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Agenda  
District Board of Trustees Meeting  
Edison State College – Lee Campus  
Board Room – Building I, Room 223  
March 27, 2012  
2:00 p.m.

**Call to Order**

**Pledge to Flag**

**Introduction of Guests and Public Comment**

**Reports to the District Board of Trustees**

*Interim District President's Report*  
(Presenter: Mr. J. Dudley Goodlette, J.D.)

*SACS Report*  
(Presenter: Dr. Erin Harrel)

*Legal Update Report*  
Presenter: Mr. Mark Lupe)

*Faculty Senate Report*  
(Presenter: Professor Don Ransford)

- *Making a Difference in Our Communities – RN to BSN Students at Work*  
(Professor Marti Jenner)

**Old Business:** None

**New Business:**

1. Approval of Minutes Regular Meeting February 28, 2012  
(Presenter: Mrs. Berlam) (Page 1)
  
2. District Approval to Accept the Audited Financial Report for Fiscal Year Ended June 30, 2011 (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb)  
(Page 11) (*Bound backup booklet in rear*)

3. Approval of Revisions to Bylaws for the Edison State College Financing Corporation (Presenter: Mr. Lupe) (Page 12)

**Other Business:**

Consent Agenda

4. Approval of Personnel Actions  
(Presenter: Mr. Dente/Board Liaison: Mrs. Starnes-Bilotti) (Page 20)

Information Only

5. Construction of Infrastructure for the Installation of Two Modular Classrooms on the Charlotte Campus (Presenter: Mr. Nice/Board Liaison: Mr. Chapman) (Page 26)
6. Edison State College Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 28)
7. Edison State College Collegiate High Schools Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 33)

Written Reports

8. Monthly Report on Edison Collegiate High School – Charlotte (Page 37)
9. Monthly Report on Edison Collegiate High School – Lee (Page 39)

Professional Development

*Legislative Update Report* (Presenter: Mr. Holliday)  
(Back-up in rear pocket)

President's Comments

Board Members' Comments

**Adjournment**

Minutes  
Edison State College  
Charter School Governing Board  
Charlotte Campus – Auditorium, O-124  
February 28, 2012  
2:00 p.m.

AGENDA ITEM: 1

The District Board of Trustees of Edison State College met in regular session as the Charter School Governing Board in Charlotte County, Florida, on February 28, 2012 at 2:00 p.m. with the meeting called to order by Ann Berlam, Chair.

Present:        Ann Berlam, Chair  
                  Marjorie Starnes-Bilotti, Vice Chair  
                  Brian Chapman, Jr.  
                  Dr. Randall Parrish, Jr.  
                  Julia Perry  
                  Braxton Rhone  
                  Pamella Seay  
                  Christopher Vernon  
                  Sankey E. "Eddie" Webb, III  
                  J. Dudley Goodlette, Interim District President  
                  June Hollingshead, Recorder

Pledge to Flag

**Introduction of Guest and Public Comment:**

- There was no Public Comment
- Mrs. Berlam recognized the newest member of the Edison State College District Board of Trustees representing Lee County, Mr. Braxton C. Rhone.

**Information Reports:**

1. *ECHS – Charlotte Report* – (Diane Juneau, Principal)

Ms. Juneau gave an overview of the collegiate high school since the Board last met at the Charlotte Campus in January 2011. The high school received an "A" grade in its first two years, with students scoring in the top 3% on the FCAT in reading and math. The school has a 95.7% course success rate. With the next class of 100 students, modular classrooms may be added. Nathan Buckley, class president, spoke highly of the collegiate high school experience, especially the interaction between teachers and students. Janna Marxuach, parent of one of the freshman students, spoke about how ECHS has met and exceeded her expectations.



**Information Only:**

Agenda Item #1. Edison State College Collegiate High Schools Monthly Financial Report (Presenter: Mrs. Doeble) (Page 1)

Mrs. Doeble presented the Collegiate High Schools Monthly Financial Report for information only.

**Written Reports:**

Agenda Item #2. Monthly Report on Edison Collegiate High School – Charlotte (Page 5)

A written report was presented for information only.

Agenda Item #3. Monthly Report on Edison Collegiate High School – Lee (Page 9)

A written report was presented for information only.

**Board Members' Comments:** Comments were deferred until after the regular meeting, except for Ms. Seay and Mr. Webb who spoke highly of the Charlotte collegiate high school, and especially of highly complimentary community comments.

Adjournment

MOTION by Eddie Webb, seconded by Pamella Seay, to adjourn the Edison State College Charter Schools Governing Board meeting. Approved unanimously. The meeting was adjourned at 2:26 p.m.

\_\_\_\_\_  
J. Dudley Goodlette, J.D.  
Interim District President  
District Board of Trustees

\_\_\_\_\_  
Ann Berlam, Chair  
District Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Minutes  
Edison State College  
District Board of Trustees  
Charlotte Campus – Auditorium, O-124

AGENDA ITEM: 1

The District Board of Trustees of Edison State College met in regular session in Charlotte County, Florida, on February 28, 2012 at 2:26 p.m. with the meeting called to order by Ann Berlam, Chair.

Present: Ann Berlam, Chair  
Marjorie Starnes-Bilotti, Vice Chair  
Brian Chapman, Jr.  
Dr. Randall Parrish, Jr.  
Julia Perry  
Braxton Rhone  
Pamella Seay  
Christopher Vernon  
Sankey E. "Eddie" Webb, III  
J. Dudley Goodlette, Interim District President  
June Hollingshead, Recorder

**Information Reports:**

Charlotte Campus President's Report – (Presenter: Dr. Pat Land)

Dr. Land offered welcoming remarks, noting that this is the first year the Board will convene two times per year on the Charlotte campus due to state regulations governing charter high schools. She deferred to the following for her report:

1. Dr. Christy Gilfert, Associate Dean of Students, reported on the Student Leadership Academy (SLA), a student leadership training program. It is an outgrowth of what employers and business owners identified as making graduates employable – leadership. The Academy teaches students leadership skills, how to work together as a team, and how to understand others. Its mission is to foster leadership skills development, academic success, personal growth, social development, problem solving, and critical thinking. The SLA challenges students through service opportunities, including four components: (1) fifteen hours of on-campus and ten hours of off-campus community service per student, (2) a capstone project in which students partner with a community organization to volunteer and fundraise \$200 per student, (3) public speaking/oral presentations, and (4) ten seminars by community members, including topics such as

motivation, conflict resolution, business etiquette, parliamentary procedure, and time management. Student Brittany Gireaux shared her experience in the Academy.

2. The academic area was represented by math professor, Christy Smith, who demonstrated one of her math classes with her philosophy that students can master mathematics as well as other obstacles in life through the will, attitude, and desire to do so.

Mrs. Berlam introduced Mrs. JoAnn Helphenstine, former Charlotte County board member, thanked her for her service and dedication to the District Board of Trustees, the Foundation and the community, and presented a plaque to her.

Faculty Senate Report – (Presenter: Professor Don Ransford)

Professor Ransford reported that Faculty Senate members were pleased to hear that the Faculty Senate Report has been reinstated as a standing item on the Board agenda. Topics discussed at the last Faculty Senate meeting, and with President Goodlette, included the development of the academic calendar, the selection process for department chairs, and operating procedures for, and coordination of, public service events. Professor Ransford will continue to meet regularly with the President.

Dr. Wendy Chase and Dr. Catherine Wilkins spoke about “Education for a New Humanity,” a colloquium recently developed and hosted on the Lee Campus February 16-17, in part, to refocus the energy of professors and to show that the Edison faculty is second to none. The featured keynote speaker, Dr. David Orr, spoke about green campus initiatives and sustainability. 450 guests participated in the event.

SACS Report – (Presenter: Dr. Erin Harrel)

Dr. Harrel reported that the first draft of the SACS report was sent to the consultant and resulted in positive feedback. Documentation is being assembled, and all timeline items are on schedule. Dr. Harrel shared a PowerPoint presentation of what has been accomplished to date, including integrity issues, course substitutions, College Operating Procedures, Board policies, Institutional Effectiveness, unit plans, organizational structure, faculty/student ratios, and the QEP cornerstone project. A copy of her presentation will be provided to Board members. The final SACS document will be submitted to SACS on April 10, 2012. Outcome status options from SACS include a warning, probation, or loss of membership.



Legal Update Report – (Presenter: Mr. Mark Lupe)

Mr. Lupe met with Chris Vernon, Board liaison for legal affairs. Mr. Vernon requested that Mr. Lupe present a monthly update to the Board of pending legal issues facing the College. Questions regarding details of any claims can be directed to President Goodlette. Today Mr. Lupe reported on labor and employment issues that involve pending claims – three Equal Employment Opportunity Commission (EEOC) cases and one Florida Department of Administration Hearings (DOAH) case:

1. The first case involves a professor asserting discrimination because he was not hired in a full-time position due to his age and ethnicity (Hispanic). The College responded to the EEOC and has been successful demonstrating that of two applicants hired, one was Hispanic and one was African-American. Regarding age, the College demonstrated that the successful candidate was more qualified.
2. The second EEOC case is the Dr. Robert Beeson case. The College anticipates the receipt of a Right to Sue letter – the last step before a suit is filed in the United States District Court.
3. The third EEOC case is the Dr. Steve Atkins case. A Right to Sue letter was received and a lawsuit has been filed. Costs are covered by Consortium insurance so there is no financial exposure to the College. The press incorrectly listed Board members as defendants. The Board as a corporate entity is the defendant. Mr. Vernon requested that Mr. Lupe email the Atkins' lawsuit to all Board members for their information.
4. With regard to DOAH, Dr. Beeson, Dr. Atkins, and Dr. Walker had the right to file a case with respect to the termination of their contracts. Dr. Walker exercised that right, and the College has received a notice of request for a hearing from Dr. Walker. It was referred to DOAH, and an Administrative Law Judge has been named. An initial report will be submitted to the Judge who will assign a final hearing date. Mr. Lupe will keep the Board updated.

