

CLARK ADVANCED LEARNING CENTER GOVERNANCE COMMITTEE MINUTES

Members Present: Vicki Davis, presiding; Susie Caron, Mark Feurer, Christa Luna, Jose Conrado, Dr. Ed Massey, Tina Hart, Beth Gaskin, Debra Kohuth, Edith Pacacha, Sean Donahue, Andrew Treadwell and Suzanne Parsons recording

Edith Pacacha presented to the Committee for its approval, the following 2017/18 Budget Amendments:

- a. No. 2 – Fund II – Clark Advanced Learning Center – Current Fund, Restricted
- b. No. 1 – Fund VII, Clark Advanced Learning Center – PECO and Local Capital Improvement

On a motion made by Mark Feurer, seconded by Susie Caron and passed by the Committee, Budget Amendments No. 2 & 1 for 2017/18 were approved.

Edith Pacacha presented to the Committee for its approval, the 2017/18 Third Quarter Revenue & Expense Summary for Operating, PECO and Local Capital Improvement revenue funds.

On a motion made by Susie Caron, seconded by Christa Luna and passed by the Committee the 2017/18 Third Quarter Revenue & Expense Summary for Operating, PECO and Local Capital Improvement Revenue funds was approved.

Debbie Kohuth presented to the Committee for its approval, the allocation of the 2017/18 Local Capital Improvement Revenue funds.

On a motion made by Mark Feurer, seconded by Susie Caron and passed by the Committee, the allocation of the 2017/18 Local Capital Improvement Revenue funds was approved.



**District Board of Trustees
Clark Advanced Learning Center
Governance Committee
April 24, 2018
Agenda**

1. Request approval for the following 2017/18 Budget Amendments – *Edith Pacacha*
 - a. No. 2 – Fund II - Clark Advanced Learning Center – Current Fund, Restricted
 - b. No. 1 – Fund VII, Clark Advanced Learning Center – PECO and Local Capital Improvement
2. Request approval of the 2017/18 Third Quarter Revenue & Expense Summary for Operating, PECO and Local Capital Improvement Revenue – *Edith Pacacha*
3. Request approval for use of allocation of 2017/18 Local Capital Improvement Revenue funds – *Deb Kohuth*



INDIAN RIVER STATE COLLEGE

Finance Division

MEMORANDUM

TO: District Board of Trustees
Indian River State College

FROM: Edith R. Pacacha *Edith R. Pacacha*
Interim Vice President of Financial Services, CFO

VIA: Edwin R. Massey, PhD.
President

DATE: April 24, 2018

SUBJECT: Clark Advanced Learning Center
Fiscal Year 2017-2018 Clark Operating Budget Amendment Number Two

For your approval, please find attached the Fiscal Year 2017-2018 Clark Advanced Learning Center Operating Budget Amendment Number Two.

Thank you.

BUDGET AMENDMENT REQUEST
 CLARK ADVANCED LEARNING CENTER CHARTER HIGH SCHOOL
 at Indian River State College

Amendment Number: 2

Fiscal Year: 2017-2018

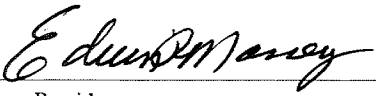
The District Board of Trustees of Indian River State College hereby approves the amendments to the Clark Advanced Learning Center budget for the fiscal year as follows:

Fund Name: Clark Advanced Learning Center - Current Fund - Restricted

Fund Number: Two

	Original Budget	Prior Budget Amcndments	Budget 12/31/2017	Current Budget Amendment		Current Budget
				Increase	Decrease	
Beginning Fund Balance	\$ 45,341	\$ 2,228,825	\$ 2,274,166	\$ -	\$ -	\$ 2,274,166
Revenues (Detail Attached)	<u>1,826,313</u>	<u>24,347</u>	<u>1,850,660</u>	<u>12,800</u>	<u>-</u>	<u>1,863,460</u>
Total to be Accounted for	<u>\$ 1,871,654</u>	<u>\$ 2,253,172</u>	<u>\$ 4,124,826</u>	<u>\$ 12,800</u>	<u>\$ -</u>	<u>\$ 4,137,626</u>
Personnel Expenses (Detail Attached)	\$ 1,201,292	\$ 21,912	\$ 1,223,204	\$ 12,800	\$ -	\$ 1,236,004
Books, Categoricals, and Services (Detail Attached)	541,131	2,435	543,566	-	-	\$ 543,566
Facilities, Capital, and Contingency (Detail Attached)	129,231	-	129,231	-	-	129,231
Ending Fund Balance	<u>-</u>	<u>2,228,825</u>	<u>2,228,825</u>	<u>-</u>	<u>-</u>	<u>2,228,825</u>
Total to be Accounted for	<u>\$ 1,871,654</u>	<u>2,253,172</u>	<u>4,124,826</u>	<u>\$ 12,800</u>	<u>\$ -</u>	<u>\$ 4,137,626</u>

