquin Infante, provided the Board an update on Technology Service initiatives that CSA is undertaking with the goal of serving its family of schools – including Viera Charter School – with quality technology support services. Mr. Infante provided an overview of the existing hybrid infrastructure that is moving to a cloud computing arrangement with plans for improved uptime due to a redundant, high availability network architecture. He also provided insight into how business continuity and disaster recovery operations will be enhanced through this new arrangement. A presentation that detailed the infrastructure, applications, and user experience tools and applications being utilized was also provided to the Board.*
- h. CSA HR/Payroll Services Transition – *Mr. Strader informed the Board that CSA has moved from the employee lease model with a 3rd party to direct VCS employed model This is part of the overall “in-sourcing” strategy that CSA is moving towards to improve services for its schools and employees. The benefits of moving away from the leasing model includes more cost certainty around items such as worker compensation, and health insurance.*
- i. VCS Security Update – *Mr. Strader gave the Board an update on the grants and compliance activities associated with the VCS security initiatives that are aligned with the safety and security requirements of the Board.*
- j. 2018-2019 Handbooks: Employee, Student – Ratification – *Mr. Strader noted the new handbooks are on the consent agenda and available for review*
- k. NLSP Interagency agreement – *The Board was provided a history of the NLSP arrangement with The Charter School at Waterstone School Food Authority (SFA) and how this benefits VCS in particular. The Interagency Agreement is on the agenda for consent*
- l. 2018-2019 Board Meeting Schedule – *The 2018-2019 Board Meeting Schedule was provided to the Board*

F. Consent Agenda Items - *The following items unanimously approved under a motion by Robert Naberhaus second by Kim Africano*

1. Approval of Purchase Orders and Agreements
2. Approval of Personnel – Certification Waivers – Exhibit A
3. Approve FY 18 Audit Release
4. Ratify 2018-2019 Handbooks: Employee, Parent/Student
5. Ratify 2018-2019 School Calendar
6. Approve National School Lunch Program (NSLP) Interagency Agreement
7. Approve 2018-2019 Board Meeting Schedule
8. Ratification of Post-Issuance Municipal Securities Disclosure Policy

G. Items Scheduled for Action & Discussion - *The following item was unanimously approved under a motion by Kim Africano, second by Scott Steele*

1. Authorize Board Chair to negotiate LOI and continue expansion objective –

H. Board Member Reports

- *Scott Steele expressed his appreciation for the efforts of CSA under the leadership of Michael Strader*
- *Kim Africano stated that she is excited and looking forward to the expansion and the addition of a school gymnasium in particular*
- *Robert Naberhaus echoed the comments of his Board colleagues and how pleased he continues to be with the direction of the Board*
- *Robert Jordan discussed the expansion in more detail and how it aligns with the vision and goals of the school in support of his “Best Place for Kids” strategy. He pledged his continued commitment and leadership for the school to keep pushing and getting better each and every day.*

I. Adjournment – *The meeting adjourned at 7:07 PM.*



Robert L Jordan, Jr.
President & Chairman
Viera Charter School Board