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Agenda
Edison State College District Board of Trustees Meeting
Building AA, Room 177 – Lee Campus
July 23, 2013
2:00 p.m.

Call to Order

Pledge to Flag

Introduction of Guests and Public Comment

Reports to the District Board of Trustees

President's Report
(Presenter: Dr. Jeff Allbritten)

Old Business – None

New Business

Other Business

Vote to Take Action On

1. Approval of Minutes Regular Meeting June 25, 2013
(Presenter: Mrs. Starnes-Bilotti) (Page 1)
2. Approval of Dates, Time, and Location for District Board of Trustees Regular Meetings for 2013-2014 as Determined in the District Board of Trustees Workshop (July 23 a.m.) (Presenter: Mr. Lupe) (Page 7)
3. Budget Amendment to the General Renovations to Taeni Hall Cafeteria on the Lee Campus (Presenter: Mr. Nice/Board Liaison: Mr. Brian Chapman) (Page 8)

OPEN PUBLIC HEARING

Public Comment on Item #4

4. Approval of Adoption of District Board of Trustees Policy 6Hx6:4.14 – Electronic Transfer of Funds (Presenter: Mr. Lupe) (Page 9)

END PUBLIC HEARING

Consent Agenda

5. Approval of Personnel Actions
(Presenter: Mr. Dente/Board Liaison: Mr. Rhone) (Page 13)
6. Collegiate High Schools' Consent Agenda – Budget Amendments
(Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 19)
7. Financial Services Consent Agenda – Budget Amendments
(Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 23)

Additional Vote to Take Action On Item

- 7a. Review of Presidential Compensation
8. Election of District Board of Trustees Officers for 2013-2014
(Presenter: Mr. Lupe) (Page 25)

Information Only

9. Edison State College Monthly Financial Report
(Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 27)
10. Edison State College Collegiate High Schools Monthly Financial Report
(Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 32)

Written Reports

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

Professional Development – None

President's Comments

Board Members' Comments

Adjournment

Minutes
Edison State College District Board of Trustees Meeting
Building I, Room 223 – Lee Campus
June 25, 2013
2:00 p.m.

Call to Order

The District Board of Trustees of Edison State College met in regular session in Lee County, Florida, on June 25, 2013 at 2:00 p.m. with the meeting called to order by Marjorie Starnes-Bilotti, Chair.

Present: Marjorie Starnes-Bilotti, Chair
Sankey E. "Eddie" Webb, III, Vice Chair
Ann Berlam
Tristan Chapman
Julia Perry
Braxton Rhone

Others Present: Dr. Jeffery S. Allbritten, President
June Hollingshead, Recorder

Absent: Brian Chapman
Christopher Vernon

Pledge to Flag

Introduction of Guests and Public Comment – None

Reports to the District Board of Trustees

Legal Update Report (Presenter: Mr. Mark Lupe) (Handout in rear pocket of folder)
Mr. Lupe presented a set of proposed updates to Board Policy:

- *Policy 1.01. Duties, Powers and Responsibilities of the District Board of Trustees* – Mrs. Berlam, the Board Liaison for Board of Trustees Policies, joined Mr. Lupe in reviewing changes to this policy which was substantially rewritten, including language regarding the President's annual evaluation. Verbiage of F.S. 1001.64 concerning governance was also incorporated.
- *Policy 1.02. Duties, Powers and Responsibilities of the President of the District* – In order to align Board Policy to state law requirements for bidding, the dollar amount of contracts that the President is authorized to execute on behalf of the Board was revised from \$500,000 to \$325,000.
- *Policy 1.04. Board Agendas* – This policy adds more use of consent agendas for routine, non-controversial items pertaining to academic, financial, legal and administrative matters that require Board approval, and will result in the efficiency of meetings and allow sufficient time for strategic discussions on academic and administrative direction of the College.

- *Policy 4.13. Use of Facsimile Signatures* – In accordance with F.S. 116.34 and 1004.64, the District Board of Trustees authorizes the Chair and the Secretary of the Board (President) and/or their designees, to use facsimile signatures with the same legal effect as a manual signature. This new policy would require that Certificate of Facsimile Signature forms be filed with the Florida Department of State after July District Board of Trustees meetings where a new Chair is elected.
- *Policy 4.14. Electronic Transfer of Funds* – Based on F.S. 1010.11 and 1001.64, this new policy supports the College's responsibility to promote the safety of College funds within the environment of electronic fund transfers. It provides that the College adopt written policies prescribing the accounting and control procedures by which any funds under the College's control are allowed to be moved by electronic transaction for any purpose, including direct deposit, wire transfer, withdrawal, investment, or payment. Applicability and/or accountability, definition of terms, and procedures are also addressed.
- *Policy 6.07. Prohibition Against Hazing* – This new policy reflects F.S. 1006.63, statutory prohibition of hazing, with violators being subject to discipline.

President's Report (Presenter: Dr. Jeff Allbritten)

- Dr. Allbritten presented a resolution to Ann Berlam thanking her for her service to the College as a Board member, and shared his appreciation for her leadership. Appointed in 2007, Mrs. Berlam's last day is June 30, 2013.
- Dr. Allbritten thanked everyone who assisted with the College's successful SACS reaccreditation.
- Dr. Allbritten urged everyone to view the newly-released, newly-redesigned Edison website which includes a dynamic interface, embedded videos, and ease of navigation. He thanked the team who worked on this project.
- Dr. Allbritten noted that he will speak before the Chancellor's Leadership Seminar in Sarasota, Florida on June 26, at Chancellor Hanna's request.

Old Business – None

New Business – None

Other Business

Vote to Take Action On

Agenda Item #1. Approval of Minutes (a) Workshop May 28, 2013 (Page 1); and (b) Regular Meeting May 28, 2013 (Page 3) (Presenter: Mrs. Starnes-Bilotti)

MOTION by Tristan Chapman, seconded by Ann Berlam, to approve the minutes of the workshop May 28, 2013 and the regular meeting May 28, 2013, as presented. Approved unanimously.

Agenda Item #2. Approval of Dates, Time, and Locations for District Board of Trustees Regular Meetings for 2013-2014 (Presenter: Dr. Allbritten) (Page 8)

MOTION by Braxton Rhone, seconded by Eddie Webb, TO TABLE THIS ITEM for discussion and vote on the number, type, and set-up of Board meetings at the District Board of Trustees Workshop and Meeting scheduled for July 23, 2013. Approved unanimously.

Agenda Item #3. Approval to Accept the Educational Plant Survey (Presenter: Mr. Nice /Board Liaison: Mr. Brian Chapman) (Page 11) (Backup provided behind agenda packet)

MOTION by Braxton Rhone, seconded by Eddie Webb, to approve the Educational Plan Survey as required in Section 1013.31 Florida Statutes and as presented. Approved unanimously.

Agenda Item #4. Approval of the 2013-2014 Edison State College Capital Improvement Program (Presenter: Mr. Nice/Board Liaison: Mr. Brian Chapman) (Page 12) (Backup provided behind agenda packet)

MOTION by Braxton Rhone, seconded by Ann Berlam, to approve the 2013-2014 Capital Improvement Program, as provided. Approved unanimously.

Agenda Item #5. Approval of the Academic Improvement Trust Fund Plan for FY 2013-2014 (Presenter: Mr. Miller/Board Liaison: Mr. Brian Chapman) (Page 13)

MOTION by Ann Berlam, seconded Eddie Webb, to approve the Academic Improvement Trust Fund Plan for FY 2013-14 in the amount of \$866,070, as presented. Approved unanimously.

Agenda Item #6. Approval of Budget and Operating Plans 2013-2014 (Presenter: Mrs. Doeble /Board Liaison: Mr. Webb) (Page 20) (Backup behind agenda packet)

MOTION by Eddie Webb, seconded by Julia Perry, to approve the Fiscal Year 2013-2014 Edison State College Budget and Operating Plans, as presented. Approved unanimously.

Agenda Item #7. Approval to Transfer Unrestricted Fund Balance (Presenter: Mrs. Doeble /Board Liaison: Mr. Webb) (Page 21)

MOTION by Eddie Webb, seconded by Tristan Chapman, to approve a transfer in the amount of \$1,050,000 from the Current Unrestricted Fund 1 to the Unexpended Plant Fund 7 in support of the College's Technology Plan and ongoing capital needs, including additional parking or parking lot improvements, as presented. Approved unanimously.

Agenda Item #8. Approval to Remove College Property from Inventory (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 23)

MOTION by Braxton Rhone, seconded by Eddie Webb, to approve the removal of College property in the amount of \$231,213.88 from the College's inventory system, as presented, and to reduce the assets as appropriate. Approved unanimously.

Agenda Item #9. Approval to Write-off Delinquent Accounts (Presenter: Mrs. Doeble/ Board Liaison: Mr. Webb) (Page 27)

MOTION by Ann Berlam, seconded Tristan Chapman, to approve the write-off of delinquent accounts deemed to be uncollectible in the amount of \$692,955, as presented. Approved unanimously.

Agenda Item #10. Approval of Naming Agreement with Presidio, Inc. to Rename Building G on the Lee Campus "The Presidio Information Technology Center" for a Period of Five Years Pursuant to the Terms of the Attached Agreement and to Authorize the Purchase of Hardware, Software, and Services for the Installation of a Voice Over Internet Protocol ("VOIP") Telephone System for the College (Presenter: Dr. Stewart /Board Liaison: Mr. Brian Chapman) (Page 30)

MOTION by Braxton Rhone, seconded by Eddie Webb, to approve the naming agreement with Presidio Networked Solutions, Inc. and to authorize the purchase of hardware, software and services for the installation of a Voice Over Internet Protocol ("VOIP") telephone system for the College, as presented. Approved unanimously.

Consent Agenda

Agenda Item #11. Approval of Personnel Actions (Presenter: Mr. Dente/Board Liaison: Mr. Rhone) (Page 57) (Bound backup provided behind agenda packet)

MOTION by Braxton Rhone, seconded by Julia Perry, to approve the list of Personnel Consent Agenda actions, as presented. Approved unanimously.

Information Only

Agenda Item #12. Construction Project(s) Change Orders (Presenter: Mr. Nice /Board Liaison: Mr. Brian Chapman) (Page 58)

Mr. Nice presented the construction project(s) change orders for information only.

Agenda Item #13. Edison State College Monthly Financial Report (Presenter: Mrs. Doeble /Board Liaison: Mr. Webb) (Page 60)

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

Agenda Item #14. Edison State College Collegiate High Schools Monthly Financial Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 65)

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

Agenda Item #15. Edison State College Financing Corporation 4th Quarter Financial Statements and Investment Report (Presenter: Mrs. Doeble/Board Liaison: Mr. Webb) (Page 70)

Mrs. Doeble presented the Edison State College Financing Corporation 4th Quarter Financial Statements and Investment Report for information only.