Justification: To reduce categorical revenue and re-allocate expenses to other budget lines.

Certified: 
 President

Date: 4/24/18

**Clark Advanced Learning Center Charter High School
at Indian River State College
Budget Amendment Number 2 - Detail
For the 2017-2018 Fiscal Year**

Revenues	Original Budget	Prior Budget Amendments	Budget 12/31/2017	Current Budget Amendment		Current Budget
				Increase	Decrease	
State FEFP and Local Funding	\$ 1,489,654	\$ 24,347	\$ 1,514,001	\$ 40,797	\$ -	\$ 1,554,798
State Categorical funding	114,747	-	114,747	-	27,997	\$ 86,750
IRSC Operating Costs for CLARK	215,912	-	215,912	-	-	\$ 215,912
Interest and Other Income	6,000	-	6,000	-	-	\$ 6,000
Total Revenues	\$ 1,826,313	\$ 24,347	\$ 1,850,660	\$ 40,797	\$ 27,997	\$ 1,863,460
Budgeted Fund Balance Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Budgeted Fund Balance Reserves for Operating Expenses	45,341	-	45,341	-	-	\$ 45,341
Total Revenues and Fund Balance Reserves	\$ 1,871,654	\$ 24,347	\$ 1,896,001	\$ 40,797	\$ 27,997	\$ 1,908,801
Expenses						
Personnel						
Salaries	\$ 917,984	\$ 20,355	\$ 938,339	\$ 11,890	\$ -	\$ 950,229
Benefits	283,308	1,557	284,865	910	-	\$ 285,775
Total Personnel	\$ 1,201,292	\$ 21,912	\$ 1,223,204	\$ 12,800	\$ -	\$ 1,236,004
Books, Supplies & Curriculum Development						
Instructional Materials and Supplies	\$ 10,000	\$ 2,435	\$ 12,435	\$ 25,023	\$ -	\$ 37,458
Instructional Support - Dual Enrollment Tuition	240,000	-	240,000	-	-	\$ 240,000
Curriculum Development & Software	10,000	-	10,000	-	1,700	\$ 8,300
Total Books, Supplies & Curriculum Development	\$ 260,000	\$ 2,435	\$ 262,435	\$ 25,023	\$ 1,700	\$ 285,758
Categoricals						
Transportation	\$ 16,200	\$ -	\$ 16,200	\$ -	\$ 10,474	\$ 5,726
Instructional Materials	18,353	-	18,353	-	8,303	\$ 10,050
Dual Enrollment Instructional Materials	80,194	-	80,194	-	9,220	\$ 70,974
Total Categoricals	\$ 114,747	\$ -	\$ 114,747	\$ -	\$ 27,997	\$ 86,750
Transportation, Services, Insurance & Development						
Transportation	\$ 5,000	\$ -	\$ 5,000	\$ 16,874	\$ -	\$ 21,874
Services	82,475	-	82,475	-	13,900	\$ 68,575
Insurance	22,000	-	22,000	-	-	\$ 22,000
Professional Development	25,000	-	25,000	1,700	-	\$ 26,700
Administrative Fee	31,909	-	31,909	-	-	\$ 31,909
Total Services, Insurance & Development	\$ 166,384	\$ -	\$ 166,384	\$ 18,574	\$ 13,900	\$ 171,058
Facilities, Capital & Contingency						
Facility Maintenance & Utilities	\$ 88,901	\$ -	\$ 88,901	\$ 6,650	\$ -	\$ 95,551
Technology, Equipment, and Repairs	18,000	-	18,000	-	6,650	\$ 11,350
Contingency	22,330	-	22,330	-	-	\$ 22,330
Total Facilities, Capital & Contingency	\$ 129,231	\$ -	\$ 129,231	\$ 6,650	\$ 6,650	\$ 129,231
Total Expenses	\$ 1,871,654	\$ 24,347	\$ 1,896,001	\$ 63,047	\$ 50,247	\$ 1,908,801



