

Alee Academy
 Charter Board Meeting
 Agenda
 November 12, 2013
 6:30 pm

Approval of Minutes	
Current Program <ul style="list-style-type: none"> • Enrollment – Alee and ACER 	Jennings Neeld
Budget <ul style="list-style-type: none"> • Fund Balances 	Jennings Neeld
Old Business <ul style="list-style-type: none"> • FEFP Audit 	Jennings Neeld
New Business <ul style="list-style-type: none"> • School Improvement Plan 	Jennings Neeld
Attorney’s Report	Brenda Smith

***Governing board members present:
 Martha Cohen, Rachel Holtzclaw, Chloe Bonds-Wormack, Carl Pettitt, and Mary Jane Hartwright. Also present was attorney Brenda Smith.***

A motion was made by Chloe bonds-Wormack and seconded by Rachel Holtzclaw to approve the minutes of the June 27, 2013 as read. The motion passed unanimously.

Current Program Status

The FTE count for student enrollment as of November 12, 2013 for each of the programs is:

Program	Student Enrollment
Alee Academy	174
ACER Night Program	96
<i>Total Day School FTE</i>	<i>270</i>

(Note: There are 8 pending applications for day and night students)

The actual student counts by grade are:

	Alee	ACER
9 th Grade	41	21
10 th Grade	46	28
11 th Grade	44	23
12 th Grade	43	24

Budget

The total fund balance (savings, and cash on hand) is \$241,559.01. The total reserve fund balance at TD Bank of Ocala is \$ 201,230.34 (November 1, 2013). With all bills paid and deposit made on November 1, 2013, the operating expense balance is \$39103.11 in checking and \$1,225.56 (November 1, 2013) in a Money Market Account at USB. LCS is still holding \$197,707.81 based on the MOU of July 11, 2013.

Old Business

FTE Audit – The Final 2012 FTE audit Report has been released as Report # 2014-029 by the Florida Auditor General. Carol MacCleod will contact the Department of Education to begin the appeal process requested by Alee Academy.

A copy of the 2012 FTE Audit is attached. Following is the excerpt from pages 31 and 32 of the 2012 FTE Audit as it applies to Alee Academy:

Alee Academy Charter School (#9018)	Proposed Net Adjustments Findings (Unweighted FTE)
62. [Ref. 901871/72] Two teachers were not properly certified and were not approved by the School Board to teach out of field. The teachers held certification in Math and Middle Grades Integrated Curriculum (Ref. 901871) or	.0000

<p>Educational Leadership (Ref. 901872) but taught courses which also required a Teacher Cooperative Work Experience Endorsement. We also noted that the parents of the students were not notified of the teachers' out-of-field status. We present this disclosure Finding with no proposed adjustments.</p>	
<p>63. [Ref. 901801] We were unable to verify the attendance of the students reported at this school (11 were in our Basic sample, 4 were in our Basic with ESE Services sample and 16 were in our Career Education 9-12 [OJT] sample). We noted that an attendance Excel spreadsheet was prepared by the Director. The school contends that the Excel spreadsheet was its electronic attendance recordkeeping system; however, an electronic attendance recordkeeping system requires teachers to enter their attendance directly into the computer. This was not the case at the school as the attendance was entered by one person at the school. Additionally, attendance recordkeeping via an Excel spreadsheet does not comply with the electronic recordkeeping procedures outlined in the Department of Education's <i>Automated Student Attendance Recordkeeping System Handbook</i>. The <i>Handbook</i> states that the system shall include a sign-on indicator to assure that attendance is being taken regularly and a daily log shall be generated and maintained that will include sufficient information to ascertain when and by whom attendance data was entered, changed, or deleted. In addition, the attendance is required to be taken period by period. We determined that the school was recording attendance manually and subsequently entering this information into an Excel spreadsheet.</p> <p>103 Basic 9-12 (206.2002) 113 Grades 9-12 with ESE Services (58.0000) 300 Career Education 9-12 (14.2998)</p>	<p>278.5</p>

Also attached is a copy of Lake County School's response to David Martin, CPA Florida Auditor General. Following is an excerpt from the letter regarding Alee Academy:

The Alee Academy Charter School does not concur with the specific findings related to their school's questioned 278.50 unweighted FTE and plans to appeal the finding. As the sponsor for Alee Academy Charter School, the District is not responsible for the management or recording keeping of the Charter School. The District will work to facilitate the Charter School's request to appeal the findings in accordance with State Board of Education Rule 6A-1.0453(5).

New Business

School Improvement Plan – See attached proposed 2014 SIP which has been perused by LCS and the suggested changes have been incorporated into plan.

A motion was made by Chloe Bonds-Wormack to approve the School Improvement Plan as written; the motion was seconded by Carl Pettitt. The motion passed unanimously.

Accountability Report – See the attached proposed 2013 Accountability Report.

A motion was made by Chloe Bonds-Wormack to approve the Accountability Report as written; the motion was seconded by Mary Jane Hartwright. The motion passed unanimously.

A motion was made by Rachel Holtzclaw to adjourn the meeting; the motion was seconded by Chloe Bonds-Wormack and unanimously approved.