Presidential Search Committee Update Report – (Presenter: Mrs. Ann Berlam)

- Mrs. Berlam reported that the 13-member Committee is broadly representative of the College's five-county area and of gender, race and age. The Committee received their charge at the first meeting February 22 to identify candidates that the Board will eventually interview for the next District President. Mr. Hicks took all comments from various meetings and constituent groups and assembled into two documents: *Challenges and Opportunities for New President* and a *Presidential Profile*. They will be posted by the end of the week on the Edison State College website, <http://www.edison.edu/president/search>. The Committee was asked to provide input to Mr. Hicks on these two documents.



- At the next meeting of the Committee in mid-to-late April, the members will review all received applications and will make a decision of approximately 10-12 applications to advance for the Search Committee to interview in person in early May. At the completion of these interviews, the Committee will meet to advance 3-5 unranked candidates to the Board of Trustees to interview in person in late May or early June.
- Mr. Hicks determined that the top qualities sought in a new District President are integrity, a strong character, and transparency, as well as someone who understands the counties'/districts' needs and will be highly visible at all College locations. The new President should keep the community college focus and should be visible, available, and known. Lastly, this person should have transparency in decision-making, shared governance, and adhere to the rules.

President's Comments – (Presenter: Mr. J. Dudley Goodlette)

President Goodlette plans to be on all of the College's campuses between now and the next Board meeting in "Meet and Greet" sessions arranged by Teresa Morgenstern. He will bring information about the option of using iPads to the March Board meeting.

**Information and Discussion (Items Requested by the Board): None Submitted**

**Vote to Take Action On:**

Agenda Item #1. Approval of Minutes (Presenter: Mrs. Berlam) (a) Workshop January 24, 2012 (Page 12), (b) Regular Meeting January 24, 2012 (Page 16), and (c) Special Meeting February 7, 2012 (Page 56)

MOTION by Marjorie Starnes-Bilotti, seconded by Julia Perry to approved the minutes, as edited and presented for signature by the Chair and the District President. Approved unanimously.

Mr. Lupe read SACS Comprehensive Standard 3.2.1.3 (Page 73) which is driving the revisions below to District Board Policies in Agenda Items #2, #4, and #7.

Mr. Lupe read Agenda Item #2 below:

Agenda Item #2. Approval of Revisions to District Board Policy 6Hx6:1.03 – Edison State College Foundation, Inc. (Presenter: Mr. Lupe) (Page 61)

Mrs. Berlam **OPENED THE PUBLIC HEARING** for this item and asked for any public comments. Hearing none, Mrs. Berlam **CLOSED THE PUBLIC HEARING** and opened the floor for Board consideration.

MOTION by Chris Vernon, seconded by Pamella Seay, to approve revisions to District Board Policy 6Hx6:1.03 – Edison State College Foundation, Inc., as presented. Approved unanimously.

Mr. Lupe read Agenda Item #3 below which was requested by the Board in order to bring up new business at Board meetings. The Board felt that a better order of business would be to substitute New Business in place of Announcements and Workshops, to substitute Old Business in place of Information and Discussion, and to substitute Other Business in place of Consent Agenda and Action Agenda.

Agenda Item #3. Approval of Revisions to District Board Policy 6Hx6:1.04 – Board Agendas (Presenter: Mr. Lupe) (Page 64)

Mrs. Berlam **OPENED THE PUBLIC HEARING** for this item and asked for any public comments. Hearing none, Mrs. Berlam **CLOSED THE PUBLIC HEARING** and opened the floor for Board consideration.

MOTION by Pamella Seay, seconded by Eddie Webb, to approve the revisions to District Board Policy 6Hx6:1.04 – Board Agendas.

Mr. Webb questioned why New Business was listed before Old Business on the proposed revised agenda.

AMENDMENT TO THE MOTION by Marjorie Starnes-Bilotti to reverse the order on the proposed revised agenda by placing Old Business before New Business. Ms. Seay and Mr. Webb accepted the amendment. The motion, as amended, was approved unanimously.

Mr. Lupe read Agenda Item #4 and explained that the proposed revisions were in response to SACS Comprehensive Standard 3.2.1.3, and mirrored the changes to the Foundation in Agenda Item #2.

Agenda Item #4. Approval to Revisions to District Board Policy 6Hx6:1.05 – Edison State College Financing Corporation (Presenter: Mr. Lupe) (Page 66)

Mrs. Berlam **OPENED THE PUBLIC HEARING** for this item and asked for any public comments. Hearing none, Mrs. Berlam **CLOSED THE PUBLIC HEARING** and opened the floor for Board consideration.



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MOTION by Randy Parrish, seconded by Braxton Rhone, to approve revisions to District Board Policy 6Hx6:1.05 – Edison State College Financing Corporation, as presented. Approved unanimously.

Mr. Lupe read Agenda Item #5 below regarding transfer of excess Auxiliary Funds from the College to the Edison State College Financing Corporation. The Board had concerns that it was not involved, and revised language of this policy changes that.

Agenda Item #5. Approval to Revisions to District Board Policy 6Hx6:1.07 – Auxiliary Enterprise Funds (Presenter: Mr. Lupe) (Page 69)

Mrs. Berlam **OPENED THE PUBLIC HEARING** for this item and asked for any public comments. Hearing none, Mrs. Berlam **CLOSED THE PUBLIC HEARING** and opened the floor for Board consideration.

MOTION by Eddie Webb, seconded by Chris Vernon, to approve revisions to District Board Policy 6Hx6:1.07 – Auxiliary Enterprise Funds, as presented. Approved unanimously.

Mr. Lupe read Agenda Item #6 below regarding employment of personnel. Since the April 26, 2011 Board meeting, the Board has expressed concern about granting multi-year contracts and granting special allowances without prior express approval of the Board. The revisions to this policy address those concerns.

Agenda Item #6. Approval to Revisions to District Board Policy 6Hx6:5.02 – Employment of Personnel (Presenter: Mr. Lupe) (Page 71)

Mrs. Berlam **OPENED THE PUBLIC HEARING** for this item and asked for any public comments. Hearing none, Mrs. Berlam **CLOSED THE PUBLIC HEARING** and opened the floor for Board consideration.

MOTION by Brian Chapman, seconded by Julia Perry, to approve revisions to District Board Policy 6Hx6:5.02 – Employment of Personnel, as presented.

Ms. Seay requested adding the word “express” to Paragraph 6 of the policy to read “prior express approval of the Board of Trustees.” If giving additional benefits, the Board would explain why they are doing so. Mr. Lupe agreed with the addition.

AMENDMENT TO THE MOTION by Chris Vernon, seconded by Pamella Seay, to amend the motion to add the word “express” between “prior” and “approval” in Paragraph 6 of the policy item. Mr. Chapman and Mrs. Perry accepted the amendment. The motion, as amended, was approved unanimously.



Agenda Item #7. Approval of a Revised Memorandum of Understanding ("MOU") with the Edison State College Foundation, Inc. (Presenter: Mr. Lupe) (Page 73)

MOTION by Brian Chapman, seconded by Braxton Rhone, to approve the revised Memorandum of Understanding with the Edison State College Foundation, Inc. Motion approved, with Julia Perry, Chris Vernon and Pamella Seay voting "no."

Agenda Item #8. Approval of a Revised Memorandum of Understanding ("MOU") with the Edison State College Financing Corporation (Presenter: Mr. Lupe) (Page 79)

MOTION by Eddie Webb, seconded by Randy Parrish, to approve the revised Memorandum of Understanding with the Edison State College Financing Corporation, as presented.

AMENDMENT TO THE MOTION by Eddie Webb, seconded by Randy Parrish, to include language following Paragraph #7 – TERM as recommended by Mr. Lupe to read: "Notwithstanding the foregoing, either party may elect to terminate this agreement at any time upon the giving of 60 days written notice." Motion approved, with Pamella Seay voting "no."

Agenda Item #8(a). Approval of a Contract for an Interim Vice President of Student Services (Presenter: Dr. Land/Board Liaison: Mrs. Starnes-Bilotti) (Page 83a)

MOTION by Marjorie Starnes-Bilotti, seconded by Chris Vernon, to approve a contract for Dr. Russel Watjen as Interim Vice President of Student Services in the monthly amount of \$10,500.00 over a contract period commencing March 15, 2012 and ending February 28, 2013. Approved unanimously.

Agenda Item #9. Approval to Submit College Calendar 2012-2013 (Presenter: Dr. Harrel/Board Liaison: Ms. Seay) (Page 84)

MOTION by Pamella Seay, seconded by Randy Parrish, to approve the College and Duty-Day Calendars for the 2012-2013 year. Approved unanimously.

Agenda Item #10. Approval of Personnel Actions (Presenter: Mr. Dente/Board Liaison: Mrs. Starnes-Bilotti) (Page 91)

MOTION by Marjorie Starnes-Bilotti, seconded by Eddie Webb, to approve the list of Personnel Consent Agenda Actions, as presented.

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AMENDMENT TO THE MOTION by Pamela Seay to move Ron Dente's line item from Item C. Salary Adjustment to Item A. Additional Compensation. Mrs. Starnes-Bilotti and Mr. Webb accepted the amendment. The motion, as amended, was approved unanimously.

