

**GOODWILL L.I.F.E. ACADEMY**

3365-D Seminole Avenue  
Fort Myers, Florida 33916

**MINUTES**

Goodwill Industries of Southwest Florida, Inc.  
4940 Bayline Drive, North Fort Myers, FL 33917

**Monday, July 11, 2011**  
4:00 p.m.

Call to Order Mr. Mike McKinley called the meeting to order at 4:05 p.m.

Present:	Mike McKinley, President	Ron Byrd, Board	Tom Feurig
	Bill McDaniel, V. President	Dale Schneider, Board	Rick Evanchyk
	Betsy Russell, Board	Hugh Kinsley, Board	Mike Sell
	Roger Bradley, Board	Carolyn Green, Board	Joe Torregrasso, Ed.D.
	Audrey Edwards	Pat Mann	Alice DeClemente,
		John Doramus	(Recorder)

Approval of Minutes: **Mr. Bill McDaniel made a motion to accept the Minutes as presented; Ms. Betsy Russell seconds the motion. All were in favor; motion carried.**

Approval of March, April and May Financial Statements: Mr. John Doramus, Vice President of Finance presented the statements and asked if there were any questions. The June Financial Statement which was not on the agenda was available and therefore presented at this meeting. The board inquired about a custodial expense on page 2 of the June report of the Budget Revenue and Expense Statement of \$6,107.42, which is inconsistent with amounts budgeted. Mr. Doramus said he would look into it because it is clearly over budget as well as what the substance of the entry was and would get back to the board. Mr. Bill McDaniel asked if there was a way to streamline the financials on a quarterly basis to consolidate the information in a manner that is more readable. Mr. Mike McKinley suggested Bill work with John on creating a report to show variance from month to month in simple bar charts and possibly forecast trends. Bill McDaniel said he would bring it back at the next meeting.

**Mr. Bill McDaniel made a motion to accept the Financials with the correction to be made on custodial expense as discussed; Ms. Betsy Russell seconds the motion. All were in favor and motion was carried.**

Approval of New Budget For 2011-2012: Mr. Doramus presented the new budget prepared by Stacey Pianka and Lynn Pottorf which reflected a balance budget built for a zero profit and loss by the end of the school year. The budget was based on 42 students with the same number of teachers as the previous year, almost a carbon copy of the 2010-2011. Goodwill allotted \$125,000 but the school only spent \$65,000. John Doramus further stated Finance is going to a new budget system and will put the L.I.F.E. Academy on it.

**Ms. Betsy Russell made a motion to approve the 2011-2012 budget; Mr. Dale Schneider seconds the motion. All were in favor and motion was carried.**

**NOTE: Amendment to the approved budget – Bill McDaniel made a motion to amend the approval of the budget to include transportation costs as a line item of \$1,950.00 as a fixed monthly expense to cover the maintenance and operational cost of \$650.00 for each of the 3 buses provided by the Lee County School District per the recommendation of Lynn Pottorf; Betsy Russell second the motion; all were in favor and motion carried.**

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Public Comment: There were no public comments.

Update on Policies and Procedures: Mr. Mike McKinley stated that there are meetings set up to meet again on the policies and procedures when Lynn returns from vacation and he will report on them at the next meeting.

Principal Update: \* Mr. Rick Evanchyk, Sr. V. P. of Administrative Services reviewed the Annual Report to the Board for School Year 2010-2011 composed by the Principal Ms. Lynn Pottorf. He directed the board to focus on the last page of the report under performance goals and note that under #1 a savings of \$163.00 per student was achieved through Lynn's efforts working with the school district to reduce transportation costs. We were presented with an alternative to the current transportation cost; we would lease the buses for \$1 and pay all other costs, or pay the school \$650.00 per month per bus (\$1,950.00) to cover all maintenance, inspections, repairs, tires, and all service costs concerning the running of the buses inclusive.

**Mike McKinley asked for a motion to amend the approval of the budget to accommodate the maintenance charges for the buses. All in favor signify by saying, "aye" and all opposed signify by like sign. Record reflects a unanimous approval to amend (see amendment under Approval of New Budget).**

\* Goal of achieving 43 students was not achieve.