Agenda Item #16. Edison State College Foundation, Inc. Fourth Quarter Financial Statements and Investment Report (Presenter: Mr. Miller/Board Liaison: Mr. Brian Chapman) (Page 76)

Mr. Miller presented the Edison State College Foundation, Inc. Fourth Quarter Financial Statements and Investment Report for information only.

Written Reports

Agenda Item #17. Monthly Report on Edison Collegiate High School–Charlotte (P. 83)

A written report was provided for information only.

Agenda Item #18. Monthly Report on Edison Collegiate High School–Lee (P. 86)

A written report was provided for information only.

Professional Development – None

President's Comments

Board Members' Comments – See Attachment #1 – Letter read by Ann Berlam

Adjournment – MOTION by Ann Berlam, seconded by Julia Perry, to adjourn the meeting at 3:40 p.m. Approved unanimously.

Dr. Jeffery S. Allbritten
College President

Marjorie Starnes-Bilotti, Chair
District Board of Trustees

Date

Date

ANN E. BERLAM
Naples, Florida

June 25, 2013

Dear Edison Colleagues:

It has been both an honor and a privilege to have served six years as a Trustee of Edison State College. My first association with the College began in 2002 as a member of the Foundation Board of Directors. I learned much about Edison during that time and appreciated the services the College provides to Southwest Florida.

It is difficult to find the words to appropriately thank each of you associated with Edison who have touched my life during this time. So I am writing this letter to all of you who make Edison what it is today. Thank you for what you do and for making my job as a Trustee valuable and meaningful.

Over the last six years we have seen many changes and many challenges. As a Trustee I wanted to serve to ensure that Edison was as strong an institution as it could be. I have seen the College grow with increasing number of students; with new courses and degrees offered; with expanded courses on the Internet; with two charter high schools whose students perform in the top tier of their peers; with new buildings including Lighthouse Commons and a building constructed in partnership with the University of Florida; with strong leaders among the students, faculty and administration; with a true commitment to providing access to all; with being involved in the selection of the fourth President of Edison State College; and with our most recent outstanding accomplishment to receive full re-affirmation of accreditation.

So all of you can appreciate how you have touched my life. You know what you've done. Please remember *students* to learn all you can and to challenge your teachers to inspire you to succeed. Please remember *faculty* to challenge your students and provide them with the knowledge they need to be productive citizens. Please remember *staff* that you are the face of Edison that the community interacts with every day. Please remember *administrators* that you are charged with oversight of the values, mission and strategies of Edison to ensure the smooth operation of the College and the legacy it will ensure into the future. Please remember *Trustees* that you are the glue to hold all these pieces together and provide leadership.

I would add one parting request of my fellow Trustees. Remember to ask just one more question.

Thank you.

Best wishes,

Ann

Ann E. Berlam

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
July 23, 2013

AGENDA ITEM: 2

Approval of Dates, Time, and Location for District Board of Trustees
Regular Meetings for 2013-2014 as Determined in the District Board of
Trustees workshop (July 23 a.m.)

RECOMMENDATION:

The Administration recommends that the District Board of Trustees
approve the the dates, time, and the locations for regular Board
meetings as determined in the Board's July 23, 2012 morning
workshop.

STAFF ANALYSIS:

The District Board of Trustees must submit a Report of Organization to the
Chancellor of the Division of Florida Colleges within two weeks after the date of
the organizational meeting. The Board must select the day, time, and the
designated location for regular Board meetings to be held.

FISCAL IMPACT _____ Yes X No _____ N/A

Funding Source: _____ N/A _____ Amount: \$ _____ N/A _____

Will this action result in a Budget Amendment? _____ Yes _____ No

If yes, indicate the dollar amount: \$ _____

FUNDING VERIFIED AND APPROVED BY: _____


Vice President, Administrative Services

APPROVED FOR AGENDA BY: _____


President

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
July 23, 2013

AGENDA ITEM: 3

Budget Amendment to the General Renovations to Taeni Hall Cafeteria on the Lee Campus

RECOMMENDATION:

The Administration recommends District Board of Trustees approval of a budget amendment to general renovations to Taeni Hall Cafeteria in an amount not to exceed \$100,000.00

STAFF ANALYSIS:

At the April 16, 2013 Board of Trustees Meeting the Board approved a not to exceed budget of \$570,000.00 for the renovations to Taeni Hall Cafeteria. As the project progressed it was determined that the existing furniture was beyond its service life and requires replacement. The budget increase request is for replacing all existing furniture. Total budget for the project, including replacing the furniture will be \$670,000.00.

The Administration recommends approval of the project not to exceed \$670,000.00 and authorizes the President or his designee to execute all contracts and agreements necessary to carry out this approval.

FISCAL IMPACT Yes No N/A

Funding Source: CIF& Auxiliary Fees Amount: \$670,000.00

Will this action result in a Budget Amendment? Yes No

If yes, indicate the dollar amount: \$100,000.00

REQUESTED BY: 
Director, Facilities Planning and Development

FUNDING VERIFIED AND APPROVED BY: 
Vice President, Administrative Services

APPROVED FOR AGENDA BY: 
President

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
July 23, 2013

AGENDA ITEM: 4

**Approval of Adoption of District Board of Trustees Policy
6Hx6:4.14 – Electronic Transfer of Funds**

RECOMMENDATION:

The Administration recommends District Board of Trustees
approval of the adoption of Board of Trustees Policy 6Hx6:4.14.

STAFF ANALYSIS:

Section 1010.11, Florida Statutes, requires that each Florida College System institution board of trustees adopt written policies prescribing the accounting and control procedures under which any funds under their control are allowed to be moved by electronic transaction for any purpose. New District Board of Trustees Policy 6Hx6:4.14 has been prepared to satisfy this legal requirement.

FISCAL IMPACT _____ Yes _____ No X N/A

Funding Source: N/A Amount: \$ N/A

Will this action result in a Budget Amendment? _____ Yes X No

If yes, indicate the dollar amount: \$ _____

Attachment

REQUESTED BY: _____
General Counsel

APPROVED BY: _____
Vice President, Administrative Services

APPROVED FOR AGENDA BY: _____
President

TITLE: ELECTONIC TRANSFER OF FUNDS

AUTHORITY: Florida Statute, Sections 1010.11 and 1001.64

POLICY:

It is the College's responsibility to promote the safety of College funds within the environment of electronic fund transfers. This policy supports that responsibility.

This policy is adopted pursuant to the requirements of Section 1010.11, Florida Statutes. This statute provides that the College shall adopt written policies prescribing the accounting and control procedures by which any funds under the College's control are allowed to be moved by electronic transaction for any purpose, including direct deposit, wire transfer, withdrawal, or investment.

APPLICABILITY AND/OR ACCOUNTABILITY

The execution of policies concerning the handling of College funds is the responsibility of the Vice President, Administrative Services, who designates to staff the authorization to initiate and approve electronic funds transfers ("EFT(s)") on behalf of the College. The College Vice President, Administrative Services is responsible for the daily management of College bank balances and the general oversight of EFT activity.

This policy is applicable to EFTs, which can be accomplished via the Automated Clearing House ("ACH") or wire transfer. ACH is the College's preferred mechanism, but a wire transfer is acceptable when conditions do not support the use of ACH. Except in rare circumstances, both ACH and wire transfers are processed through on-line banking software provided by the College's banking partner.

DEFINITION OF TERMS

Authorized Representative- A College employee authorized to initiate an electronic funds request within associated transfer limits.

Electronic Funds Transfer (EFT) - The transmission of an electronic message to a financial institution instructing it to make an electronic entry reflecting the transfer of ownership of funds from one depositor to another.

Security Administrator - The Vice President, Administrative Services or designee.

PROCEDURES (If applicable)

1. The procedure to initiate an EFT is subject to the same financial policies, procedures, and controls that govern disbursement by any other means.
2. EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statute and accepted business practices.
3. The College will provide to the disbursing bank the names and titles of the Authorized Representative as well as the associated transfer limits. The disbursing bank will be notified in a timely fashion of any changes to the designated Authorized Representative or in the transfer limits. Such notification may be accomplished by appropriate updates or changes through an online banking service provided by the disbursing bank.
4. All EFTs should be initiated by computer-based systems. Phone transfers should be used only as back-up in an emergency. Phone transfers, except for transfers between College accounts, will require approval by an authorized representative other than the authorized College employee initiating the phone transfer.
5. The mechanism by which EFT requests are communicated to the disbursing bank will have adequate controls to prevent unauthorized access to both the system and to its various functionalities. These controls should include bank issued digital security certificates which are computer-specific, password protected user accounts, a bank issued EFT card exclusively assigned to user and computer station, and a designated security administrator. The security administrator shall ensure that adequate separation of duties exists in accordance with accepted internal control standards and will protect the integrity of assigning system IDs to users, changing user IDs as necessary, and assisting users with technical problems related to the EFT system.
6. Requests for the electronic transfer of funds require approval by an Authorized Representative other than the person making the initial request. In no case will one individual have the capability to initiate, approve, and record an EFT to the General Ledger.
7. Because EFTs between College bank accounts have reduced risk, the Office of Financial Services may use EFTs on a routine basis to concentrate funds for payment and investment purposes. Although risks are minimal for transfers between College accounts, reasonable controls should exist with regard to authorization, reconciliation, and review of these transactions.
8. When EFTs are recurring, the security administrator will approve the establishment or modification of a wire template with the receiving and the disbursing bank's information. These recurring EFTs may not be altered by those approved to process EFTs. This provides for a "check and balance" system.
9. Bank balances will be monitored daily for unusual or unexpected transactions.

10. Reconciliation of banking activity to the General Ledger will be accomplished in a timely manner with investigation and resolution of reconciling items.

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
July 23, 2013

AGENDA ITEM: 5

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 46 appointments, 29 compensation/status changes, 33 special actions, 9 leaves and 16 employee departures/retirements.

These actions have been reviewed by appropriate supervisors and approved by designated College administrators. It is recommended that these actions be approved.