**The Chair declared a recess at 4:24 p.m.**

**The Chair reconvened the meeting at 4:35 p.m.**

**Information Only:**

Agenda Item #11. Approval of Edison State College's Bachelor's Level Programs for Preservice Teachers (Presenter: Dr. Harrel/Board Liaison: Ms. Seay) (Page 100)

Dr. Harrel presented the approval received from the Florida Department of Education for Edison State College's Bachelor's Level Programs for information only.

Agenda Item #12. Edison State College Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 103)

Mrs. Doeble presented the Monthly Financial Report for information only.

**Written Reports:** None

**Professional Development:** Mr. Lupe and Mrs. Doeble shared a PowerPoint presentation regarding the Edison State College Financing Corporation, Inc.

**President's and Board Members' Comments:** The Senate Committee has approved the confirmation of our four trustee appointments. It is anticipated that final action will be taken by the full Senate prior to the end of the session.

Adjournment – The meeting was adjourned at 5:47 p.m.

\_\_\_\_\_  
J. Dudley Goodlette, J.D.  
Interim District President  
District Board of Trustees

\_\_\_\_\_  
Ann Berlam, Chair  
District Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date







Meeting of the  
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES  
March 28, 2012

AGENDA ITEM: 3

**Approval of Revisions to Bylaws for the Edison State College  
Financing Corporation**

RECOMMENDATION:

**The Administration recommends District Board of Trustees  
approval of the revisions to the bylaws for the Edison State  
College Financing Corporation.**

STAFF ANALYSIS:

Prior to becoming effective, amendments to the Bylaws for the Edison State College Financing Corporation must be approved by the District Board of Trustees. The Board of Directors of the Edison State College Financing Corporation has voted to amend the corporate bylaws. The proposed amended bylaws make a number of revisions to the current bylaws, including:

1. Limiting the terms of corporate directors appointed by the District President to two years;
2. Provides a method for removal of corporate directors appointed by the District President and the Chair of the District Board of Trustees;
3. Extends the terms of all corporate directors from two to three years;
4. Creates the office of Vice-Chair; and,
5. Changes the word "membership" to "directors" to be consistent with an amendment to Section 617.0808, Florida Statutes.

The revisions to the Bylaws for the Edison State College Financing Corporation are recommended for approval.

FISCAL IMPACT: \_\_\_\_\_ Yes      \_\_\_\_\_ No       N/A

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Will this action result in a Budget Amendment? \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, indicate the dollar amount: \$ \_\_\_\_\_

Attachment

REQUESTED BY: \_\_\_\_\_

  
Vice President, Legal Affairs

FUNDING VERIFIED AND APPROVED BY: \_\_\_\_\_

  
Vice President, Administrative Services

APPROVED FOR AGENDA BY: \_\_\_\_\_

  
Interim District President

**BYLAWS  
OF  
EDISON STATE COLLEGE FINANCING  
CORPORATION**

Revised: **March 27, 2011**

**BYLAWS**  
**OF**  
**EDISON STATE COLLEGE FINANCING CORPORATION**

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**BYLAWS  
OF  
EDISON STATE COLLEGE FINANCING CORPORATION**

**ARTICLE 1  
NAME**

The name of the Corporation shall be Edison State College Financing Corporation, a Florida not for profit corporation (the "Corporation"). The Corporation shall maintain a registered office in the State of Florida and a registered agent at such office and may have other offices within or without the state.

**ARTICLE 2  
MEMBERS**

The Corporation shall have no Members.

**ARTICLE 3  
BOARD OF DIRECTORS**

**SECTION 3.1 General Powers.** The business, property, affairs and funds of the Corporation shall be managed, supervised and controlled by its Board of Directors subject only to applicable law and the limitations contained in the Articles of Incorporation of the Corporation and these Bylaws and the powers and duties reserved to The District Board of Trustees of Edison State College (the "District Board of Trustees") and the District President of Edison State College (the "College") or his or her designee in regards to this Corporation. The Board of Directors shall have the authority to adopt policy for the Corporation, consistent with the Articles of Incorporation of the Corporation and these Bylaws.

**SECTION 3.2 Number.** The Board of Directors of the Corporation shall consist of at least five (5) but no more than seven (7) directors.

**SECTION 3.3 Appointment of Directors and Tenure.** The directors of the Corporation shall be appointed in the following manner:

- (1) Two directors shall be appointed by the Chair of the College District Board of Trustees;
- (2) One director shall be the District President of the College;
- (3) Two directors shall be appointed by the District President of the College

(in addition to (2) above); and

- (4) Up to two additional directors may be elected at any regular or special meeting of the Board of Directors, if then authorized by the Articles of Incorporation for the Corporation upon nomination by the District President of the College and by a majority vote of the then current members of the Board of Directors.

Terms of office of the members of the Board of Directors shall be ~~two~~ three years in length and until his or her successor has been elected or appointed and qualified or until his or her earlier resignation, removal from office, or death. Directors may be reappointed or reelected to additional successive terms. Notwithstanding the foregoing, the ~~(i)~~ District President of the College ~~and (ii) the directors appointed by the District President of the College pursuant to Section 3.3(3) above,~~ shall continuously serve ~~as a Director until the earlier of their resignation, removal from office or death.~~ A vacancy on the Board of Directors with respect to elected members may be filled by a vote of the remaining directors at their sole and absolute discretion, however, the Chair of the District Board of Trustees and the District President of the College shall designate replacements for the directors appointed by them. If a director is appointed to fill a vacancy before the end of the term of their predecessor, such director shall serve for the remainder of the term of the director being replaced.

**SECTION 3.4 Removal of Directors.** A director may resign at any time by submitting a written resignation to the Chairperson or the President. Any director, other than the directors appointed by the Chair of the District Board of Trustees or the District President of the College, may be removed at any time with or without cause by a majority of all votes of the membership directors, as provided for in Section 617.0808, Florida Statutes. Directors appointed by the Chair of the District Board of Trustees or the District President of the College, may be removed at any time with or without cause by the Chair of the District Board of Trustees or the District President, respectively, upon written notice. Such notice shall be promptly transmitted to the Chair of the Board of Directors.

**SECTION 3.5 Conflicts and Duality of Interest.** No contract or other transaction between the Corporation and one or more of its directors or any other corporation, firm, association or entity in which one or more of its directors are directors or officers or are financially interested is either void or voidable because of such relationship or interest, because such director or directors are present at the meeting of the Board of Directors or a committee thereof that authorized, approved or ratified such contract or transaction, or because his or their votes are counted for such purpose, if the contract or transaction is approved in compliance with the provisions of Section 617.0832 of the Florida Not For Profit Corporation Act, or any successor provision.

**SECTION 3.6 Conflict of Interest Policy.** The Board of Directors shall adopt and keep in full force and effect a substantial conflict of interest policy for its directors and principal officers in accordance with rules and regulations of the Internal Revenue Service applicable to tax exempt organizations.

**SECTION 3.7 Directors' Meetings.** An annual meeting of the Board of Directors shall be held within the State of Florida. Regular meetings of the Board of



Directors may be held, at such time and place as shall be determined by the **Chairperson** of the Board or by the District President. Special meetings of the Board of Directors may be called by the **Chairperson** of the Board or the President. Written notice of the time and place of special meetings of the Board of Directors shall be given to each director either by personal delivery or by mail, facsimile, telegram or email at least two (2) days before the meeting.

At all meetings of the Board of Directors, the presence of a majority of the total number of directors shall be necessary and sufficient to constitute a quorum for the transaction of business. The act of a majority of the directors present shall be the act of the Board of Directors. In the absence of a quorum, a majority of the directors present may adjourn the meeting from time to time until a quorum shall be present for the transaction of business. Meetings of the Board of Directors shall be conducted in accordance with 286.011, Florida Statutes.

## **ARTICLE 4 OFFICERS**

**SECTION 4.1 Officers.** The officers of this Corporation shall be a **Chairperson, Vice-Chair** and a President and may also include a Secretary, a Treasurer and such other officers as may be determined to be necessary by the Board of Directors. Each Officer shall be members of the Board of Directors or staff of the College; provided however, that the President of the Financing Corporation shall be the District President of the College. The same individual may hold more than one office at the same time. All officers shall have such authority and perform such duties as described below:

(1) **Chairperson.** The **Chairperson** shall preside at all meetings of the Board of Directors and shall do and perform such other duties as may be assigned by the Board of Directors.

(2) **Vice-Chair.** The **Vice-Chair shall act as Chair during the absence or disability of the Chair.**

(3) **President.** The President shall be responsible for the general, day-to-day management of the affairs of the Corporation. He or she shall exercise such authority to accept gifts, collect revenues and make expenditures as he or she deems necessary. The President is authorized to direct the sale of real estate of the Corporation and is also authorized to execute, in the name of Edison State College Financing Corporation, with the Secretary attesting, all certificates, contracts, leases, deeds, notes and other documents or legal instruments. The President shall be responsible for the maintenance and management of the Corporation's activities and personnel.

(4) **Secretary.** The Secretary shall keep full and accurate minutes for all meetings of the Board of Directors and the Executive Committee. The Secretary shall transmit all notices required by these Bylaws as may be amended. The Secretary may sign documents with the President in the name of the Corporation. The Secretary shall have charge of all official records of the Corporation that shall be at all reasonable times open to examination of any director, and shall in general perform all duties incident to management of the office of Secretary for the Board of Directors.

(5) **Treasurer.** The Treasurer shall present the financial statements of the Corporation to the Board of Directors at each regular meeting of the Board of Directors and at such other times as the Board of Directors may determine. The Treasurer shall ascertain that a full and accurate account is made of all monies received and paid out on accounts administered by the Corporation, and shall in general perform all duties incident to management of the Office of Treasurer for the Board of Directors.

