

LAKE TECHNICAL CENTER
Minutes of the September 16, 2013
Board of Directors Meeting

The Board of Directors for Lake Technical Center held a meeting on Monday, September 16, 2013. President, Mickey Gauldin called the meeting to order at 2:32 p.m. in the Early Childhood program classroom of Lake Technical Center in Eustis, Florida.

DETERMINATION OF A QUORUM:

Present:

Officers: President, Mickey Gauldin, Vice-President, Joe Baxter, Treasurer, Dr. Isaac Deas

Board Members: Chief Fred Cobb, Mary K. Perfumo

Assistant Director: Mrs. Melissa Stephan

Not Present: Member, Chief Richard Keith, Director: Dr. Diane Culpepper

APPROVAL OF THE MINUTES: Approval of the Minutes of the July 15, 2013 meeting.

Vice-President, Joe Baxter moved to **APPROVE THE MINUTES OF THE MEETING OF July 15, 2013.** The Motion was seconded by Treasurer, Dr. Isaac Deas; the motion carried unanimously.

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

CONSENT AGENDA: Request Approval of:

Personnel

Approval to Teach:

(Lake Technical Center)

- *Marrison, Jerry L. (155095), Adult Evening Vocational, EMS*

(Institute of Public Safety)

- *Miller, Michael B., Adult Evening Vocational, LE*

Resignations:

(Lake Technical Center)

- *Instructor – Zulueta, William - (154478) effective date: 08/23/13*

(Institute of Public Safety)

- *Part-time Instructor – Moran, William E (154337) effective date: 04/14/13*

Amendment to Agreement (MA299) between Florida Department of Health and Lake Technical Center effective October 30, 2013

Member, Mary K. Perfumo moved to **APPROVE THE CONSENT AGENDA OF THE MEETING OF SEPTEMBER 16, 2013.** The Motion was seconded by Member, Chief Fred Cobb; the motion carried unanimously.

NEW BUSINESS:

Lake Technical Center Financial Summary (*Information only*) Mrs. Mary Salter, Assistant Director of Finance, Charter Schools, reviewed a Three Month Financial Position Summary sheet which summarized the months of June, July, and August. The report reflected that the Center ended the year with an increase to the Fund Balance of \$460,000.00 and after two months of operations, as of August 31st, the Center has an increase to the Fund Balance of \$510,000.00.

RFA Ending Budget Amendment 2012-2013 Mrs. Salter stated that the Center reported on five funds in 2012-2013. Each fund budget and detail was provided for Members review. Mrs. Salter requested approval of the 2012-2013 Final Budget Amendment.

Vice-President, Joe Baxter, moved to **APPROVE THE 2012-2013 FINAL BUDGET AMENDMENT FOR LAKE TECHNICAL CENTER.** The Motion was seconded by Member, Chief Cobb; the motion carried unanimously.

There was no further discussion by the Board.

RFA Beginning Budget Amendment 2013-2014 Mrs. Salter stated that in 2013-2014 the Center will report on a total of eight fund budgets. New budgets include Fund 300, reporting targeted CTE money that is received from the State, Fund 320 which reports money received for the Center for Advanced Manufacturing, and because the District has changed the way that they are handling Federal Funds, Funds 422 for Federal grants and Fund 425 for State grants have been added to the budget. She said that the Center will now be responsible for handling its internal federal purchases; the District will only handle payroll.

There has been an increase in enrollment. There is a 20% increase in tuition and fees to Fund 100 (*Operating Fund*). Due to the increase in enrollment, part-time salaries and other expenses have been accounted for. Also included in the budget is the salary increase for Classified employees equal to approximately 3.5%. An additional 4% (approximately \$80,000.00) has been planned into the budget to cover the raise due to Teachers. She stated that the State provided K-12 schools with funding to cover some of the salary increase; however, as of yet, technical centers have not received that funding. She commented that, worst case scenario; the Center is anticipating a \$28,000.00 loss in 2013-2014.

President Gauldin stated that considering the State cuts are approximately \$238,000.00 less this school year, this loss amount is not bad. He stated that if enrollment increases, that will cover the loss. Mrs. Salter requested approval of the 2013-2014 Proposed Beginning Budget.

Vice-President Joe Baxter to **APPROVE THE 2013-2014 PROPOSED BEGINNING BUDGET FOR LAKE TECHNICAL CENTER.** The Motion was seconded by Member, Chief Fred Cobb; the motion carried unanimously.

There was no further discussion by the Board.

Charter Contract – Letter of Intent to Renew President Gauldin stated, on behalf of the Board, that all Board Members would like to renew its contract with the Lake County School Board (LCSB) and continue Lake Technical Center in its current form; however, there are a number of changes

that will need to be made to the Center's contract. Mrs. Lana Taylor, Sr. Human Resources Specialist, advised Members that the Letter of Intent, once approved, will be provided to the Career, Adult & Community Education Office in order to begin the Charter Renewal process through the District.

Vice President, Joe Baxter moved to **APPROVE THE LETTER OF INTENT TO RENEW THE CHARTER CONTRACT FOR LAKE TECHNICAL CENTER.** The Motion was seconded by Treasurer, Isaac Deas; the motion carried unanimously.

President Gauldin stated that there will be further discussions about the contract at a later date.

DIRECTOR'S REPORT:

Medical Assisting Initial Accreditation Visit Mrs. Melissa Stephan, Assistant Director of Curriculum introduced Instructor, Mrs. Beth Thornton to the Board explaining that Mrs. Thornton had just completed a Medical Assisting initial accreditation visit last Monday and Tuesday.

Mrs. Stephan stated that normally, when an accreditation team visits initially, there are over one hundred deficiencies that could be marked against the program; however, the Center had only nine and of the nine, approximately seven or eight were typo errors.

Mrs. Stephan stated that Mrs. Thornton did an absolutely outstanding job and is to be commended. The Board acknowledged in applause. President Gauldin, on behalf of the Board, thanked Mrs. Thornton for her hard work.

Enrollment Increase Mrs. Stephan reported that the Center reviews enrollment reports weekly. After the first week of the school year, the report reflected a 49% increase to tuition. She questioned that number due to the comparison of numbers reported this time last school year. After researching, she found the increase to be correct.

She told Members that so far, every week the Center has experienced between a forty-five percent (45%) and forty-eight percent (48%) increase in enrollment compared to this time, last school year. She stated that this may be for several reasons; classes have been added to programs, such as Plumbing Apprenticeship, the Medical Assisting Program has doubled in size in popularity; and generally enormous enrollment increases in each of the Center's program areas.

Lake Technical Center, Institute of Public Safety's 2013 National Fire Protection

Association (NFPA) Report Mrs. Stephan referred Members to the last page of the NFPA report and read the association's summary of findings: "The facility is in good condition and will continue to be inspected annually."

Other Discussion Topics:

Charter Board of Directors Member Replacement

Upcoming Events:

- September 24, 2013 Annual Program Advisory Committee/
Business Partner Fall Reception
- HVAC program to open October 22, 2013

DATE/TIME OF NEXT MEETING:

The pre-scheduled meeting dates are:

Monday, December 9, 2013 at 2:30 p.m.

Monday, March 17, 2014 at 2:30 p.m.

Monday, May 12, 2014 at 2:30 p.m.

ADJOURNMENT: The meeting was adjourned at 3:02 p.m.

Respectfully submitted,

A handwritten signature in dark ink that reads "Diane W. Culpepper". The signature is written in a cursive style and is positioned above a faint, light blue horizontal line.

Dr. Diane W. Culpepper, Director