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: _____


Director, Human Resources

FUNDING VERIFIED AND APPROVED BY: _____


Vice President, Administrative Services

APPROVED FOR AGENDA BY: _____


President

I. APPOINTMENTS

			<u>Base Pay</u>	<u>Fringe Benefits</u>	<u>Total Salary & Fringe</u>	<u>Additional Allowances</u>
<u>A. Regular Full Time-Salaried</u>						
Solomon	Shaun	Network Administrator	\$ 52,716.42	\$ 16,049.24	\$ 68,765.66	
Hendrix	Debby	Senior Staff Assistant	\$ 27,956.64	\$ 11,817.79	\$ 39,774.43	
Lacer	Lesley	Accounting Specialist	\$ 27,956.64	\$ 11,817.79	\$ 39,774.43	
Grosso	Joann	Staff Assistant	\$ 25,800.00	\$ 11,449.22	\$ 37,249.22	

B. Regular Part Time-Hourly

Caseerio	Anthony	Instructional Assistant ²	\$ 14.16	\$ 1.08	\$ 15.24	
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C. Temporary Part Time- Salaried

Schwing	Brenda	Clinical Associate	\$ 9,393.00	\$ 136.20	\$ 9,529.20	
Thompson	Adam	Clinical Associate	\$ 2,100.00	\$ 30.45	\$ 2,130.45	
Harrel	Gregory	Clinical Associate ²	\$ 1,618.75	\$ 23.47	\$ 1,642.22	
Contino	Anthony	Clinical Associate	\$ 1,589.20	\$ 23.04	\$ 1,612.24	
Gordon	Jennifer	Clinical Associate	\$ 1,443.75	\$ 20.93	\$ 1,464.68	
Copeland	Kori	Clinical Associate ²	\$ 1,409.22	\$ 20.43	\$ 1,429.65	
Millot	Francis	Clinical Associate	\$ 1,181.25	\$ 17.13	\$ 1,198.38	
Pietripaoli	Antonio	Clinical Associate ²	\$ 1,181.25	\$ 17.13	\$ 1,198.38	
Di Sarro	Concetta	Clinical Associate	\$ 1,000.00	\$ 14.50	\$ 1,014.50	
Esposito	Antonio	Clinical Associate	\$ 525.00	\$ 7.61	\$ 532.61	
Ivey	Andrew	Clinical Associate	\$ 525.00	\$ 7.61	\$ 532.61	
Nelmes	Kevin	Clinical Associate	\$ 131.25	\$ 1.90	\$ 133.15	

			<u>Hourly Rate</u>	<u>Fringe Benefits</u>	<u>Total Hourly Rate & Fringe</u>
<u>D. Temporary Part Time- Hourly</u>					
Lisle	William	Substitute Classroom Teacher ²	\$ 12.50	\$ 0.96	\$ 13.46
Churchill	Tina	Substitute Classroom Teacher	\$ 11.50	\$ 0.88	\$ 12.38
Gianquitti	Kimberlee	Substitute Classroom Teacher	\$ 11.50	\$ 0.88	\$ 12.38
Hauer	Kellie	Substitute Classroom Teacher	\$ 11.50	\$ 0.88	\$ 12.38
Athey	Tracy	OPS College Temp	\$ 10.00	\$ 0.77	\$ 10.77
Bowden	Barbara	OPS College Temp	\$ 10.00	\$ 0.77	\$ 10.77
Chimene	Georgette	Peak Partner	\$ 10.00	\$ 0.77	\$ 10.77
Gibbs	Catherine	OPS College Temp	\$ 10.00	\$ 0.77	\$ 10.77
Glick	Courtney	OPS College Temp	\$ 10.00	\$ 0.77	\$ 10.77
Smith	Judy	Peak Partner	\$ 10.00	\$ 0.77	\$ 10.77
Wilhelm	Suzanne	Peak Partner ²	\$ 10.00	\$ 0.77	\$ 10.77
Bickford	Sebastian	Student Assistant	\$ 8.00	\$ -	\$ 8.00
Bustos	Maria	Student Assistant	\$ 8.00	\$ -	\$ 8.00
Doan	Dung	Student Assistant	\$ 8.00	\$ -	\$ 8.00
Gearing	Andrea	Student Assistant	\$ 8.00	\$ -	\$ 8.00
Gonzales	Angelica	Student Assistant	\$ 8.00	\$ -	\$ 8.00
Groff	Hillary	Student Assistant	\$ 8.00	\$ -	\$ 8.00
Guerin	Jackie	Student Assistant	\$ 8.00	\$ -	\$ 8.00
Hegley	Robert	Student Assistant ²	\$ 8.00	\$ -	\$ 8.00
Jasso	Aimee	Student Assistant, Work Study	\$ 8.00	\$ -	\$ 8.00
Michel	Dakendo	Student Assistant	\$ 8.00	\$ -	\$ 8.00
Miley	Chelsea	Student Assistant	\$ 8.00	\$ -	\$ 8.00
Recarte	Ursula	Student Assistant, Work Study	\$ 8.00	\$ -	\$ 8.00
Richard	Rodshedale	Student Assistant, Work Study	\$ 8.00	\$ -	\$ 8.00

			<u>Base Pay</u>	<u>Fringe Benefits</u>	<u>Total Salary & Fringe</u>	<u>Moving Allowance</u>
<u>E. Request for Authorization to Hire Administrator on Annual Contract</u>						
Hagan	Waldon	Assistant Vice President, Student Affairs	\$ 90,000.00	\$ 22,421.00	\$ 112,421.00	
Bukowski	Mark	Director, Admissions	\$ 73,000.00	\$ 19,515.70	\$ 92,515.70	

F. Request for Authorization to Hire Administrator on Eleven (11) Month Limited Term Contract

Antczak	Laura	Interim Assistant Vice President, Enrollment and Student Success ¹	\$ 81,481.40	\$ 20,465.17	\$ 101,946.57	\$ 1,000.00
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G. Request for Authorization to Hire Professor and Classroom Teacher on Annual Contract

McGowan	Michael	Professor, Philosophy	\$ 54,866.91	\$ 16,416.75	\$ 71,283.66	
Schreiber	Lance	Classroom Teacher	\$ 38,192.00	\$ 13,567.01	\$ 51,759.01	

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 or duties or a degree level change.

A. Additional Compensation			Additional Compensation	Additional Fringe Benefits	Additional Salary & Fringe	Base Salary
Additional compensation for additional duties assigned on temporary basis; amount not added to base salary.						
Catanzarite	Matthew	Classroom Teacher ¹	\$ 492.86	\$ 82.06	\$ 574.92	\$ 77,426.34
Mitchell	Michael	Classroom Teacher ^{2,1}	\$ 367.30	\$ 61.16	\$ 428.46	\$ 56,243.20
Foster-Vasile	Amber	Guidance Counselor ¹	\$ 750.00	\$ 124.88	\$ 874.88	\$ 54,080.00
Duda	Joseph	Classroom Teacher ¹	\$ 2,250.00	\$ 374.63	\$ 2,624.63	\$ 41,600.00
Rhyme	Whitney	Coordinator, New Student Programs ¹	\$ 800.00	\$ 133.20	\$ 933.20	\$ 41,500.00
Walker	Therese	Classroom Teacher ¹	\$ 135.00	\$ 22.48	\$ 157.48	\$ 40,560.00

B. Cell Phone Allowance

Designated positions in Residence Life Operations are required to maintain personal internet access and cell phone service in order to respond to residents emergencies from remote locations.

Pierre	Paule	Coordinator, Residence Life Operations	\$ 600.00	\$ 45.90	\$ 645.90
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C. Edison Collegiate High School Clubs

Edison staff members receive supplemental pay for their leadership in various extra-curricular clubs and tutoring opportunities offered to the high school students either for a semester or for the entire 2012-2013 school year, as noted.

Souter	Jessica	Yearbook & Senior Class, Spring Semester 2013 ¹	\$ 1,875.00	\$ 255.94	\$ 2,130.94
Schmidt	Blake	National Honor Society and Model United Nations, Spring Semester 2013 ¹	\$ 1,125.00	\$ 153.56	\$ 1,278.56
Porter	Amy	Art Club, Commencement and Design Work, Spring Semester 2013 ¹	\$ 937.50	\$ 127.97	\$ 1,065.47
Betz	Lisa	National Honor Society, Volunteering Club and Graphic Design Club for School Year 2012-2013 ^{2,1}	\$ 750.00	\$ 102.38	\$ 852.38
Cass	Bertrand	Freshman Class and Key Club, Spring Semester 2013 ¹	\$ 750.00	\$ 102.38	\$ 852.38
Nolan	Dawn	Junior Class, Spring Semester 2013 ¹	\$ 750.00	\$ 102.38	\$ 852.38
Williams	Paige	Drama Special Events, Spring Semester 2013 ¹	\$ 750.00	\$ 102.38	\$ 852.38
Mitchell	Michael	Fellowship of Christian Athletes, Science and Environmental Club, Spring Semester 2013 ¹	\$ 562.50	\$ 76.78	\$ 639.28
Winters	Kristina	Sophomore Class and Math Club, Spring Semester 2013 ¹	\$ 562.50	\$ 76.78	\$ 639.28
Buzan	Dinu	VEX Robotics Club for School Year 2012-2013 ¹	\$ 375.00	\$ 51.19	\$ 426.19
Engelhart	Crystal	Intramurals, Spring Semester 2013 ¹	\$ 375.00	\$ 51.19	\$ 426.19
Jamison	Dale	Advanced Academics Club for School Year 2012-2013 ¹	\$ 375.00	\$ 51.19	\$ 426.19
Olson	Heather	After School Yoga Club, Spring Semester 2013 ¹	\$ 187.50	\$ 25.59	\$ 213.09

D. Promotions and Position Reclassifications			Change in Compensation	Additional Fringe Benefits	Additional Salary & Fringe	New Base Salary
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Promotion is defined as an appointment to a higher pay grade through reclassification of the current position or appointment into a higher level position. The College classifies positions based on a variety of factors including the nature of the duties assigned, the percentage of workload performing the duties, and state and/or college guidelines. Employment classifications and reclassifications are used to ensure a uniform and consistent determination of salaries and equitable alignment of positions.

Fominaya	Patricia	New Title Coordinator, Grants, Projects & Fixed Assets	\$ 2,026.08	\$ 346.26	\$ 2,372.34	\$ 42,547.78
Green	Jason	Coordinator, Academic Technology	\$ 15,504.70	\$ 2,649.75	\$ 18,154.45	\$ 41,304.70
Maldonado	Crystal	Coordinator, Student Leadership & Civic Engagement	\$ 8,452.82	\$ 1,444.59	\$ 9,897.41	\$ 38,981.48
Pierre	Paule	Coordinator, Residence Life Operations	\$ 6,024.84	\$ 1,029.65	\$ 7,054.49	\$ 33,981.48

III. SPECIAL ACTIONS

A. Department Chair-Summer 2013

			<u>Contract</u>	<u>Additional</u>	<u>Total</u>
			<u>Amount</u>	<u>Fringe</u>	<u>Salary</u>
				<u>Benefits</u>	<u>& Fringe</u>
The Department Faculty Chair is responsible for providing academic direction and support for discipline-related issues district-wide, fostering interdisciplinary collaboration, and facilitating communication of College initiatives as they relate to the academic discipline.					
Nay	Douglas	Special Contract	\$ 3,200.00	\$ 436.80	\$ 3,636.80
Ottman	Christina	Special Contract	\$ 3,200.00	\$ 436.80	\$ 3,636.80
Worch	Richard	Special Contract	\$ 3,200.00	\$ 436.80	\$ 3,636.80

B. Quality Enhancement Plan (QEP) Co-Chair

Quality Enhancement Plan (QEP) Co-chair for Summer A and B, 2013 will lead the QEP Advisory Council meeting, and will organize and conduct two QEP training sessions on the Collier, Charlotte and Hendry Glades campuses before August 15, 2013.