**SECTION 4.2 Appointment and Term of Office.** The **Chairperson** shall be elected by the Board of Directors at the annual meeting. Vacancies occurring in this office may be filled at any regular or special meeting of the Board of Directors by majority vote. The President shall appoint all other officers of the Corporation and shall promptly report such appointments to the Board of Directors.

**SECTION 4.3 Removal.** Any officer, other than the President, may be removed with or without cause by the Board of Directors whenever in its judgment the best interests of the Corporation would be served.

**SECTION 4.4 Vacancies.** A vacancy in any office, other than President, because of death, resignation, removal, disqualification or otherwise may be filled in the same manner as stated in Section 4.2.

## **ARTICLE 5 INDEMNIFICATION**

The Corporation shall indemnify each director, officer, employee, incorporator and agent of the Corporation, and may indemnify any other person, to the full extent permitted by the Florida Not For Profit Corporation Act and other applicable laws. The rights conferred by this Section 5 shall not be exclusive of any other right that any director, officer, employee, agent, incorporator or other person may have or hereafter acquire under the Florida Not For Profit Corporation Act or any other statute or agreement, pursuant to a vote of disinterested directors, or otherwise. No repeal or modification of this Section 5 shall limit the rights of any director, officer, employee or agent to indemnification with respect to any action or omission occurring prior to such repeal or modification.

## **ARTICLE 6 AMENDMENT**

These Bylaws may be amended by the vote of a majority of the Board of Directors of this Corporation, but only if confirmed by the District Board of Trustees after submission to them by the District President of the College.

## **ARTICLE 7 QUARTERLY EXPENDITURE PLANS**

This Corporation shall prepare and submit to the District President of the College or the President's designee, each quarter of the Corporation's fiscal year, a quarterly expenditure plan that delineates planned actions that would cause a commitment of College resources



or represent a significant commitment of the resources of this Corporation, including:

- (a) major fund raising events and campaigns and their purpose;
- (b) Compensation and benefits to College employees and employees of the Corporation;
- (c) Capital projects, including land acquisition, construction, renovation or repair; and
- (d) Other major commitments of the resources of this Corporation.

## **ARTICLE 8 FISCAL YEAR AND FINANCIAL AUDITS**

**SECTION 8.1 Fiscal Year.** The fiscal year of the Corporation shall be the period beginning on April 1 of each calendar year and ending on March 31 of the following calendar year.

**SECTION 8.2 Financial Audits.** After the close of each fiscal year, the Corporation shall cause a financial audit of its accounts and records to be conducted by an independent certified public accountant pursuant to Section 1004.70, Florida Statutes, as may be amended or supplemented, and in accordance with the rules adopted by the Auditor General pursuant to Section 11.45(8), Florida Statutes, as maybe amended or supplemented. The District President of the College shall submit the annual audit report to the Board of Trustees, the State Board of Education of the State of Florida, the Auditor General of the State of Florida and the Board of Directors within nine (9) months after the end of each fiscal year. In addition, the Corporation shall provide a copy of its federal Application for Recognition of Exception (Form 1023) and each year shall provide a copy of its Form 990, Return of Organization Exempt from Federal Income Tax to the District President of the College for submission to the District Board of Trustees, as required by applicable laws of the State of Florida.

## **ARTICLE 9 EMPLOYEES**

Any person employed by the Corporation shall not be considered an employee of the State of Florida or an employee of the College by virtue of his or her employment by the Corporation. The Corporation shall provide equal employment opportunities to all persons regardless of race, color, religion, gender, age or natural origin.

## **ARTICLE 10 PARLIAMENTARY RULES**

The most recent edition of "Roberts Rules of Order" shall be followed in conducting the meetings of the Board of Directors.

Meeting of the  
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES  
March 27, 2012

**AGENDA ITEM:** 4

**Approval of Personnel Actions**

**RECOMMENDATION:**

**The Administration recommends District Board of Trustees approval of the attached list of Personnel Consent Agenda actions.**

**STAFF ANALYSIS:**

Personnel Consent Agenda actions are consistent with Florida Statute 1001.65(3), Florida Department of Education, Administrative Rule 6A-14.0261, Board Policy 6Hx6: 5.02, and approved practices of the district and are deemed routine in nature. It is recommended that the attached list of Personnel Consent Agenda actions be approved.

During the time period since the last Board meeting, personnel changes have occurred. The attached list reflects 82 appointments, 13 compensation/status changes, 41 special contracts, and 17 employee departures/retirements.

These actions have been reviewed by appropriate supervisors, approved by designated College administrators, and discussed with the Board Liaison. It is recommended that these actions be approved.

**FISCAL IMPACT**      X   Yes           No           N/A

Funding Source: Contingency                      Amount: \$ 53,221.64  
Will this action result in a Budget Amendment?   X   Yes           No  
If yes, indicate the dollar amount: \$ 6,639

Attachment

**REQUESTED BY:**   
Interim Director, Human Resources/Assistant General Counsel

**FUNDING VERIFIED AND APPROVED BY:**   
Vice President, Administrative Services

**APPROVED FOR AGENDA BY:**   
Interim District President



**I. APPOINTMENTS**

<b>A. Regular Full Time</b>			<b>Base Pay</b>	<b>Fringe Benefits</b>	<b>Salary + Fringe</b>	<b>Additional Allowances</b>
Francisco	Claudia	Accounts Payable/Receivable Clerk	\$25,800.00	\$11,385.00	\$37,185.00	
Johnsen	Linda	Program Specialist <sup>2</sup>	\$27,956.64	\$11,748.00	\$39,704.64	
Sierra	Mary	Accounts Payable/Receivable Clerk	\$25,800.00	\$11,385.00	\$37,185.00	
Thomas	Francis	Instructional Assistant	\$25,800.00	\$11,385.00	\$37,185.00	
Webster	Briana	Instructional Assistant	\$25,800.00	\$11,385.00	\$37,185.00	

**B. Temporary Part Time - Salaried (Limited Term)**

Allen	Bobby	Clinical Associate	\$1,250.00	\$18.13	\$1,268.13	
Baldia	Jonathan	Clinical Associate	\$2,598.75	\$37.68	\$2,636.43	
Bove	Frank	Dual Enrollment Proctor	\$560.00	\$8.12	\$568.12	
DeGregorio	Jill	Clinical Associate	\$3,105.00	\$45.02	\$3,150.02	
Detzel	Darryl	Clinical Associate	\$330.00	\$4.79	\$334.79	
Gorski	Regina	Clinical Associate	\$195.75	\$2.84	\$198.59	
Hayes	Kathleen	Human Resources Representative	\$6,344.00	\$485.32	\$6,829.32	
Hubbard	Raymond	Dual Enrollment Proctor	\$560.00	\$8.12	\$568.12	
Matro-Atkins	Clorinda	Clinical Associate <sup>1</sup>	\$4,789.50	\$69.45	\$4,858.95	
McNulty	Thomas	Dual Enrollment Proctor	\$840.00	\$12.18	\$852.18	
Moore	Colleen	Clinical Associate	\$4,536.00	\$65.77	\$4,601.77	
Moore	Kimberly	Clinical Associate	\$3,105.00	\$45.02	\$3,150.02	
Morris	Beverly	Clinical Associate	\$3,456.00	\$50.11	\$3,506.11	
Vanderlinde	Sheila	Clinical Associate	\$5,737.50	\$83.19	\$5,820.69	
Watson	Mary	Clinical Associate	\$3,105.00	\$45.02	\$3,150.02	
Woolverton	Brittanee	Clinical Associate	\$748.00	\$10.85	\$758.85	

**C. Temporary Part Time - Hourly**

Anderson	Terrance	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Bailey	Angela	OPS College Temp	\$12.07	\$0.92	\$12.99	
Boucher	Brian	Student Assistant	\$7.75	\$0.00	\$7.75	
Bravo	David	Student Assistant	\$7.75	\$0.00	\$7.75	
Brown	David	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Brylanski	Derek	Peak Partner	\$10.00	\$0.77	\$10.77	
Bunting	Brandon	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Burley	Nathaniel	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Calero	Maria	Student Assistant	\$7.75	\$0.00	\$7.75	
Charles	Sephora	Student Assistant	\$7.75	\$0.00	\$7.75	
Davis	James	Student Assistant	\$7.75	\$0.00	\$7.75	
DeArmond	Paul	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Debrowski	Renee	Substitute Classroom Teacher <sup>1</sup>	\$12.50	\$0.96	\$13.46	
Delaney	Michelle	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Devan	Paul	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Doan	Quynh Thi Ngoc	Student Assistant	\$7.75	\$0.00	\$7.75	
Duffy	Kenneth	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Gaffin	Joan	Peak Partner	\$10.00	\$0.77	\$10.77	
Garza	Cassandra	Student Assistant <sup>1</sup>	\$7.75	\$0.00	\$7.75	
Gomez	Maria	Student Assistant	\$7.75	\$0.00	\$7.75	
Grodem	Michael	Student Assistant	\$7.75	\$0.00	\$7.75	
Hackbarth	Brandon	Student Assistant	\$7.75	\$0.00	\$7.75	
Harriot	James	Peak Partner	\$10.00	\$0.77	\$10.77	
Hernandez	Vicky	Student Assistant, Work Study <sup>1</sup>	\$7.75	\$0.00	\$7.75	
House	Tracy	Peak Partner	\$10.00	\$0.77	\$10.77	
Janero	Alejandro	Student Assistant	\$10.20	\$0.00	\$10.20	
Jean	Sinetia	Student Assistant, Work Study	\$7.75	\$0.00	\$7.75	