INDIAN RIVER STATE COLLEGE

Finance Division

MEMORANDUM

TO: District Board of Trustees
Indian River State College

FROM: Edith R. Pacacha *Edith R. Pacacha*
Interim Vice President of Financial Services, CFO

VIA: Edwin R. Massey, PhD.
President

DATE: April 24, 2018

SUBJECT: Clark Advanced Learning Center
Fiscal Year 2017-2018 Clark PECO and LCIR Budget Amendment Number One

For your approval, please find attached the Fiscal Year 2017-2018 Clark Advanced Learning Center PECO and Local Capital Improvement Revenue (LCIR) Budget Amendment Number One.

Thank you.

BUDGET AMENDMENT REQUEST
 CLARK ADVANCED LEARNING CENTER CHARTER HIGH SCHOOL
 at Indian River State College

Amendment Number: 1

Fiscal Year: 2017-2018


The District Board of Trustees of Indian River State College hereby approves the amendments to the Clark Advanced Learning Center budget for the fiscal year as follows:

Fund Name: Clark Advanced Learning Center - PECO and Local Capital Improvement

Fund Number: Seven

	<u>Original Budget</u>	<u>Prior Budget Amendments</u>	<u>Budget 12/31/2017</u>	<u>Current Budget Increase</u>	<u>Amendment Decrease</u>	<u>Current Budget</u>
Beginning Fund Balance	\$ 212,064	\$ -	\$ 212,064	\$ -	\$ 47,535	\$ 164,529
Revenues (Detail Attached)	<u>66,806</u>	<u>-</u>	<u>66,806</u>	<u>336,061</u>	<u>-</u>	<u>402,867</u>
Total to be Accounted for	<u>\$ 278,870</u>	<u>\$ -</u>	<u>\$ 278,870</u>	<u>\$ 336,061</u>	<u>\$ 47,535</u>	<u>\$ 567,396</u>
Expenditures (Detail Attached)	\$ 200,735	\$ -	\$ 200,735	\$ 352,391	\$ -	\$ 553,126
Fiscal Year 2017-18 Ending Fund Balance	<u>78,135</u>	<u>-</u>	<u>78,135</u>	<u>-</u>	<u>63,865</u>	<u>14,270</u>
Total to be Accounted for	<u>\$ 278,870</u>	<u>\$ -</u>	<u>\$ 278,870</u>	<u>\$ 352,391</u>	<u>\$ 63,865</u>	<u>\$ 567,396</u>

Justification: To amend Clark Advanced Learning Center capital outlay budget as follows: adjust PECO revenue and fund balance budget to reconcile to Fiscal Year 2017-18 Funding Allocation noted on FLDOE website; to reconcile PECO fund balance to actuals; and, to allocate revenue and expenses for receipt of the new Local Capital Improvement Revenue.

Certified: 
 President

Date: 4/24/18



INDIAN RIVER STATE COLLEGE

Finance Division

MEMORANDUM

TO: District Board of Trustees
Indian River State College

FROM: Edith R. Pacacha *Edith R. Pacacha*
Interim Vice President of Financial Services, CFO

VIA: Edwin R. Massey, PhD.
President

DATE: April 24, 2018

SUBJECT: Clark Advanced Learning Center
Fiscal Year 2017-2018 Third Quarter Revenue and Expense Summary

For your approval, please find attached the Fiscal Year 2017-2018 Clark Advanced Learning Center, Operating, PECO, and Local Capital Improvement Revenue (LCIR) Third Quarter Revenue and Expense Summary.

Thank you.