Clark	Kathlene	Special Contract	\$ 2,500.00	\$ 341.25	\$ 2,841.25
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C. Quality Enhancement Plan (QEP) Consultant

During the QEP implementation phase, continual trainings are offered to faculty, staff and administrators. The Quality Enhancement Plan Consultant will conduct QEP Training and Development Programming for Summer A and B.

Gubitti	Rebecca	Special Contract	\$ 1,500.00	\$ 204.75	\$ 1,704.75
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D. Quality Enhancement Plan (QEP) Development

As a member the QEP Assessment Subcommittee, the faculty member will communicate to faculty, staff and administrators during the Summer 2013 semester. Also responsible for the development of a faculty QEP assessment presentation and a newsletter that will be distributed at Convocation.

Trogan	Amy	Special Contract	\$ 1,000.00	\$ 136.50	\$ 1,136.50
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E. Core to College Visitation Program

The Core to College Grant awarded to the Division of College and Career Readiness at Edison State College, provides funding to Edison State College faculty to visit high school sites in Lee, Collier, Charlotte, Hendry and Glades Counties to collaborate with K-12 teachers in understanding the Common Core Standards and Post-Secondary Readiness.

Le Master	Melanie	Special Contract	\$ 250.00	\$ 34.13	\$ 284.13
Seefchak	Caroline	Special Contract	\$ 250.00	\$ 34.13	\$ 284.13
Trogan	Amy	Special Contract	\$ 250.00	\$ 34.13	\$ 284.13

F. Curriculum/Course Development

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

Page	Brian	Special Contract	\$ 2,000.00	\$ 273.00	\$ 2,273.00
Miller	Regina	Special Contract	\$ 1,000.00	\$ 136.50	\$ 1,136.50
Patten	Ofelina	Special Contract	\$ 1,000.00	\$ 136.50	\$ 1,136.50
Rollins	Joyce	Special Contract	\$ 1,000.00	\$ 136.50	\$ 1,136.50
Schaeffer	Elaine	Special Contract	\$ 1,000.00	\$ 136.50	\$ 1,136.50
Ewald	Cynthia	Special Contract	\$ 500.00	\$ 68.25	\$ 568.25

G. 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.

Elsberry	Jeffrey	Special Contract	\$ 1,000.00	\$ 136.50	\$ 1,136.50
Di Sarro	Dennis	Special Contract	\$ 800.00	\$ 109.20	\$ 909.20
Conwell	Mary	Special Contract	\$ 600.00	\$ 81.90	\$ 681.90
Al-Suleh	Munir	Special Contract	\$ 400.00	\$ 54.60	\$ 454.60
Butler	Vincent	Special Contract	\$ 400.00	\$ 54.60	\$ 454.60
Ayudhya	Theppawut	Special Contract	\$ 400.00	\$ 54.60	\$ 454.60
Bogar	Catherine	Special Contract	\$ 200.00	\$ 27.30	\$ 227.30
Cahill	Maria	Special Contract	\$ 200.00	\$ 27.30	\$ 227.30
Hoffman	Lana	Special Contract	\$ 200.00	\$ 27.30	\$ 227.30
Liu	Qin	Special Contract	\$ 200.00	\$ 27.30	\$ 227.30
Nisson	Michael	Special Contract	\$ 200.00	\$ 27.30	\$ 227.30
Smith	Ronald	Special Contract	\$ 200.00	\$ 27.30	\$ 227.30
Witty	Michael	Special Contract	\$ 200.00	\$ 27.30	\$ 227.30

III. SPECIAL ACTIONS, continued

			Contract	Additional	Total
			Amount	Fringe	Salary
				Benefits	& Fringe
H. Students of Promise Program					
The Students of Promise program is designed to provide remedial math instruction to at-risk students during Summer B, 2013 so they may effectively transition to college.					
Day	Wanda	Special Contract	\$ 2,500.00	\$ 341.25	\$ 2,841.25
Marecz	Jaime	Special Contract	\$ 2,500.00	\$ 341.25	\$ 2,841.25

I. Simulation Laboratory

Conducts simulations and teaches companion lectures classes during the Summer Semester 2013.

Stillwagon	Lorrie	Special Contract	\$ 810.00	\$ 110.57	\$ 920.57
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J. Charlotte Theater Program

The Assistant Director will assist the Director with needed tasks to rehearse and prepare students for performances. Such tasks may include but are not limited to, working with small groups of students on character development, blocking scenes and reviewing songs and dances.

Vaughan	Mary	Special Contract	\$ 500.00	\$ 68.25	\$ 568.25
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K. Honors Research Thesis Project Advisor

The Honor's Thesis Project allows students to explore in depth an area of particular interest within a specific discipline. Honors Program Research may not duplicate any existing course in the Catalog. The course is designed by a professor to fit the needs of an individual student. The Professor is paid \$350.00 per student.

Weir	Laura	Special Contract	\$ 350.00	\$ 47.78	\$ 397.78
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IV. STATUS CHANGE/LEAVE**A. Status/Title Change/Transfers**

Change in status, title, or department with no change in compensation.

		New Title	Previous Title
Dente	Ronald	Director, Human Resources	Director, Human Resources/Assistant General Counsel
Perez	Jaime	Financial Aid Specialist	Financial Aid Services Specialist
Saunders	Linda	Staff Assistant, Enrollment Management	Staff Assistant, University Center
Steuterman	Nancy	Transfer Transcript Evaluator	Financial Aid Specialist
Victor	Chitra	Coordinator, Nursing (Charlotte Campus)	Coordinator, Nursing (Lee Campus)

B. Professional Leave

Ludvigsen	Christopher	Learning Resources Assistant
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C. Family Medical Leave

Mayse	Vanessa	Financial Aid Specialist
Mazeroski	Jason	Coordinator, Campus Technology
Mitchell	Taryn	Instructional Assistant
Perez	Jaime	Financial Aid Specialist
Van Deusen	Joyce	Staff Assistant

D. Leave Without Pay

Abrams	Darrell	Maintenance Technician
Knight	Mary	Office Assistant
Van Deusen	Joyce	Staff Assistant

V. DEPARTURES

Bryant	Sherry	Campus Administrative Support Associate
Casas	Daisy	Student Assistant
Dennison	Rodney	Associate Dean, School of Arts & Sciences
Duty	Tobie	Classroom Teacher
Fisher	Nicole	Assistant Director, Residence Life
Giordano	Matthew	Instructional Assistant
Groff	Hillary	Student Assistant
Kothe	Melanie	Classroom Teacher
Teprovich	Amy	Campus Dean of Students, Lee Campus
Towers Rome	Sandi	Academic Advisor
Welch	Judy	Course Designer ²
Zimmerman	Kristen	Dean, Enrollment Management ²

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VI. RETIREMENT

Bishop Ronald Director, Exhibitions & Collections
Downing David Instructional Assistant
Kington Diane Senior Staff Assistant
Morgan Fredrick Program Director, Project HOPE

(Entered Retirement Incentive Program (RIP))

VII. Faculty Member Count

<u>Full Time Faculty</u>	<u>Temp Faculty</u>	<u>Adjunct Faculty</u>	<u>Total Faculty</u>
173	0	125	298

Meeting of the
EDISON STATE COLLEGE CHARTER SCHOOLS GOVERNING BOARD
July 23, 2013

AGENDA ITEM: 6

**Collegiate High School's Consent Agenda – Budget
Amendments**

RECOMMENDATION:

**The Administration recommends Governing Board's approval
of the Collegiate High School's Consent Agenda – Budget
Amendments.**

STAFF ANALYSIS:

The Collegiate High School's Consent Agenda actions are consistent with the Charter School Contract in which the Governing Board "shall adopt and maintain the School's official operating budget and any subsequent amendments to the budget and exercise continuing oversight over the School's operation".

The attached reports show the Original Approved Budget and compares the Revised Annual Budget through March 31, 2013 to the Revised Annual Budget through June 30, 2013 for both Collegiate High Schools, reflecting the changes in resources that have occurred, or are anticipated to occur, in the current fiscal year.

- Table 1 represents the activity for the Charlotte Collegiate High School which includes a \$5,618 decrease in the sources of funds mainly due to a decreased amount of capital funding received as well as a reallocation of current funds to support the ongoing operations of the High School.
- Table 2 represents the activity for the Lee Collegiate High School which includes a \$25,055 decrease in the sources of funds due to a decreased amount of capital funding received as well as a reallocation of current funds to support the ongoing operations of the High School.

These actions result in a balanced budget for both High Schools.

The amendments have been reviewed by appropriate supervisors, approved by designated College administrators, and discussed with the Board liaison. It is recommended that these amendments be approved.