**I. APPOINTMENTS, continued**

<b><u>C. Temporary Part Time - Hourly, continued</u></b>			<b><u>Base Pay</u></b>	<b><u>Fringe Benefits</u></b>	<b><u>Salary + Fringe</u></b>	<b><u>Additional Allowances</u></b>
Jimenez	Pedro	Student Assistant, Work Study <sup>1</sup>	\$7.75	\$0.00	\$7.75	
Johnson	Matthew	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Jones	Rebecca	Learning Resource Associate	\$20.00	\$1.53	\$21.53	
Kerr	Dennis	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Kofsky	Steven	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
LaPaugh	Zachary	Student Assistant	\$7.75	\$0.00	\$7.75	
Loewel	Robert	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Macenas	Nicholas	Peak Partner	\$10.00	\$0.77	\$10.77	
McMahon	John	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
McNulty	Thomas	OPS College Temp	\$14.15	\$1.08	\$15.23	
Mendell	Cecilia	Substitute Classroom Teacher <sup>1</sup>	\$12.50	\$0.96	\$13.46	
Michel	Junior	Student Assistant	\$7.75	\$0.00	\$7.75	
Nelmes	Kevin	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Orama	Jose	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Palmateer	Scott	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Pelitera	Kevin	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Percival	Andrew	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Perez	Julio	Student Assistant <sup>1</sup>	\$7.75	\$0.00	\$7.75	
Plocinski	Frederick	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Ramirez	Samuel	Student Assistant	\$7.75	\$0.00	\$7.75	
Reilly	John	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Riano	Lienz	Student Assistant	\$7.75	\$0.00	\$7.75	
Ricardo	Eloy	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Rodriguez	Eduardo	Student Assistant	\$7.75	\$0.00	\$7.75	
Soliz	Antonio	Student Assistant	\$7.75	\$0.00	\$7.75	
Souverein	Cindy	Student Assistant	\$7.75	\$0.00	\$7.75	
Spencer	Christopher	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Staples	Samantha	Substitute Classroom Teacher	\$11.50	\$0.88	\$12.38	
Sudol	Alexandra	Student Assistant	\$7.75	\$0.00	\$7.75	
Swanson	Michael	Fire Academy Instructor	\$25.00	\$0.36	\$25.36	
Tirpak	Stephanie	Student Assistant, Work Study <sup>1</sup>	\$7.75	\$0.00	\$7.75	
Tubens	Kayla	Student Assistant, Work Study	\$7.75	\$0.00	\$7.75	
Waldby	Danielle	Substitute Classroom Teacher <sup>1</sup>	\$11.50	\$0.88	\$12.38	
Zamniak	Michelle	OPS College Temp	\$14.15	\$1.08	\$15.23	

**II. SALARY/COMPENSATION CHANGES**

The following current employees received salary or compensation changes due to position reclassification, budgeted salary increase, increased work hours, duty days, duties or a degree level change.

<b><u>A. Additional Compensation</u></b>			<b><u>Current Base Salary</u></b>	<b><u>Additional Pay</u></b>	<b><u>Increase in Fringe Benefits</u></b>	<b><u>Total Additional Compensation</u></b>
Additional compensation for additional duties assigned on temporary basis; amount not added to base salary.						
DiPofi	Denton	Coordinator, Academic Services <sup>2</sup>	\$42,640.00	\$3,000.00	\$319.50	\$3,319.50
Dudley	Jason	Interim Director, Information Technology/Director, Enterprise Applications <sup>2</sup>	\$98,784.00	\$6,216.00	\$662.00	\$6,878.00
Roughgarden	Brooke	Coordinator, Student Services <sup>2</sup>	\$44,027.62	\$3,000.00	\$319.50	\$3,319.50

**B. Release Time, Spring 2012**

Release time is granted to faculty for additional assignments that do not include Discipline or Committee Chair responsibilities. These Spring 2012 semester assignments are under the direction of the Dean or Vice President, Academic Affairs.

			<b><u>Release Time</u></b>
Schaeffer	Elaine	Professor, Early Childhood and School of Education	3 hours

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**II. SALARY/COMPENSATION CHANGES, continued**

			<b>Additional</b>	<b>Increase in</b>	<b>Total</b>
			<b>Pay</b>	<b>Fringe</b>	<b>Additional</b>
				<b>Benefits</b>	<b>Compensation</b>

**C. Race to the Top**

The following Edison Collegiate High School Classroom Teachers participated in "Race to the Top" curricula projects and received grant funds from the Charlotte County Public School District.

Nolan	Dawn	Lesson Study	\$337.90	\$25.85	\$363.75
Winters	Kristina	Lesson Study	\$305.64	\$23.38	\$329.02

**III. SPECIAL ACTIONS****A. Curriculum Specialist**

As outlined in the SACS focused report, the Vice President, Academic Affairs created curriculum specialist responsibilities for various academic areas.

			<b>Contract</b>	<b>Fringe</b>	<b>Total</b>
			<b>Amount</b>	<b>Benefits</b>	<b>with</b>
					<b>Fringe</b>

Grove	Jennifer	Special Contract	\$500.00	\$7.25	\$507.25
LeMaster	Melanie	Special Contract	\$500.00	\$7.25	\$507.25
Marshall	Dorothy	Special Contract	\$500.00	\$7.25	\$507.25
Tucker	Troy	Special Contract	\$500.00	\$7.25	\$507.25

**B. Consultant, English Composition (ENC) Rubric Standardization Session**

Served as a consultant for the ENC rubric standardization session held on January 28, 2012. This rubric is used in the ENC 0025 course, titled Developmental Writing II.

Grove	Jennifer	Special Contract	\$250.00	\$3.63	\$253.63
Macy	Drew	Special Contract	\$250.00	\$3.63	\$253.63
Moore	Roberta	Special Contract	\$250.00	\$3.63	\$253.63
Pollitt	Amanda	Special Contract	\$250.00	\$3.63	\$253.63
Seefchak	Caroline	Special Contract	\$250.00	\$3.63	\$253.63

**C. Canvas Learning Management System Pilot**

Edison Online is converting from the current Learning Management System to Canvas Learning Management System. All courses need to be converted and training materials developed.

Allen	Constance	Special Contract	\$300.00	\$4.35	\$304.35
Arzivian	Tatiana	Special Contract	\$300.00	\$4.35	\$304.35
Cahill	Maria	Special Contract	\$300.00	\$4.35	\$304.35
Dowd	Frank	Special Contract	\$300.00	\$4.35	\$304.35
Dwyer	William	Special Contract	\$300.00	\$4.35	\$304.35
Elowsky	Shandya	Special Contract	\$300.00	\$4.35	\$304.35
Fanslau	Michelle	Special Contract	\$300.00	\$4.35	\$304.35
Greggs	Shelley	Special Contract	\$300.00	\$4.35	\$304.35
Hoffman	Lana	Special Contract	\$300.00	\$4.35	\$304.35
Maetske	Sabine	Special Contract	\$300.00	\$4.35	\$304.35
Marks	Tereza	Special Contract	\$300.00	\$4.35	\$304.35
Marotti	Haili	Special Contract	\$300.00	\$4.35	\$304.35
Rivera	Jesus	Special Contract	\$300.00	\$4.35	\$304.35
Sawyer	Chemanda	Special Contract	\$300.00	\$4.35	\$304.35
Walters	Myra	Special Contract	\$300.00	\$4.35	\$304.35
Williams	Alexander	Special Contract	\$300.00	\$4.35	\$304.35

**D. Quality Enhancement Plan (QEP) Facilitator**

Serving as co-chair of the QEP Committee and providing of leadership for the S.A.C.S. response team.

Clark	Kathy	Special Contract	\$3,000.00	\$43.50	\$3,043.50
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**III. SPECIAL ACTIONS, continued**

**E. Independent Study**

An independent study option is available to students on a limited basis if a regularly scheduled class has been cancelled or not offered due to low enrollment, a student is unable to complete a scheduled course due to a medical issue or learning disability, or the student is in his/her last semester and a course required for graduation is not being offered. Instructors are compensated \$200.00 per student.

			<b>Contract Amount</b>	<b>Fringe Benefits</b>	<b>Total with Fringe</b>
Carter	Gloria	Special Contract	\$1,000.00	\$14.50	\$1,014.50
Hall	Elena	Special Contract	\$400.00	\$5.80	\$405.80
Herman	Mark	Special Contract	\$200.00	\$2.90	\$202.90
Hoffman	Lana	Special Contract	\$1,000.00	\$14.50	\$1,014.50
Ragan	Sherie	Special Contract	\$1,000.00	\$14.50	\$1,014.50
Robertson	Mary	Special Contract <sup>1</sup>	\$1,000.00	\$14.50	\$1,014.50

**F. EPIC System Training, Nursing Programs**

Provided training to Nursing students and staff on the Lee Memorial Health Systems new electronic medical record system, utilizing EPIC Systems Corporation software.

Roche	Gary	Special Contract <sup>1</sup>	\$1,260.00	\$18.27	\$1,278.27
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**G. Curriculum/Course Development - College Courses**

Development includes activities such as designing online or baccalaureate course, conducting program assessments, reviewing and revising current curriculum, writing of the competency matrices, development of textbook changes, and developing adjunct support programs and curriculum plans.

Brown	Stacey	Special Contract	\$5,000.00	\$72.50	\$5,072.50
Hoffman	Lana	Special Contract	\$2,000.00	\$29.00	\$2,029.00
Romeo	Christi	Special Contract	\$1,300.00	\$18.85	\$1,318.85

**H. Choir Accompanist**

Served as a pianist for choir rehearsals & performances.

Seal	Mary Griffin	Special Contract	\$2,350.26	\$34.08	\$2,384.34
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**I. Stipend for Adjunct Certification**

Faculty members participating in adjunct certification meetings received a \$50 stipend for each training attended.