Clark Advanced Learning Center Charter High School
at Indian River State College
Summary of Revenues and Expenses - Operating Fund (Unaudited)
For the Period Ending March 31, 2018

	Original Budget FY 17/18	Budget Amendments	Current Operations Budget	Year-to-Date Revenues & Expenses	Remaining Budget Balance	Percentage Budget Remaining
Revenues						
State FEFP and Local	\$ 1,489,654	\$ 65,144	\$ 1,554,798	\$ 1,181,160	\$ 373,638	24%
State Categorical Funding	114,747	(27,997)	\$ 86,750	64,963	21,787	25%
IRSC Operating Expense Contribution	215,912	-	\$ 215,912	161,934	53,978	25%
Interest and Other Income	6,000	-	\$ 6,000	(2,723)	6,000	100%
Total Revenues	\$ 1,826,313	\$ 37,147	\$ 1,863,460	\$ 1,405,334	\$ 455,403	24%
Budgeted Fund Balance Reserves for Operating Expenses	45,341	-	\$ 45,341	-	45,341	100%
Total Revenues and Fund Balances Reserves	\$ 1,871,654	\$ 37,147	\$ 1,908,801	\$ 1,405,334	\$ 500,744	26%
Expenses						
Personnel						
Salaries	\$ 917,984	\$ 32,246	\$ 950,230	\$ 687,288	\$ 262,942	28%
Benefits	283,308	2,466	\$ 285,774	192,219	93,555	33%
Total Personnel	\$ 1,201,292	\$ 34,712	\$ 1,236,004	\$ 879,507	\$ 356,497	29%
Books, Supplies & Curriculum						
Instructional Books, Materials and Supplies	\$ 10,000	\$ 27,458	\$ 37,458	\$ 25,842	\$ 11,616	31%
Instructional Support	240,000	-	\$ 240,000	229,603	10,397	4%
Curriculum Development & Software	10,000	(1,700)	\$ 8,300	3,326	4,974	60%
Total Books, Supplies & Curriculum	\$ 260,000	\$ 25,758	\$ 285,758	\$ 258,771	\$ 26,987	9%
Categoricals						
Transportation	\$ 16,200	\$ (10,474)	\$ 5,726	\$ 5,726	\$ -	0%
Instructional Materials	18,353	(8,303)	\$ 10,050	10,050	-	0%
Dual Enrollment Instructional Materials	80,194	(9,220)	\$ 70,974	70,974	-	0%
Total Categoricals	\$ 114,747	\$ (27,997)	\$ 86,750	\$ 86,750	\$ -	0%
Services, Insurance & Development						
Transportation	\$ 5,000	\$ 16,874	\$ 21,874	\$ 6,802	\$ 15,072	69%
Services	82,475	(13,900)	\$ 68,575	45,250	\$ 23,325	34%
Insurance	22,000	-	\$ 22,000	7,058	\$ 14,942	68%
Professional Development	25,000	1,700	\$ 26,700	9,061	\$ 17,639	66%
Administrative Fee	31,909	-	\$ 31,909	23,863	\$ 8,046	25%
Total Services, Insurance & Development	\$ 166,384	\$ 4,674	\$ 171,058	\$ 92,034	\$ 79,024	46%
Facilities, Capital & Contingency						
Facility Maintenance & Utilities	\$ 88,901	\$ 6,650	\$ 95,551	\$ 56,699	\$ 38,852	41%
Technology, Equipment, and Repairs	18,000	(6,650)	\$ 11,350	4,499	6,851	60%
Contingency	22,330	-	\$ 22,330	-	22,330	100%
Total Facilities, Capital & Contingency	\$ 129,231	\$ -	\$ 129,231	\$ 61,198	\$ 68,033	53%
Total Expenses	\$ 1,871,654	\$ 37,147	\$ 1,908,801	\$ 1,378,260	\$ 530,541	28%

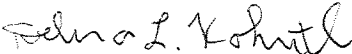
clark advanced learning center


located at


Indian River State College Chastain Campus
2400 S.E. Salerno Road • Stuart, FL 34997 • Phone 772-419-5750

MEMORANDUM

TO: Edwin R. Massey, Ph.D.
President

FROM: Debra L. Kohuth 
Executive Director, Clark Advanced Learning Center

Elizabeth Gaskin 
Provost, Martin County-Chastain Campus

VIA: Tina Hart, Ph.D. 
Vice President of Enrollment and Student Services

DATE: April 17, 2018

RE: Requested Use of Local Capital Improvement Revenue (LCIR) Funds

The Florida Department of Education has informed us that the Clark's 2017-18 allocation of Local Capital Improvement Revenue (LCIR) funds is \$358,597. We recommend Board approval to utilize the LCIR funds for facility improvements totaling \$198,241 as noted below:

Facility Upgrades to Building D - Clark Advanced Learning Center:

1. Interior Lighting Upgrade for functionality and energy savings
2. Full Flooring Replacement of first floor

Thank you for your consideration of this recommendation.