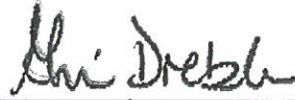
FISCAL IMPACT X Yes _____ No _____ N/A

Funding Source: High School Operating Amount: \$(30,673)
Will this action result in a Budget Amendment? X Yes _____ No

If yes, indicate the dollar amount: \$ (30,673)

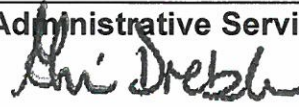
Attachment

REQUESTED BY:



Vice President, Administrative Services

FUNDING VERIFIED AND APPROVED BY:



Vice President, Administrative Services

APPROVED FOR AGENDA BY:



President

EDISON STATE COLLEGE COLLEGIATE HIGH SCHOOL

4th QUARTER BUDGET AMENDMENTS

FOR THE FISCAL YEAR ENDING JUNE 30, 2013

as of June 30, 2013

Table 1
CHARLOTTE CAMPUS

SOURCES OF FUNDS	Original Budget	Revised Budget	Revised Budget	Budget Changes from Revised	
	(Total Year)	3/31/13 (Total Year)	6/30/13 (Total Year)	Amount	%
State Funding	\$ 1,859,120	\$ 1,859,120	\$ 1,932,780	\$ 73,660	4.0%
<i>Federal Grant Funding</i>					
National School Lunch Program	35,000	47,750	47,750	-	0.0%
Other Federal Grants	27,358	30,448	30,448	-	0.0%
Local Grant Funding	-	5,000	5,000	-	
Capital Funding	208,278	208,278	129,000	(79,278)	-38.1%
Food Service Sales	65,000	75,000	75,000	-	0.0%
Miscellaneous	-	-	-	-	0.0%
Other Sources	-	2,530	2,530	-	0.0%
Fund Balance Transfer	-	87,080	87,080	-	0.0%
TOTAL FUNDS AVAILABLE	\$ 2,194,756	\$ 2,315,206	\$ 2,309,588	\$ (5,618)	-0.2%
USES OF FUNDS					
Staff Costs					
Instruction	\$ 574,843	\$ 600,801	\$ 627,315	\$ 26,514	4.4%
Instructional Support	55,162	58,009	60,212	2,203	3.8%
Administration	238,556	238,556	242,925	4,369	1.8%
Benefits	247,319	259,410	254,964	(4,446)	-1.7%
Total Staff Costs	\$ 1,115,880	\$ 1,156,776	\$ 1,185,416	\$ 28,640	2.5%
Current Expenses					
Travel	\$ 45,000	\$ 41,369	\$ 34,859	\$ (6,510)	-15.7%
Transportation	75,000	75,163	75,163	-	0.0%
Operating Expenses	293,124	252,172	269,222	17,050	6.8%
Facility Lease	208,278	208,278	164,278	(44,000)	-21.1%
Rental	-	1,200	3,988	2,788	232.3%
Utilities	60,000	50,000	35,050	(14,950)	-29.9%
Contract Services	42,358	64,708	80,074	15,366	23.7%
Food Service	100,000	122,750	122,750	-	0.0%
Transfers Out	251,616	251,616	251,616	-	0.0%
Other Expenses	3,500	3,500	-	(3,500)	-100.0%
Total Current Expenses	\$ 1,078,876	\$ 1,070,756	\$ 1,037,000	\$ (33,756)	-3.2%
Capital Expenditures					
Capital Expenditures	\$ -	\$ 87,674	\$ 87,172	\$ (502)	-0.6%
Total Capital Expenditures	\$ -	\$ 87,674	\$ 87,172	\$ (502)	-0.6%
TOTAL EXPENDITURES & TRANSFERS	\$ 2,194,756	\$ 2,315,206	\$ 2,309,588	\$ (5,618)	-0.2%

EDISON STATE COLLEGE COLLEGIATE HIGH SCHOOL
 4th QUARTER BUDGET AMENDMENTS
 FOR THE FISCAL YEAR ENDING JUNE 30, 2013
 as of June 30, 2013

Table 2
 LEE CAMPUS

SOURCES OF FUNDS	Original Budget	Revised Budget	Revised Budget	Budget Changes from Revised	
	(Total Year)	3/31/13 (Total Year)	6/30/13 (Total Year)	Amount	%
State Funding	\$ 1,525,783	\$ 1,525,783	\$ 1,550,636	\$ 24,853	1.6%
<i>Federal Grant Funding</i>					
National School Lunch Program	51,300	43,034	43,034	0	0.0%
Other Federal Grants	0	17,610	17,610	0	0.0%
Local Grant Funding	0	250	250	0	
Capital Funding	164,887	164,887	105,469	(59,418)	-36.0%
Food Service Sales	79,487	59,487	68,997	9,510	16.0%
Miscellaneous	-	2,000	2,000	-	0.0%
TOTAL FUNDS AVAILABLE	\$ 1,821,457	\$ 1,813,051	\$ 1,787,996	\$ (25,055)	-1.4%
USES OF FUNDS					
Staff Costs					
Instruction	\$ 505,579	\$ 503,727	\$ 515,368	\$ 11,641	2.3%
Instructional Support	53,040	55,673	57,190	1,517	2.7%
Administration	164,612	165,831	173,675	7,844	4.7%
Benefits	228,331	228,331	223,859	(4,472)	-2.0%
Total Staff Costs	\$ 951,562	\$ 953,562	\$ 970,092	\$ 16,530	1.7%
Current Expenses					
Travel	\$ 12,500	\$ 10,250	\$ 9,669	\$ (581)	-5.7%
Transportation	225,000	225,000	211,151	(13,849)	-6.2%
Operating Expenses	74,500	123,643	175,791	52,148	42.2%
Facility Lease	164,887	164,887	120,302	(44,585)	-27.0%
Insurance	8,000	13,497	13,497	-	0.0%
Utilities	50,000	23,009	24,509	1,500	6.5%
Contract Services	33,000	52,661	52,594	(67)	-0.1%
Food Service	130,787	102,521	129,483	26,962	26.3%
Transfers Out	35,000	35,000	35,000	-	0.0%
Other Expenses	91,221	76,221	28,108	(48,113)	-63.1%
Contingency	30,000	5,000	-	(5,000)	-100.0%
Total Current Expenses	\$ 854,895	\$ 831,689	\$ 800,104	\$ (31,585)	-3.8%
Capital Expenditures					
Capital Expenditures	\$ 15,000	\$ 27,800	\$ 17,800	\$ (10,000)	-36.0%
Total Capital Expenditures	\$ 15,000	\$ 27,800	\$ 17,800	\$ (10,000)	-36.0%
TOTAL EXPENDITURES & TRANSFERS	\$ 1,821,457	\$ 1,813,051	\$ 1,787,996	\$ (25,055)	-1.4%

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
July 23, 2013

AGENDA ITEM: 7

Financial Services Consent Agenda – Budget Amendments

RECOMMENDATION:

The Administration recommends District Board of Trustees approval of the Financial Services Consent Agenda – Budget Amendments.

STAFF ANALYSIS:

Financial Services Consent Agenda actions are consistent with Florida Statute 1001.65(2), Florida Department of Education, Administrative Rule 6A-14.0716(3), Board Policy 6Hx6:1.02, and approved practices of the district and are deemed routine in nature.

Budget Amendments – Table #1

The attached report shows the Original Approved Budget and compares the Amended Annual Budget through March 31, 2013 to the Amended Annual Budget through June 30, 2013. The budget amendments include reallocation of current funds to support the ongoing operations of the College. These amendments result in a balanced budget.

The amendments have been reviewed by appropriate supervisors, approved by designated College administrators, and discussed with the Board liaison. It is recommended that these amendments be approved.

FISCAL IMPACT Yes No N/A

Funding Source: See Attached Amount: \$ 1,059,184
Will this action result in a Budget Amendment? Yes No
If yes, indicate the dollar amount: \$ 1,059,184

Attachment

REQUESTED BY:


Vice President, Administrative Services

FUNDING VERIFIED AND APPROVED BY:


Vice President, Administrative Services

APPROVED FOR AGENDA BY:


President

**MONTHLY FINANCIAL REPORTS
FINANCIAL SERVICES CONSENT AGENDA
BUDGET AMENDMENTS**

Table #1

**EDISON STATE COLLEGE
CURRENT AND AMENDED OPERATING BUDGET BY FUNCTIONAL CATEGORY
FOR THE FISCAL YEAR ENDING JUNE 30, 2013**

SOURCES OF FUNDS	Original Budget	Amended Budget	Amended Budget	Budget Changes From Amended Budget	
		as of 13/31/2013	as of 6/30/2013	Amount	%
Student Fees	\$ 36,202,365	\$34,087,826	\$34,087,826	\$0	0.00%
Support from State Govt.	25,144,443	25,144,443	25,144,443	\$0	0.00%
Support from Fed. Govt.	129,108	129,108	129,108	\$0	0.00%
Gifts, Contributions, Grants & Contracts	0	251,616	251,616	\$0	0.00%
Sales & Services	245,473	245,473	243,333	-\$2,140	-0.87%
Transfers (from other funds)	214,170	342,818	349,988	\$7,170	2.09%
Other Sources	492,682	265,415	269,569	\$4,154	1.57%
Fund Balance Transfers	125,000	4,292,532	5,342,532	\$1,050,000	24.46%
TOTAL SOURCES OF FUNDS	\$ 62,553,241	\$64,759,230	\$65,818,414	\$1,059,184	1.64%

USES OF FUNDS Functional Category	Original Budget	Amended Budget	Amended Budget	Budget Changes From Amended Budget	
		as of 13/31/2013	as of 6/30/2013	Amount	%
Instructional	\$ 27,702,153	\$29,336,481	\$29,257,981	-\$78,500	-0.27%
Academic Support	7,740,729	7,487,211	7,338,564	-\$148,647	-1.99%
Student Support	5,531,363	5,942,344	5,764,003	-\$178,341	-3.00%
Institutional Support	12,236,797	12,530,704	12,597,852	\$67,148	0.54%
Physical Plant	8,107,199	8,088,264	8,134,783	\$46,519	0.58%
Transfers (to other funds)	0	15,390	1,065,390	\$1,050,000	6822.61%
Reserves	700,000	700,000	700,000	\$0	0.00%
Budget Contingency	535,000	658,836	959,842	\$301,006	45.69%
TOTAL USES OF FUNDS	\$ 62,553,241	\$64,759,230	\$65,818,414	\$1,059,184	1.64%

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
July 23, 2013

AGENDA ITEM: 7(a)

Review of Presidential Compensation

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
July 23, 2013

AGENDA ITEM: 8

Election of District Board of Trustees Officers for 2013-2014

RECOMMENDATION:

The Administration recommends that the District Board of Trustees elect a Chairman and Vice Chairman to serve for 2013-2014.

STAFF ANALYSIS:

Each year, to be in compliance with Chapter 1001.61(4), Florida Statutes the District Board of Trustees elects a Chairman and Vice Chairman to serve for the fiscal year. The current officers are Marjorie Starnes-Bilotti, Chair, and Sankey "Eddie" E. Webb, III, Vice Chair.

FISCAL IMPACT _____ Yes X No _____ N/A


Funding Source: _____ Amount: \$ _____

Will this action result in a Budget Amendment? _____ Yes _____ No

If yes, indicate the dollar amount: \$ _____

Attachment

MANDATED BY: Chapter 1001.61(4), Florida Statutes

FUNDING VERIFIED AND APPROVED BY: 
Vice President, Administrative Services

APPROVED FOR AGENDA BY: 
President

2011 Florida Statutes

[Title XLVIII](#)

K-20 EDUCATION CODE

[Chapter 1001](#)

K-20 GOVERNANCE

[View Entire Chapter](#)

1001.61 Florida College System institution boards of trustees; membership.—

(1) Florida College System institution boards of trustees shall be comprised of five members when a Florida College System institution district is confined to one school board district; seven members when a Florida College System institution district is confined to one school board district and the board of trustees so elects; and not more than nine members when the district contains two or more school board districts, as provided by rules of the State Board of Education. However, Florida State College at Jacksonville shall have an odd number of trustees.