Carson	John	Special Contract <sup>1</sup>	\$150.00	\$2.18	\$152.18
Fisher	Roger	Special Contract <sup>1</sup>	\$150.00	\$2.18	\$152.18
Insalaco	Chuck	Special Contract	\$50.00	\$0.73	\$50.73
Karunamuni	Lalanie	Special Contract <sup>1</sup>	\$150.00	\$2.18	\$152.18

**IV. STATUS CHANGES/LEAVE**

**A. Status Change and Transfer**

			<b>Previous Status</b>	<b>New Status</b>
Marbes	Silma	Office Assistant	Part-time	Full-time

**B. Title Change**

Change in title due to shift in responsibilities with no change in compensation.

		<b><u>New Title</u></b>	<b><u>Previous Title</u></b>
Nice	Steve	Director, Facilities Planning and Development	Vice President, Facilities and Information Technology
Pendleton	Edith	Dean, Learning Resources	Vice President, Strategic Initiatives

**C. Family Medical Leave**

Bigelow	Jane	Learning Resources Faculty
Nolan	Dawn	Classroom Teacher
Porter	Amy	Classroom Teacher
Schiavon	Ashley	Classroom Teacher



**V. DEPARTURES**

Braesch	Nicholas	Student Assistant
Burns	Kara	Student Assistant
Crum	Alexandria	Student Assistant
Montalvo	Victor	Student Assistant
Mullins	Leslie	Office Assistant
Nallamshetty	Trivikram	Instructional Coordinator, Edison Online
Reves	Luisa	Student Assistant, Work Study
Rossetti	Dominique	Student Assistant
Spisak	Ryan	Peer Tutor
Stevens	Helen	Student Assistant
Threm	Sheryl	Learning Resources Assistant
Whitmer	Elizabeth	Clinical Coordinator, Health Information Management
Williams	Kirk	Student Assistant, Work Study

**VI. RETIREMENT**

Bennett	Patricia	Senior Staff Assistant
Burns	Diane	Financial Aid Services Supervisor
Hammond	Sandra	Accounts Payable/Receivable Clerk
Jackson	Diane	Learning Resources Assistant

**VII. SENIOR MANAGEMENT SERVICE CLASS**

It is the intent of the Board to implement F.S.121.055. Senior Management Service Class for the position of Vice President, Legal Services and General Counsel.

Meeting of the  
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES  
March 27, 2012

**AGENDA ITEM:** 5

**Construction of Infrastructure for the Installation of Two  
Modular Classrooms on the Charlotte Campus.**

**RECOMMENDATION:**

**INFORMATION ONLY**

**STAFF ANALYSIS:**

The Administration is planning to engage architectural, engineering and construction services to provide the infrastructure required to install two modular classrooms on the Charlotte Campus. These units will be located close to the "K" Building and used by both CCHS and the College.


This report is for informational purposes only and requires no action by the Board.

**FISCAL IMPACT** \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Will this action result in a Budget Amendment? \_\_\_\_\_ Yes \_\_\_\_\_ X \_\_\_\_\_ No  
If yes, indicate the dollar amount: \$ \_\_\_\_\_

Attachment

**REQUESTED BY:**

  
\_\_\_\_\_  
**Director, Facilities Planning and Development**

**FUNDING VERIFIED AND APPROVED BY:**

  
\_\_\_\_\_  
**Vice President, Administrative Services**

**APPROVED FOR AGENDA BY:**

  
\_\_\_\_\_  
**Interim District President**



# Campus Maker (Hybrid) Classroom



## Features:

- Fire rated walls allow for Side-by-Side Installation
- R26 wall and R30 Ceiling insulation
- 9' high interior ceiling height
- 2' x 2' ceiling grid and tiles
- Stairs and Ramps NOT required
- Installation quick & easy without a crane
- Continuous 16' white porcelain steel marker board
- Wind Exposure 146C
- Saves Land & Money

Meeting of the  
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES  
March 27, 2012

**AGENDA ITEM:** 6

**Edison State College Monthly Financial Report**

**RECOMMENDATION:**

**INFORMATION ONLY**

**STAFF ANALYSIS:**

Table #1

This report is for informational purposes only and requires no action by the Board. It compares the actual sources and uses of operating funds for the current fiscal period to the same period from the prior year. It is provided to give the reader an indication of how the College's financial position is growing on an incremental basis from year to year.

Table #2

This report is for informational purposes only and requires no action by the Board. It compares the actual sources and uses of operating funds for the current fiscal period to the budgeted sources and uses of operating funds for the current fiscal period. It is provided to give the reader an indication of how the College is performing in relation to its current operating budget.

These reports summarize the College's performance, or capacity, in raising, handling and using public funds. These reports allow managers to effectively allocate and use resources and additionally allow others to evaluate the financial operations of the College.

**FISCAL IMPACT**      \_\_\_\_\_ Yes      \_\_\_\_\_ No        X   N/A

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Will this action result in a Budget Amendment?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, indicate the dollar amount: \$ \_\_\_\_\_

Attachment



REQUESTED BY: Hi Doepel  
Vice President, Administrative Services

FUNDING VERIFIED AND APPROVED BY: Hi Doepel  
Vice President, Administrative Services

APPROVED FOR AGENDA BY: [Signature]  
Interim District President

**MONTHLY FINANCIAL REPORTS  
INFORMATION AGENDA  
FINANCIAL REPORT**

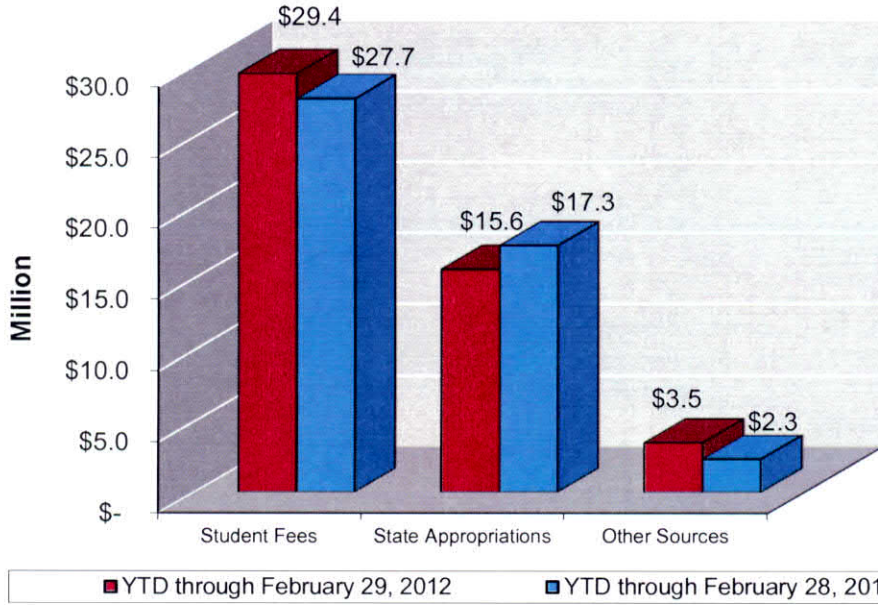
<b>EDISON STATE COLLEGE OPERATING BUDGET BY REVENUE AND EXPENSE CATEGORY COMPARISON OF CURRENT YEAR TO PRIOR YEAR for Fiscal Year Ending June 30, 2012</b>
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Table #1