\* Rick reported a meeting was recently held with Lynn, the PR Dept., Mike, and Joe to explore concepts on how to get the word out about the school. He stated they came up with about six initiatives to increase enrollment, one being to meet with the ESE teachers personally when they start back as they meet as a group. Rick stated we expanded the key the words of the website so that when a search is done by someone looking for a school in our area our name will come up. We are also visiting the Boys Club, Special Olympics, Parks & Receptions, and Cape Coral Special Populations. A letter would be composed for existing parents of the school to assist with recruiting; this letter would be mailed to them before school starts and the thought being that they may also know someone else who would be eligible for the school. Ron Byrd asked how many students we could have and Rick answered that the school could have 55 students without having to hire another staff person. Betsy said the next step then would be to sit down with Lynn and handle the evaluation because the governance training highlighted the importance of it and Rick said he has her appraisal to do which he is doing with Mike Sell and will have it completed by the end of July.

School Relocation: Rick Evanchyk reported that the interest Goodwill had in a possible site for the school on Dr. Martin Luther King Blvd. fell through due to problems with the owner; however, Goodwill has identified another space on Tice Street in Fort Myers to relocate the whole operation of the plant, administration building, as well as a perfect space of about 10,000 sq. ft. for the school with a turnaround. It is a wide open shell we can work with. Goodwill is doing its due diligence now. Bill

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School Relocation (*continued...*)

McDaniel has also toured the facility which is currently zoned industrial. Value and cost have not yet been determined. Stephen Bowen is our contractor and would be doing the work. Rick also added that it would allow Goodwill to house a retail store as well. Tom Feurig stated we are looking at late fall for a decision and then will look at what it will take to make it a school. More information will be available at the next meeting.

Lease Update:

The lease for the current location of the school was signed at a cost of \$7,000 per month with no maintenance built into it. The \$7,000 is included in the new budget. Rick reported that Goodwill's facilities management will take care of maintenance at no cost. The lease does not say this is for the final year. Bill McDaniel suggested we keep an account of what services are provided and the costs to Goodwill for the custodial work and facility management.

Discussion with Collier County on charter school:

Dr. Joe Torregrasso and Rick Evanchyk visited the Collier County School System on June 22<sup>nd</sup> to discuss Collier County's interest in starting a school like the L.I.F.E. Academy. Joe reported they were very receptive. Joe and Rick learned there are 450 students with disabilities so a school like the L.I.F.E. Academy is very much needed there. They will be coming September 22<sup>nd</sup> at 10:30am to walk through the school, meet with Lynn, and review the curriculum. Rick stated that we would need to have a commitment of at least 100 students in order to do this. Joe made it clear that it was for middle school and high school students who are developmentally disabled. This is a very exciting expansion of the mission if we can do this in Collier County. They will update the board at the next meeting.

Switching auditing firms  
For the 2011-2012 school

Mr. John Doramus reported that we are switching auditing firms and will send out an RFP to 2 or 3 firms at the end of the contract. The current audit when completed will also be sent to the school district and thereafter the RFP will be initiated. No decision is needed today but need the board's concurrence to move forward. John stated this type of audit work is very specialized and it would need to be done by a firm experienced with this. The consensus is to allow us to go ahead and solicit our RFP for that and this will be after 06/30/2012.

**Bill McDaniel made a motion to allow the process of an RFP to commence to choose a new auditor for Goodwill L.I.F.E. Academy. Betsy Russell second. All in favor signify by saying, "aye" and all opposed signify by like sign. Record reflects a unanimous to move forward with the RFP Process.**

Advisory Council  
Representative Comments:

Parent Representative Ms. Audrey Edwards said she was working on donations over the summer and was able to find a laser printer for the school but needed some assistance physically getting it to them. Ms. Edwards said she was honored this year to be a speaker on behalf of the graduating class of 2011 and really enjoyed it. Audrey stated that she uses every opportunity to talk about the school and offers her business cards to anyone interested in learning more. She said she is especially aware of open enrollment as the school prepares for the 2011-2012 school year and will continue to do what she can to get the word out and increase enrollment.

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New Business: Mike McKinley stated that all those who are required to be fingerprinted and go through the Florida Governance Training must do so as soon as possible. He will have Alice DeClemente forward the information to the board within the next few days along with directions so that we make sure we are in compliance. Tom Feurig said Alice will send the information in the form of an email. Mike stated that Lynn has a deadline of August 8<sup>th</sup> for completion of the audit.

Public Comment on any Related Topic: No comments.

Next Board Meeting: **Monday, October 10th 2011 at 4:00 p.m. at Goodwill Industries of SWFL, Inc.**

Adjournment: Board Chair declared meeting adjourned at 4:56 p.m.