(2) Trustees shall be appointed by the Governor and confirmed by the Senate in regular session.

(3) Members of the board of trustees shall receive no compensation but may receive reimbursement for expenses as provided in s. [112.061](#).

(4) At its first regular meeting after July 1 of each year, each Florida College System institution board of trustees shall organize by electing a chair, whose duty as such is to preside at all meetings of the board, to call special meetings thereof, and to attest to actions of the board, and a vice chair, whose duty as such is to act as chair during the absence or disability of the elected chair. It is the further duty of the chair of each board of trustees to notify the Governor, in writing, whenever a board member fails to attend three consecutive regular board meetings in any one fiscal year, which absences may be grounds for removal.

(5) A Florida College System institution president shall serve as the executive officer and corporate secretary of the board of trustees and shall be responsible to the board of trustees for setting the agenda for meetings of the board of trustees in consultation with the chair. The president also serves as the chief administrative officer of the Florida College System institution, and all the components of the institution and all aspects of its operation are responsible to the board of trustees through the president.

History.—s. 77, ch. 2002-387; s. 10, ch. 2009-228; s. 18, ch. 2011-5.

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
July 23, 2013

AGENDA ITEM: 9

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: _____

Ali Drebe
Vice President, Administrative Services

FUNDING VERIFIED AND APPROVED BY: _____

Ali Drebe
Vice President, Administrative Services

APPROVED FOR AGENDA BY: _____

[Signature]
President

**MONTHLY FINANCIAL REPORTS
INFORMATION AGENDA
FINANCIAL REPORT**

EDISON STATE COLLEGE

OPERATING BUDGET BY REVENUE AND EXPENSE CATEGORY

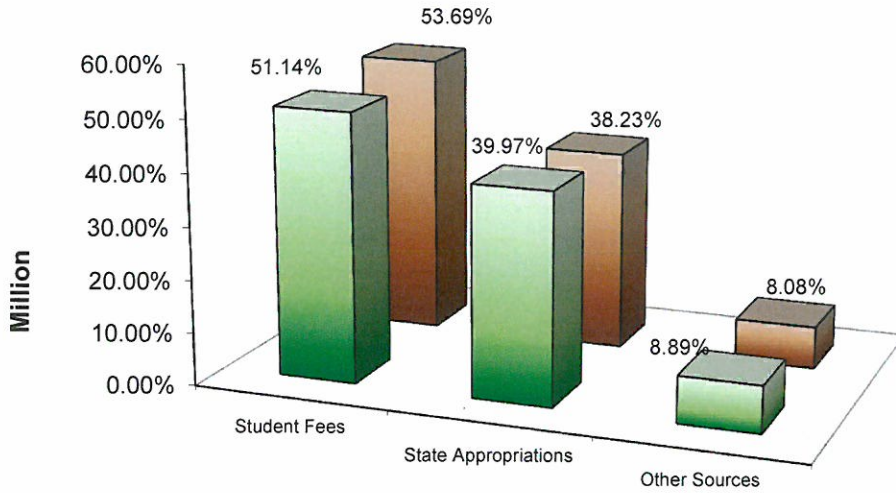
COMPARISON OF CURRENT YEAR TO PRIOR YEAR

for Fiscal Year Ending June 30, 2013

Table #1

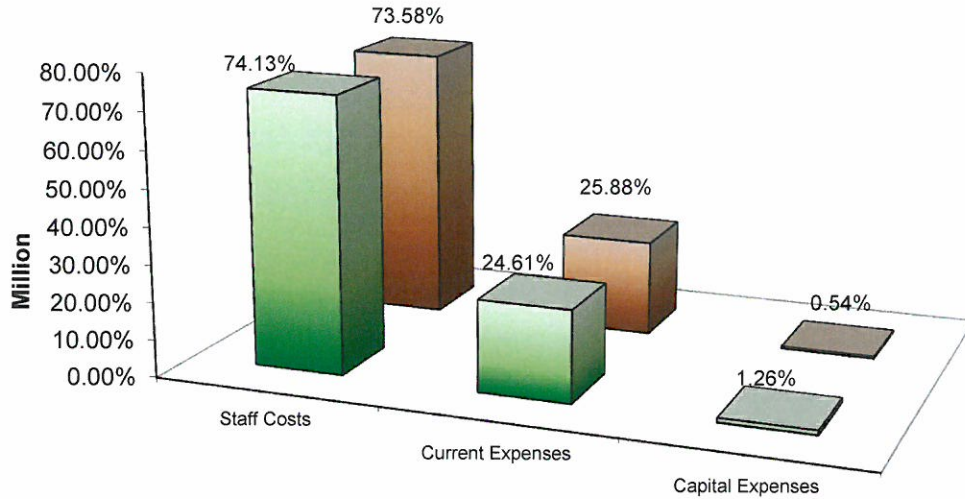
	Month Ending		Increase / (Decrease)	
	June 30, 2013	June 30, 2012	from Prior Year	
	Actual	Actual	Amount	%
	(Year To Date)	(Year To Date)		
SOURCES OF FUNDS				
Student Fees	\$ 32,169,725	\$ 35,226,082	\$ (3,056,357)	-8.7%
Support from State Govt.	25,144,443	25,082,328	62,115	0.2%
Support from Fed. Govt.	118,228	133,593	(15,365)	-11.5%
Gifts, Contributions, Grants & Contracts	211,616	92,400	119,216	129.0%
Sales & Services	409,526	571,596	(162,070)	-28.4%
Transfers (from other funds)	349,988	408,866	(58,878)	-14.4%
Other Sources	207,458	243,829	(36,371)	-14.9%
Fund Balance Transfers	4,292,532	3,849,511	443,021	11.5%
TOTAL FUNDS AVAILABLE	\$ 62,903,515	\$ 65,608,205	\$ (2,704,690)	-4.1%
USES OF FUNDS				
Staff Costs				
Executive & Mgt. Staff	\$ 4,217,223	\$ 4,213,432	\$ 3,791	0.1%
Instructional Staff	14,072,275	13,230,287	841,988	6.4%
Other Professional Staff	6,220,507	6,190,288	30,219	0.5%
Tech., Clerical & Trade Staff	4,487,664	4,424,246	63,418	1.4%
Instructional & Other Temp. Professionals [Adjuncts]	6,916,235	8,498,316	(1,582,081)	-18.6%
Student Employment	381,634	421,542	(39,908)	-9.5%
Benefits	8,062,685	6,167,205	1,895,480	30.7%
Total Staff Costs	\$ 44,358,222	\$ 43,145,316	\$ 1,212,906	2.8%
Current Expenses				
Travel	\$ 478,089	\$ 458,867	\$ 19,222	4.2%
Operating Expenses	4,224,866	4,743,331	(518,465)	-10.9%
Rental - Facilities & Equipment	321,735	503,761	(182,026)	-36.1%
Insurance	801,703	737,506	64,197	8.7%
Utilities	1,825,340	1,848,449	(23,109)	-1.3%
Contract Services	5,197,656	4,484,314	713,342	15.9%
Transfers (to other funds)	1,065,390	1,574,828	(509,438)	-32.3%
Other Expenses	808,062	825,540	(17,478)	-2.1%
Total Current Expenses	\$ 14,722,840	\$ 15,176,596	\$ (453,756)	-3.0%
Capital Expenditures				
Capital Expenditures	\$ 753,398	\$ 318,927	\$ 434,471	136.2%
Total Capital Expenditures	\$ 753,398	\$ 318,927	\$ 434,471	136.2%
TOTAL EXPENDITURES & TRANSFERS	\$ 59,834,460	\$ 58,640,839	\$ 1,193,621	2.0%