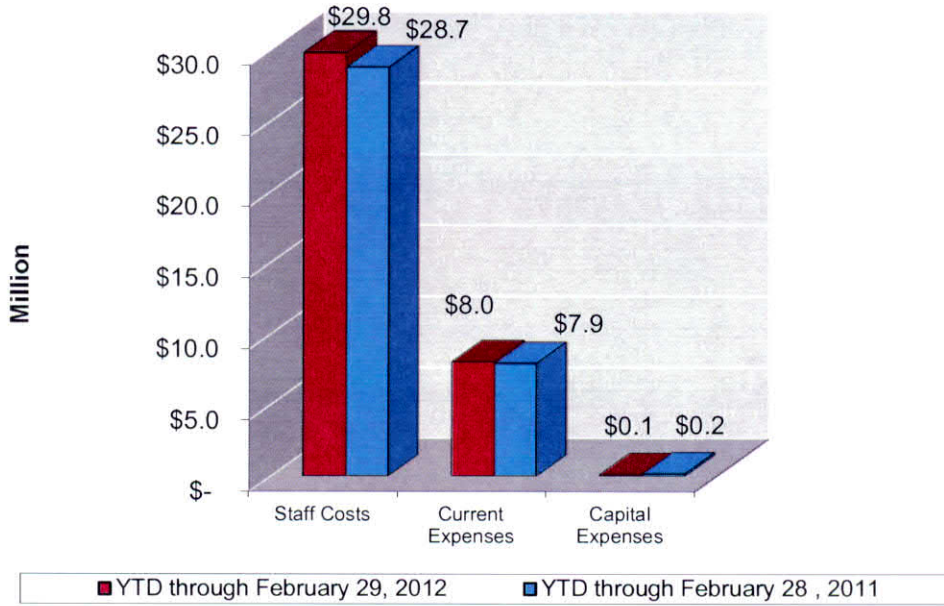
SOURCES OF FUNDS	Month Ending		Increase / (Decrease)	
	February 29, 2012	February 28, 2011	from Prior Year	
	Actual (Year To Date)	Actual (Year To Date)	Amount	%
Student Fees	\$ 29,441,925	\$ 27,677,042	\$ 1,764,883	6.4%
Support from State Govt.	15,625,543	17,298,264	(1,672,721)	-9.7%
Support from Fed. Govt.	33,700	86,333	(52,633)	-61.0%
Gifts, Contributions, Grants & Contracts	4,400	7,500	(3,100)	-41.3%
Sales & Services	281,832	244,452	37,380	15.3%
Transfers (from other funds)	551,494	286,799	264,695	92.3%
Other Sources	163,653	113,635	50,018	44.0%
Fund Balance Transfers	2,449,511	1,581,344	868,167	54.9%
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 48,552,057</b>	<b>\$ 47,295,368</b>	<b>\$ 1,256,689</b>	<b>2.7%</b>
<b>USES OF FUNDS</b>				
<b>Staff Costs</b>				
Executive & Mgt. Staff	\$ 2,766,088	\$ 2,907,697	\$ (141,609)	-4.9%
Instructional Staff	8,931,827	7,984,804	947,023	11.9%
Other Professional Staff	4,270,609	3,726,046	544,564	14.6%
Tech., Clerical & Trade Staff	2,953,430	2,802,201	151,229	5.4%
Instructional & Other Temp. Professionals [Adjuncts]	5,651,073	5,327,929	323,143	6.1%
Student Employment	260,149	227,316	32,833	14.4%
Benefits	4,924,747	5,751,269	(826,523)	-14.4%
<b>Total Staff Costs</b>	<b>\$ 29,757,921</b>	<b>\$ 28,727,261</b>	<b>\$ 1,030,661</b>	<b>3.6%</b>
<b>Current Expenses</b>				
Travel	\$ 279,835	\$ 286,464	\$ (6,630)	-2.3%
Operating Expenses	2,842,072	2,595,564	246,508	9.5%
Rental - Facilities & Equipment	278,759	381,368	(102,609)	-26.9%
Insurance	735,300	742,051	(6,751)	-0.9%
Utilities	1,079,180	1,039,855	39,325	3.8%
Contract Services	2,746,334	2,814,344	(68,010)	-2.4%
Transfers (to other funds)	5,830	15,000	(9,170)	-61.1%
Other Expenses	20,493	(6,388)	26,881	-420.8%
Budget Contingency	-	-	-	0.0%
<b>Total Current Expenses</b>	<b>\$ 7,987,803</b>	<b>\$ 7,868,258</b>	<b>\$ 119,545</b>	<b>1.5%</b>
<b>Capital Expenditures</b>				
Capital Expenditures	\$ 109,381	\$ 154,477	\$ (45,096)	-29.2%
<b>Total Capital Expenditures</b>	<b>\$ 109,381</b>	<b>\$ 154,477</b>	<b>\$ (45,096)</b>	<b>-29.2%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 37,855,105</b>	<b>\$ 36,749,996</b>	<b>\$ 1,105,109</b>	<b>3.0%</b>



**EDISON STATE COLLEGE**  
**Revenue Comparison by Source of Funds**



**EDISON STATE COLLEGE**  
**Expenditure Comparison**



**MONTHLY FINANCIAL REPORT  
INFORMATION AGENDA  
FINANCIAL REPORT**

**EDISON STATE COLLEGE  
OPERATING BUDGET BY REVENUE AND EXPENSE CATEGORY  
COMPARISON OF CURRENT YEAR ACTUAL TO CURRENT YEAR REVISED BUDGET  
for Fiscal Year Ending June 30, 2012**

Table #2

	Month Ending February 29, 2012		Variance Amount	% of Revised Budget
	Revised Budget	Actual		
	(Total Year)	(Year To Date)		
<b>SOURCES OF FUNDS</b>				
Student Fees	\$ 36,707,788	\$ 29,441,925	\$ 7,265,863	80.2%
Support from State Govt.	25,076,290	15,625,543	9,450,747	62.3%
Support from Fed. Govt.	68,261	33,700	34,561	49.4%
Gifts, Contributions, Grants & Contracts	4,400	4,400	-	100.0%
Sales & Services	327,297	281,832	45,465	86.1%
Transfers (from other funds)	551,494	551,494	-	100.0%
Other Sources	275,609	163,653	111,956	59.4%
Fund Balance Transfers	2,449,511	2,449,511	-	100.0%
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 65,460,650</b>	<b>\$ 48,552,057</b>	<b>\$ 16,908,593</b>	<b>74.2%</b>
<b>USES OF FUNDS</b>				
<b>Staff Costs</b>				
Executive & Mgt. Staff	\$ 4,849,372	\$ 2,766,088	\$ 2,083,284	57.0%
Instructional Staff	13,520,239	8,931,827	4,588,412	66.1%
Other Professional Staff	6,556,707	4,270,609	2,286,098	65.1%
Tech., Clerical & Trade Staff	4,652,155	2,953,430	1,698,725	63.5%
Instructional & Other Temp. Professionals	8,270,887	5,651,073	2,619,815	68.3%
Student Employment	441,246	260,149	181,097	59.0%
Benefits	9,216,431	4,924,747	4,291,685	53.4%
<b>Total Staff Costs</b>	<b>\$ 47,507,038</b>	<b>\$ 29,757,921</b>	<b>\$ 17,749,116</b>	<b>62.6%</b>
<b>Current Expenses</b>				
Travel	\$ 646,812	\$ 279,835	\$ 366,977	43.3%
Operating Expenses	6,995,886	2,842,072	4,153,814	40.6%
Rental - Facilities & Equipment	700,522	278,759	421,763	39.8%
Insurance	785,876	735,300	50,576	93.6%
Utilities	2,288,689	1,079,180	1,209,509	47.2%
Contract Services	5,033,671	2,746,334	2,287,337	54.6%
Transfers (to other funds)	5,830	5,830	-	100.0%
Other Expenses	80,260	20,493	59,767	25.5%
Budget Holdback Contingency	714,440	-	714,440	0.0%
Budget Contingency	424,216	-	424,216	0.0%
<b>Total Current Expenses</b>	<b>\$ 17,676,201</b>	<b>\$ 7,987,803</b>	<b>\$ 9,688,398</b>	<b>45.2%</b>
<b>Capital Expenditures</b>				
Capital Expenditures	\$ 277,412	\$ 109,381	\$ 168,031	39.4%
<b>Total Capital Expenditures</b>	<b>\$ 277,412</b>	<b>\$ 109,381</b>	<b>\$ 168,031</b>	<b>39.4%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 65,460,650</b>	<b>\$ 37,855,105</b>	<b>\$ 27,605,546</b>	<b>57.8%</b>



Meeting of the  
EDISON STATE COLLEGE CHARTER SCHOOLS GOVERNING BOARD  
March 27, 2012

**AGENDA ITEM:** 7

**Edison State College Collegiate High Schools Monthly  
Financial Report**

**RECOMMENDATION:**

**INFORMATION ONLY**

**STAFF ANALYSIS:**

This report is for informational purposes only and requires no action by the Board. It compares the actual sources and uses of funds for the current fiscal period to the budgeted sources and uses of funds for the current fiscal period. It is provided to give the reader an indication of how the Collegiate High Schools are performing in relation to their current budget.

- Table 1 represents the activity for the Collegiate High School - Charlotte Campus.
- Table 2 represents the activity for the Collegiate High School – Lee Campus

These reports summarize the Collegiate High Schools performance, or capacity, in raising, handling and using public funds. These reports allow managers to effectively allocate and use resources and additionally allow others to evaluate the financial operations of the Collegiate Schools.

**FISCAL IMPACT**    \_\_\_\_\_ Yes    \_\_\_\_\_ No      X   N/A

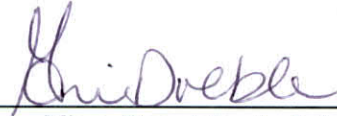
Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Will this action result in a Budget Amendment?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, indicate the dollar amount: \$ \_\_\_\_\_

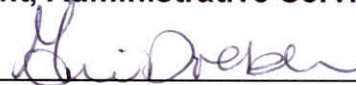
Attachment

REQUESTED BY:




Vice President, Administrative Services

FUNDING VERIFIED AND APPROVED BY:



Vice President, Administrative Services

APPROVED FOR AGENDA BY:



Interim District President



EDISON STATE COLLEGE COLLEGIATE HIGH SCHOOL  
 CURRENT BUDGET  
 FOR THE FISCAL YEAR ENDING JUNE 30, 2012  
 as of February 29, 2012

Table 1  
 CHARLOTTE CAMPUS

SOURCES OF FUNDS	Month Ending February 29, 2012		Variance Amount	% of Revised Budget
	Revised Budget	Actual		
	(Total Year)	(Year To Date)		
State Funding	\$ 1,455,233	\$ 943,234	\$ 511,999	64.8%
Support from Federal Gov't	87,571	22,988	64,583	26.3%
Capital Funding	152,816	79,323	73,493	51.9%
Sales & Services	44,200	46,683	(2,483)	105.6%
Other Sources	-	60	(60)	0.0%
Transfers In	7,425	7,425	-	100.0%
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,747,245</b>	<b>\$ 1,099,713</b>	<b>\$ 647,532</b>	<b>62.9%</b>

USES OF FUNDS				
Staff Costs				
Instruction	\$ 502,723	\$ 339,207	\$ 163,516	67.5%
Instructional Support	55,594	37,913	17,681	68.2%
Administration	232,675	154,028	78,647	66.2%
Benefits	264,502	114,893	149,609	43.4%
<b>Total Staff Costs</b>	<b>\$ 1,055,494</b>	<b>\$ 646,041</b>	<b>\$ 409,453</b>	<b>61.2%</b>

Current Expenses				
Travel	\$ 81,380	\$ 42,657	\$ 38,723	52.4%
Operating Expenses	212,730	173,779	38,951	81.7%
Rental - Facilities & Eq.	152,816	-	152,816	0.0%
Utilities	80,000	20,107	59,893	25.1%
Contract Services	64,000	28,906	35,094	45.2%
Transfers Out	92,425	7,425	85,000	8.0%
<b>Total Current Expenses</b>	<b>\$ 683,351</b>	<b>\$ 272,874</b>	<b>\$ 410,477</b>	<b>39.9%</b>