EDISON STATE COLLEGE
% of Total Revenue by Source of Funds - as of June 30th



■ % of Total Revenue - FY13 ■ % of Total Revenue - FY12

EDISON STATE COLLEGE
% of Expenses by Category- as of June 30th



■ % of Total Expenses - FY13 ■ % of Total Expenses - FY12

**MONTHLY FINANCIAL REPORT
INFORMATION AGENDA
FINANCIAL REPORT**

EDISON STATE COLLEGE

OPERATING BUDGET BY REVENUE AND EXPENSE CATEGORY

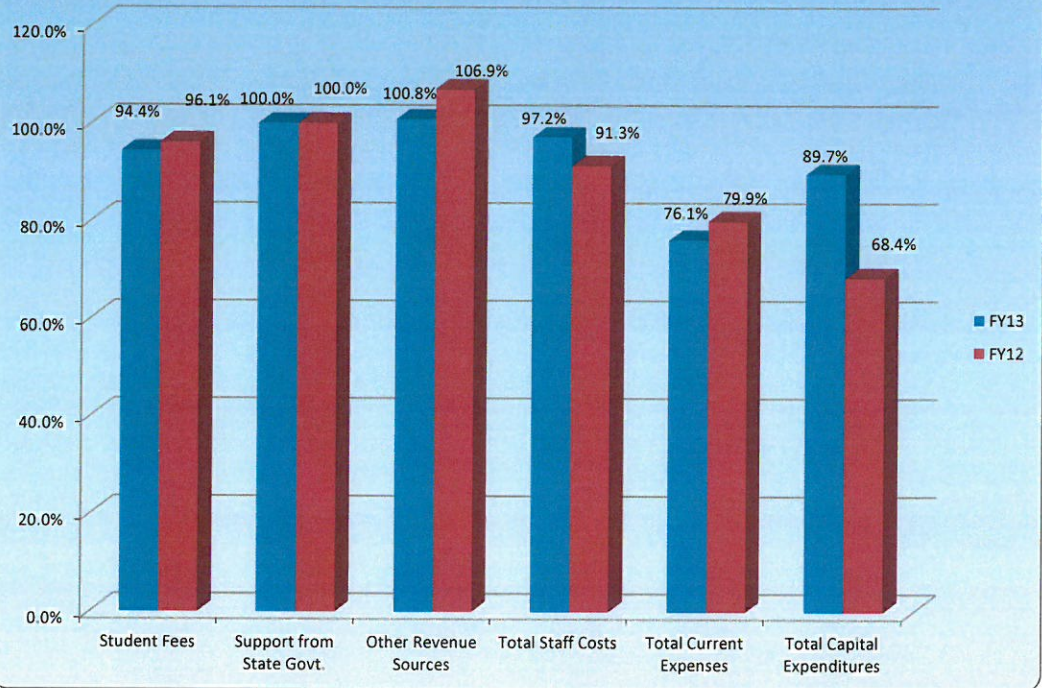
COMPARISON OF CURRENT YEAR ACTUAL TO CURRENT YEAR REVISED BUDGET

Table #2

for Fiscal Year Ending June 30, 2013

	Month Ending June 30, 2013		Variance Amount	% of Revised Budget
	Revised Budget	Actual		
SOURCES OF FUNDS	(Total Year)	(Year To Date)		
Student Fees	\$ 34,087,826	\$ 32,169,725	\$ 1,918,101	94.4%
Support from State Govt.	25,144,443	25,144,443	-	100.0%
Support from Fed. Govt.	129,108	118,228	10,880	91.6%
Gifts, Contributions, Grants & Contracts	251,616	211,616	40,000	84.1%
Sales & Services	243,333	409,526	(166,193)	168.3%
Transfers (from other funds)	349,988	349,988	-	100.0%
Other Sources	269,569	207,458	62,111	77.0%
Fund Balance Transfers	5,342,532	5,342,532	-	100.0%
TOTAL FUNDS AVAILABLE	\$ 65,818,414	\$ 63,953,515	\$ 1,864,900	97.2%
USES OF FUNDS				
Staff Costs				
Executive & Mgt. Staff	\$ 4,140,287	\$ 4,217,223	\$ (76,936)	101.9%
Instructional Staff	14,039,938	14,072,275	(32,337)	100.2%
Other Professional Staff	6,742,941	6,220,507	522,434	92.3%
Tech., Clerical & Trade Staff	4,684,965	4,487,664	197,301	95.8%
Instructional & Other Temp. Professionals	6,753,565	6,916,235	(162,670)	102.4%
Student Employment	473,213	381,634	91,579	80.6%
Benefits	8,795,709	8,062,685	733,024	91.7%
Total Staff Costs	\$ 45,630,618	\$ 44,358,222	\$ 1,272,396	97.2%
Current Expenses				
Travel	\$ 682,448	\$ 478,089	\$ 204,359	70.1%
Operating Expenses	6,446,502	4,224,866	2,221,636	65.5%
Rental - Facilities & Equipment	386,356	321,735	64,621	83.3%
Insurance	827,880	801,703	26,177	96.8%
Utilities	2,234,052	1,825,340	408,712	81.7%
Contract Services	5,995,957	5,197,656	798,301	86.7%
Transfers (to other funds)	1,065,390	1,065,390	-	100.0%
Other Expenses	49,379	808,062	(758,683)	1636.4%
Reserves	700,000	-	700,000	0.0%
Budget Contingency	959,842	-	959,842	0.0%
Total Current Expenses	\$ 19,347,806	\$ 14,722,840	\$ 4,624,966	76.1%
Capital Expenditures				
Capital Expenditures	\$ 839,990	\$ 753,398	\$ 86,591	89.7%
Total Capital Expenditures	\$ 839,990	\$ 753,398	\$ 86,591	89.7%
TOTAL EXPENDITURES & TRANSFERS	\$ 65,818,414	\$ 59,834,460	\$ 5,983,954	90.9%

Edison State College % of Budget thru June 30



Meeting of the
EDISON STATE COLLEGE CHARTER SCHOOLS GOVERNING BOARD
July 23, 2013

AGENDA ITEM: 10

**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 the 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: _____

Ali Drebel

Vice President, Administrative Services

FUNDING VERIFIED AND APPROVED BY: _____

Ali Drebel

Vice President, Administrative Services

APPROVED FOR AGENDA BY: _____

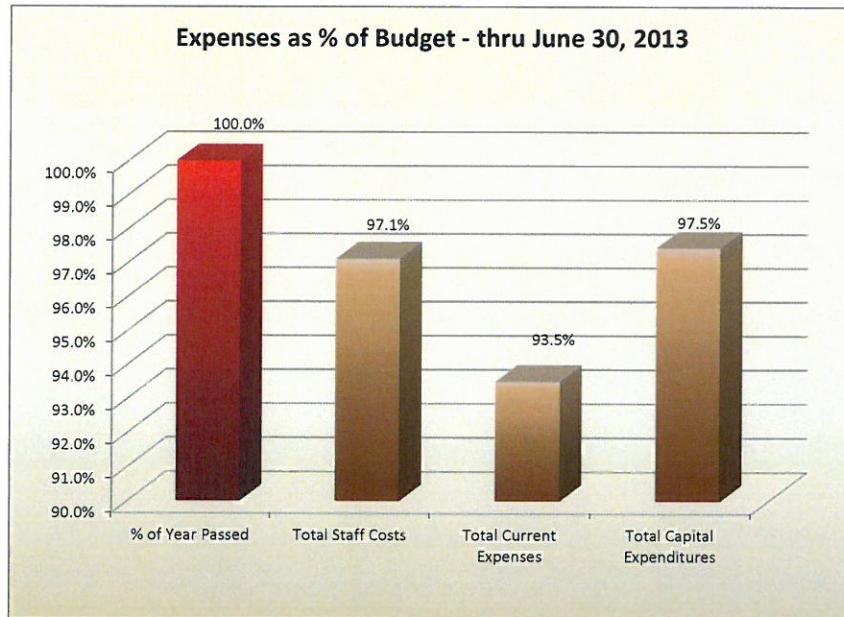
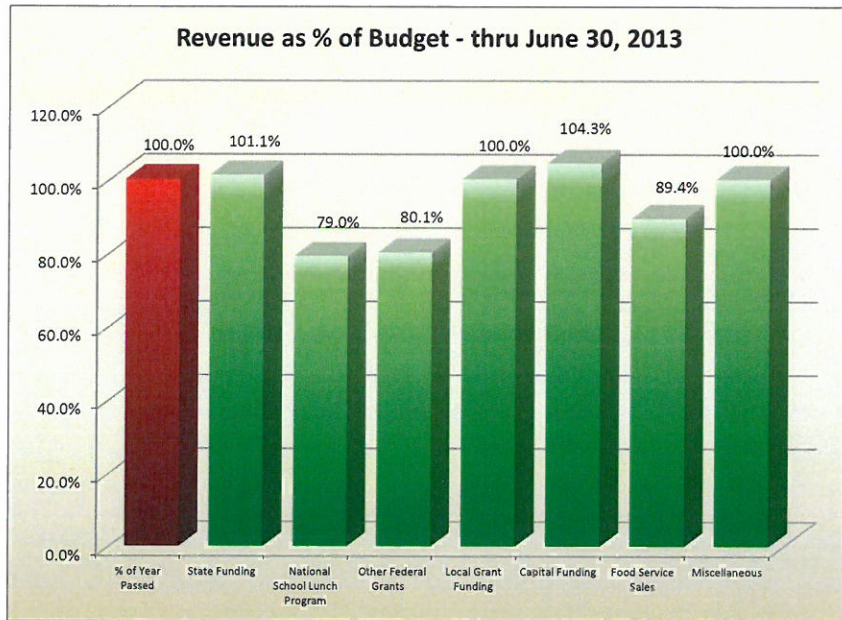
[Signature]

President

EDISON STATE COLLEGE COLLEGIATE HIGH SCHOOL
 CURRENT OPERATING BUDGET
 FOR THE FISCAL YEAR ENDING JUNE 30, 2013
 as of June 30, 2013

Table 1
 CHARLOTTE CAMPUS

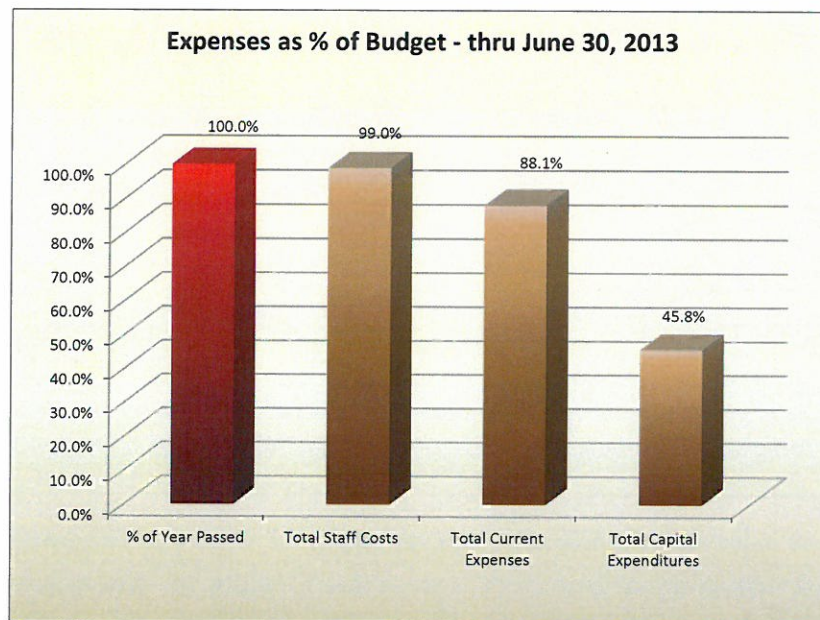
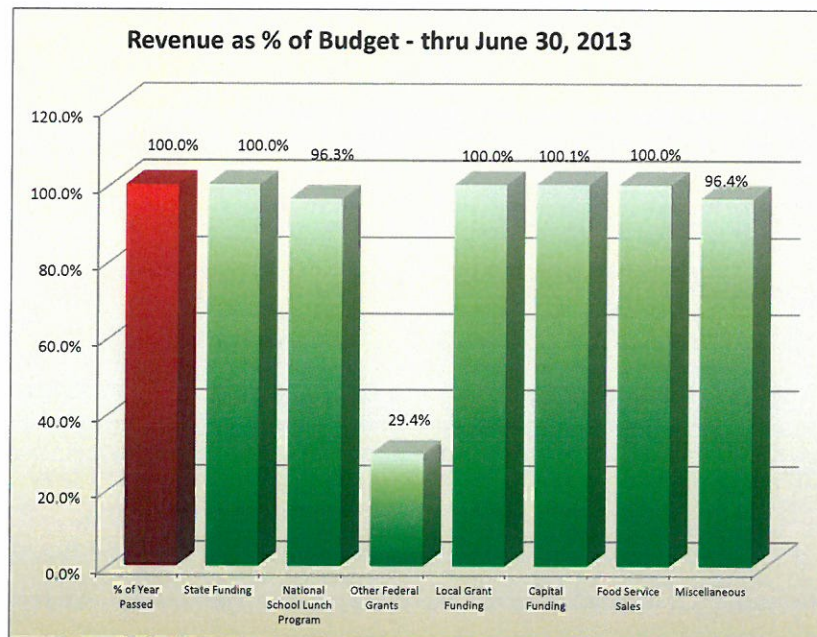
SOURCES OF FUNDS	Revised Budget (Total Year)	Actual (Year To Date)	Variance Amount	% of Revised Budget
State Funding	\$ 1,932,780	\$ 1,954,718	\$ (21,938)	101.1%
<i>Federal Grant Funding</i>				
National School Lunch Program	47,750	37,735	10,015	79.0%
Other Federal Grants	30,448	24,379	6,069	80.1%
Local Grant Funding	5,000	5,000	0	100.0%
Capital Funding	129,000	134,566	(5,566)	104.3%
Food Service Sales	75,000	67,021	7,979	89.4%
Miscellaneous	-	1,040	(1,040)	100.0%
Other Sources	2,530	2,530	-	100.0%
Fund Balance Transfer	87,080	87,080	-	100.0%
TOTAL FUNDS AVAILABLE	\$ 2,309,588	\$ 2,314,069	\$ (4,481)	100.2%
USES OF FUNDS				
Staff Costs				
Instruction	\$ 627,315	\$ 627,295	\$ 20	100.0%
Instructional Support	60,212	60,000	212	99.6%
Administration	242,925	233,966	8,959	96.3%
Benefits	254,964	230,026	24,938	90.2%
Total Staff Costs	\$ 1,185,416	\$ 1,151,287	\$ 34,129	97.1%
Current Expenses				
Travel	\$ 34,859	\$ 28,866	\$ 5,993	82.8%
Transportation	75,163	71,212	3,951	94.7%
Operating Expenses	269,222	240,208	29,014	89.2%
Facility Lease	164,278	164,277	1	100.0%
Rental	3,988	3,977	11	99.7%
Utilities	35,050	35,026	24	99.9%
Contract Services	80,074	55,003	25,071	68.7%
Food Service	122,750	119,395	3,355	97.3%
Transfers Out	251,616	251,616	-	100.0%
Total Current Expenses	\$ 1,037,000	\$ 969,580	\$ 67,420	93.5%
Capital Expenditures				
Capital Expenditures	\$ 87,172	\$ 84,952	\$ 2,220	97.5%
Total Capital Expenditures	\$ 87,172	\$ 84,952	\$ 2,220	97.5%
TOTAL EXPENDITURES & TRANSFERS	\$ 2,309,588	\$ 2,205,819	\$ 103,770	95.5%