Capital Expenditures				
Capital Expenditures	\$ 8,400	\$ 2,853	\$ 5,547	34.0%
<b>Total Capital Expenditures</b>	<b>\$ 8,400</b>	<b>\$ 2,853</b>	<b>\$ 5,547</b>	<b>34.0%</b>

<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 1,747,245</b>	<b>\$ 921,768</b>	<b>\$ 825,477</b>	<b>52.8%</b>
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EDISON STATE COLLEGE COLLEGIATE HIGH SCHOOL  
 CURRENT BUDGET  
 FOR THE FISCAL YEAR ENDING JUNE 30, 2012  
 as of February 29, 2012

Table 2  
 LEE CAMPUS

SOURCES OF FUNDS	Month Ending February 29, 2012		Variance Amount	% of Revised Budget
	Revised Budget	Actual		
	(Total Year)	(Year To Date)		
State Funding	\$ 1,161,505	\$ 715,714	\$ 445,791	61.6%
Support from Federal Gov't	99,589	38,786	60,803	38.9%
Capital Funding	172,264	60,920	111,344	35.4%
Sales & Services	43,000	37,812	5,188	87.9%
Other Sources		2,535	(2,535)	0.0%
Transfers In	7,425	7,425	-	100.0%
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,483,783</b>	<b>\$ 863,192</b>	<b>\$ 620,591</b>	<b>58.2%</b>

USES OF FUNDS				
Staff Costs				
Instruction	\$ 423,174	\$ 291,398	\$ 131,776	68.9%
Instructional Support	52,000	35,335	16,665	68.0%
Administration	159,473	108,849	50,624	68.3%
Benefits	204,744	99,307	105,437	48.5%
<b>Total Staff Costs</b>	<b>\$ 839,391</b>	<b>\$ 534,889</b>	<b>\$ 304,502</b>	<b>63.7%</b>

Current Expenses				
Travel	\$ 179,630	\$ 49,840	\$ 129,790	27.7%
Operating Expenses	167,544	110,489	57,055	65.9%
Rental - Facilities & Eq.	172,264	-	172,264	0.0%
Insurance	11,200	9,471	1,729	84.6%
Utilities	49,832	14,375	35,457	28.8%
Contract Services	44,497	28,527	15,970	64.1%
Transfers Out	7,425	7,425	-	100.0%
Other Expenses	10,000	-	10,000	0.0%
Contingency	2,000	-	2,000	0.0%
<b>Total Current Expenses</b>	<b>\$ 644,392</b>	<b>\$ 220,127</b>	<b>\$ 424,265</b>	<b>34.2%</b>

Capital Expenditures				
Capital Expenditures	\$ -	\$ -	\$ -	0.0%
<b>Total Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 1,483,783</b>	<b>\$ 755,016</b>	<b>\$ 728,767</b>	<b>50.9%</b>
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Meeting of the  
EDISON STATE COLLEGE CHARTER SCHOOLS GOVERNING BOARD  
March 27, 2012

AGENDA ITEM: 8

Monthly Report on Edison Collegiate High School – Charlotte

RECOMMENDATION:

INFORMATION ONLY

STAFF ANALYSIS:

This written report is for informational purposes only and requires no action by the Board. It provides an update on happenings at ECHS-Charlotte.

FISCAL IMPACT \_\_\_\_\_ Yes \_\_\_\_\_ No X N/A

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Will this action result in a Budget Amendment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, indicate the dollar amount: \$ \_\_\_\_\_

Attachment

REQUESTED BY:

Diane Juneau  
ECHS-Charlotte Principal

FUNDING VERIFIED AND APPROVED BY:

Kim Dreba  
Vice President, Administrative Services

APPROVED FOR AGENDA BY:

[Signature]  
Interim District President



A record 213 applications were received for the Class of 2016. On March 1, the lottery was held to select the 100 students who will be offered positions in the class. In April those students and their parents will begin Individualized Learning Contract (ILC) meetings with guidance counselors Amber Foster and Crystal Engelhart. In these hour-long sessions the counselors will help students to conduct a self-evaluation of their strengths and weaknesses and to clarify what their personal goals are for the upcoming year. The dialogue that occurs during the completion of the ILC offers the counselor a true sense of the student as an individual and allows the counselor to guide that student much more successfully in course selection and, eventually, in college and career planning.

ECHS – Charlotte also received applications for slots that will open in the Class of 2015 and the Class of 2014. No new students will be accepted in the Class of 2013. Members of the Class of 2013 are already beginning to prepare for their graduation in May 2013. Student leaders and officers have been working on a school crest, senior pictures, graduation caps and gowns, diplomas, and announcements. While May 2013 seems far away now, it already seems too close as we work to solidify a graduation date and venue.

On Friday, March 23, 2012, thirteen ECHS – Charlotte students were inducted into the National Honor Society (NHS). In existence since 1921, NHS has four main purposes: "To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools." All juniors and sophomores who had achieved a 3.6 weighted grade point average were invited to submit an information packet in which they documented their service experiences, their leadership roles, and their character. Faculty council members, led by NHS sponsor Blake Schmidt, chose the following inductees: juniors Emily Cothorn, Danielle Darmetko, Cassidy Hickey, Hannah Knoke, Carlos Maas, Dillon McDermott, Holly Osborne, Brittany Ring, Jordan Russell, Nicole Russell, and Joy Wolfahrt. Two sophomores joined this elite group: Jackie Guerin and Helena Tracy. The students were honored to have Dr. Patricia Land, president of the Charlotte campus, as the keynote speaker for their induction. In the fourth quarter of the school year, the new NHS members will engage in their own service project.

Fifth period classes challenged each other to raise the most money in the Pasta-for-Pennies contest. ECHS – Charlotte raised \$1397.19, besting their Charlotte County competition (Charlotte High - \$1200 and Port Charlotte High - \$1300). The money will be donated to The Leukemia and Lymphoma Society to fund blood cancer research and patient aid. The winning class (Ms. Winters' geometry class with \$652.68) will be treated to a lunch from Olive Garden.

A group of sophomore students have organized a spring Habitat for Humanity penny wars competition. Last year students used the money they raised to assemble 33 kitchen baskets for new Habitat homeowners. This year they will create bathroom baskets for the homeowners.



Meeting of the  
EDISON STATE COLLEGE CHARTER SCHOOLS GOVERNING BOARD  
March 27, 2012

AGENDA ITEM: 9

**Monthly Report on Edison Collegiate High School – Lee**

RECOMMENDATION:

**INFORMATION ONLY**

STAFF ANALYSIS:

This written report is for informational purposes only and requires no action by the Board. It provides an update on the daily operations of ECHS – Lee.

FISCAL IMPACT     Yes     No     N/A

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Will this action result in a Budget Amendment?     Yes     No

If yes, indicate the dollar amount: \$ \_\_\_\_\_

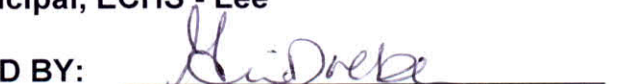
Attachment

REQUESTED BY: \_\_\_\_\_



Principal, ECHS - Lee

FUNDING VERIFIED AND APPROVED BY: \_\_\_\_\_



Vice President, Administrative Services

APPROVED FOR AGENDA BY: \_\_\_\_\_



Interim District President



Spring Break means different things to different people and that was certainly true on the Lee Campus during the 2011 -2012 school year. While the college was off, ECHS – Lee was still in session and took full advantage of having the entire campus to expand and enjoy. Sophomore students spent the first half of each day working through a scavenger hunt and trivia game around campus related to their recent reading of the novel Frankenstein. There were several stations set up around campus to simulate actual world locations from the novel and student earned points by answering questions at each location. These points then turned into genetic traits to be used in a fictitious monster creation project that they completed in the building. All of this work culminated a genetic engineering unit where the scientific, ethical, and logistical issues of genetically modified organisms were examined. It is interesting to watch how topics that seem so disconnected from our lives become personal through the simple act of creating a pretend creature.

The freshmen have started a series of tech challenge events designed to promote teamwork, engineering skills, and to introduce applied mathematics in a fresh way. Each week, students are given a basic set of build criteria that grows over the course of the week. For example, one challenge involved building a boat from aluminum foil that would hold the maximum amount of weight before sinking. While this was the ultimate goal, several curve balls and obstacles existed throughout the week. For the first 2 days, the students only had newspaper and tape to experiment. By the third day, they could use foil to practice but they had to have a mathematical rationale in order to receive the foil. In the end, it turned out that the final build was out of a smaller sheet of foil than they expected and the entire project was timed. By having different challenges built into a weeklong theme, the students are stretched and forced to cooperate, consider resources like time and materials, and to use math and data to plan. All of these skills have direct application in academics and life in general.

Staff members have received their teaching assignments for next year and are beginning to develop and use a unit based, common planning process to help streamline instructional delivery. This common planning process was developed collaboratively as we used a staff development day to attend a retreat at Bowditch Point State Park. During our time there, each person was challenged to learn a new skill (throwing a cast net) and to reflect on what it felt like to have both good and poor instruction. Staff commented that it was transformational to be on the receiving end of instruction once again and to feel pressure to perform, frustration with lack of time to practice, and a kind of crippling feeling of not having background knowledge. All of these issues are very real struggles for our students every day and the point was to help the staff remember that we are in the business of helping kids conquer these kinds of obstacles. Starting a new unit planning paradigm with a student like mindset will make a huge difference in how the final educational delivery will happen.