EDISON STATE COLLEGE COLLEGIATE HIGH SCHOOL
 CURRENT OPERATING BUDGET
 FOR THE FISCAL YEAR ENDING JUNE 30, 2013
 as of June 30, 2013

Table 2
 LEE CAMPUS

SOURCES OF FUNDS	Revised Budget (Total Year)	Actual (Year To Date)	Variance Amount	% of Revised Budget
State Funding	\$ 1,550,636	\$ 1,550,636	\$ 0	100.0%
<i>Federal Grant Funding</i>				
National School Lunch Program	43,034	41,437	1,597	96.3%
Other Federal Grants	17,610	5,176	12,434	29.4%
Local Grant Funding	250	250	0	100.0%
Capital Funding	105,469	105,531	(62)	100.1%
Food Service Sales	68,997	68,997	0	100.0%
Miscellaneous	2,000	1,928	72	96.4%
TOTAL FUNDS AVAILABLE	\$ 1,787,996	\$ 1,773,955	\$ 14,041	99.2%
USES OF FUNDS				
Staff Costs				
Instruction	\$ 515,368	\$ 512,543	\$ 2,825	99.5%
Instructional Support	57,190	57,186	4	100.0%
Administration	173,675	173,674	1	100.0%
Benefits	223,859	216,691	7,168	96.8%
Total Staff Costs	\$ 970,092	\$ 960,094	\$ 9,998	99.0%
Current Expenses				
Travel	\$ 9,669	\$ 2,627	\$ 7,042	27.2%
Transportation	211,151	211,150	1	100.0%
Operating Expenses	175,791	137,937	37,854	78.5%
Facility Lease	120,302	120,301	1	100.0%
Insurance	13,497	13,484	13	99.9%
Utilities	24,509	24,401	108	99.6%
Contract Services	52,594	41,447	11,147	78.8%
Food Service	129,483	118,233	11,250	91.3%
Transfers Out	35,000	35,000	-	100.0%
Other Expenses	28,108	-	28,108	0.0%
Total Current Expenses	\$ 800,104	\$ 704,580	\$ 95,524	88.1%
Capital Expenditures				
Capital Expenditures	\$ 17,800	\$ 8,154	\$ 9,646	45.8%
Total Capital Expenditures	\$ 17,800	\$ 8,154	\$ 9,646	45.8%
TOTAL EXPENDITURES & TRANSFERS	\$ 1,787,996	\$ 1,672,828	\$ 115,168	93.6%



Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
July 2013

AGENDA ITEM: 11

Monthly Report on Edison Collegiate High School – Charlotte

RECOMMENDATION:

INFORMATION ONLY

STAFF ANALYSIS:

This written report, for informational purposes only, requires no action by the Board. The report provides an update on operations at ECHS – Charlotte.

FISCAL IMPACT Yes No N/A


Funding Source: _____ Amount: \$ _____

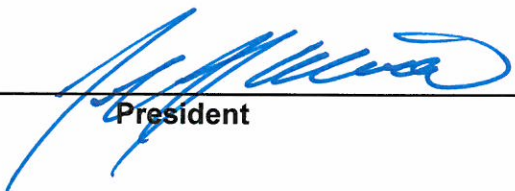
Will this action result in a Budget Amendment? Yes No

If yes, indicate the dollar amount: \$ _____

Attachment

REQUESTED BY: 
Principal, ECHS - Charlotte

FUNDING VERIFIED AND APPROVED BY: 
Vice President, Administrative Services

APPROVED FOR AGENDA BY: 
President



Board of Trustees Report

Just one week after the July Board of Trustees meeting, ECHS – Charlotte teachers will be returning to campus; the students will follow a week later with classes beginning August 6. Don't you remember when summer vacation was three months long and school started after Labor Day? ECHS – Charlotte teachers will have had a nine-week summer vacation and the students will have enjoyed ten weeks off.

However, many ECHS-Charlotte students have been doing dual enrollment courses at the college this summer: 43 juniors and seniors are taking a total of 82 courses. Additionally, 146 others, mostly freshmen and sophomores, are taking 174 courses through Florida Virtual School, some trying to improve D or F grades in core classes, others pursuing electives that we do not offer at the high school.

Collaboration and joint decision making will be priorities during the pre-school teacher work week when we review four years of performance data; study the results of parent, student, and staff surveys; and establish our individual and school-wide goals for the 2013-2014 year. Professional in-service will focus on high effect size strategies, those instructional and leadership strategies that have a high probability of positively impacting student learning in significant ways.

One advantage of being part of a small charter school is the opportunity to experiment with different, sometimes non-traditional, methods of teaching. An outgrowth of the first year of ECHS – Charlotte was the constantly evolving Freshman Success course which is similar to the Cornerstone Experience course at ESC. Two years later we moved World History to freshman year and U.S. History to sophomore year, thus providing increased collaboration among the English and social studies teachers.

This year we will have two more changes. The traditional mathematics sequence is Algebra I – Geometry – Algebra II. We will experiment with a new sequence – Algebra I – Algebra II – Geometry – which we hope will provide greater retention of algebraic skills. Also, since Chemistry is taught at the sophomore year, we will be able to study whether having Algebra II simultaneously with Chemistry is helpful in understanding the mathematical concepts in Chemistry.

The second change is to institute a supervised study period during the school day. Not only will the teachers monitoring the study hall be responsible for helping the students to develop good study habits and establish clear academic goals, but also they will serve as advisers to the students, especially at each 4-week grade review time. Additionally, the supervised study time will provide opportunities for students to establish study groups and to work with peer tutors. Tutor Craig Howland will be able to hold tutoring sessions with individuals and small groups without pulling the students from lunch or elective courses.

We will be pleased to welcome Lisandra Tayloe, Spanish teacher, as a new member of our faculty. Holding both a bachelor's degree and a master's degree from East Stroudsburg University in Pennsylvania, Lisa comes to us with four years of teaching experience at the Pocono Mountain School District in Swiftwater, PA, and Florida Virtual School.

Meeting of the
EDISON STATE COLLEGE DISTRICT BOARD OF TRUSTEES
July 23, 2013

AGENDA ITEM: 12

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 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:



Principal, ECHS - Lee

FUNDING VERIFIED AND APPROVED BY:

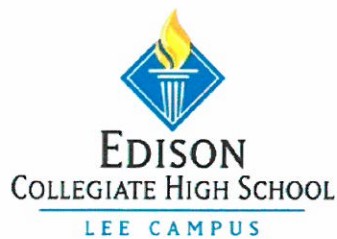


Vice President, Administrative Services

APPROVED FOR AGENDA BY:



President



As of the first week of August, preparations are in place for a strong and academically focused first day of school on August 8th. Before leaving for the summer, staff has completed development of several new processes related to classroom management and completely moved our scope and sequence planning documents to reference the new Common Core standards.

Summer activity involves behind-the-scenes projects that include developing a plan to grow seeds for ECHO's global seed bank (and creating the space necessary to do so), constructing and delivery of a dancing robot for Edison Ford Estates, creating and populating a new customized student data base, and refreshing the nearly 250 iPads and laptops that students use during the year. The addition of lots of camera and video gear has us ready to focus on using video as both a teaching and learning tool.

As we look forward to next year, a couple positive opportunities to work with the School of Education have presented themselves. In support of the secondary science degree programs offered by Edison State College, ECHS – Lee has begun to lay the foundation for hosting practicum students who will supervise high school students in various STEM data collection projects. These could include germination studies for various seed crops, water retention and soil moisture studies, participation with the Fish and Wildlife service in monitoring salinity, species tagging and other data based projects. The entire effort will live inside the idea that STEM and other related training almost always involves the collection of data. This data must then be analyzed and thoughtful conclusions can then be added to the general body of knowledge. By having interns and students participate in the process, they gain task specific knowledge and experience in the broader skills. Additionally, some of the iPad knowledge gained here at the high school will support an enterprise deployment of iPads in the School of Education.

Minimal staff turnover has been processed, one teacher leaving for family reasons and a replacement hired, as well as an additional office support person. With 400 students, the weight of managing bus service, individual advising, student health and dietary needs, and the assorted other mechanics of having a full student body have made these additions necessary. Besides the normal interdisciplinary lessons and project based learning scheduled to happen throughout the year, ECHS – Lee is currently planning to take our academic service to another level. This year, all in-house students will participate in an Advisory Program through their 7th period teacher. This program will deliberately focus on study skills, time management, and use student's own achievement data to help identify areas of strength and weakness. In the end, we hope to help more students live and learn consistent with our motto:

Work to Learn, Learn to Lead!