

# GOODWILL L.I.F.E. ACADEMY

3365-D Seminole Avenue  
Fort Myers, Florida 33916  
Board of Director Minutes

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

Monday, June 24, 2013  
4:00 p.m.

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## Call to Order and Opening

### Comments:

Mr. McKinley called the meeting to order at 4:00 p.m. and welcomed Mrs. Edwards back to the board as secretary/treasurer and parent representative. Mrs. Edwards stated she is very happy to be back. Mr. Richards thanked her for her patience as we corrected some I.T. issues that interfered with communication.

### Present:

Mr. Bernard Duffy  
Mrs. Audrey Edwards  
Mr. Allen Humfleet  
Mr. Pat Mann  
Mr. William McDaniel  
Mr. Michael McKinley

Mr. John Doramus  
Ms. Lynn Pottorf  
Mr. Fred Richards  
Mr. Todd Ryan  
Mr. Doug Stewart

### Approval of Minutes from April 1, 2013:

**Mr. Mann made a motion to accept the minutes as presented; Mr. McDaniel seconded; all were in favor. It was unanimous; motion carried.**

### Approval of Financials:

- February 2013
- March 2013
- April 2013
- May 2013

Mr. Doramus was pleased to introduce Mr. Stewart, the new Director of Finance, and stated he will be working closely with the financials for the LIFE Academy. Mr. Doramus stated that since reverting to monthly financials, he was able to prepare February through April 2013, and copies of the May financials were distributed and now made a part of these minutes. Mr. McDaniel thanked Mr. Doramus for doing the monthly statements again. He inquired about a recurring item on the balance sheet (under assets) of \$1,200. Mr. Stewart stated the cost was for an alarm system installed or repaired at the former school. Since the cost is an expense of the former facility, the balance will be written off as a loss in June and will not carry over to the July financial statement. Mr. McDaniel asked about the insurance costs listed on page 5 (100-4000-7100-320) under building maintenance, and on page 15 (100-4000-7900-320) under building maintenance, and on page 17 (100-4000-7300-320) under Insurance General. Mr. Doramus said he would look into it and get back to him as soon as possible. Mr. McKinley inquired if there would be a significant savings to the school with the relocation, and if it would significantly reduce the contribution and support from Goodwill. Mr. Doramus replied that there would be a significant savings to the school. Mr. McKinley asked if the savings was earmarked for any other program enhancements, and the response was no. **Mr. McDaniel made a motion to approve the financials from February 2013 through May 31, 2013; Mr. Duffy seconded; all were in favor. It was a unanimous vote; motion carried.**

### ● 2013-2014 Operating and Capital Budgets:

Mr. Doramus presented the proposed budget for the new school for the 2013-2014 school year. He stated the school facility will go into Goodwill's financial statements as rental property. Goodwill will charge the school an all-inclusive rate on a monthly basis, which will cover depreciation, repairs, maintenance, insurance, and upkeep at a cost of \$3,500 per month. The estimated savings is between \$35,000 to \$40,000 per year. A revised budget was provided as a handout by Mr. Richards who has been working closely with Ms. Pottorf to prepare it. The deadline for submission to the school district for approved budget is July 1<sup>st</sup>. The revised budget replaces the one originally submitted in the packet

and is now made a part of these minutes. Mr. Stewart stated that this is a side-by-side comparison of the actual figures for any month for the current fiscal. The May and June numbers indicated for this year are from the current year's budget and were then populated to forecast the upcoming fiscal year's budget indicated. The FEFP funding from the county is per their current funding calculation so the biggest piece of the revenue coming in is per that calculation. Ms. Pottorf added that the district can recalculate several times during the course of the year but it would have to be a significant variance in the student enrollment (10% or greater). Mr. Stewart further stated that there is an additional amount layered in based on possible anticipated student increases of approximately \$21,000. He reported they had not run any capital budget yet for the upcoming year. Mr. Doramus pointed out that on the revenue side; the short fall for 2014 is estimated to be \$155,372, which is the basis for the Goodwill contribution. Whatever the deficit is, Goodwill makes that contribution to the school and it is required by contractual obligation of the school district that we end each year with a zero balance. **Mr. McDaniel made a motion to approve the budget as presented; Mr. Mann seconded the motion. All were in favor. It was a unanimous vote; motion carried.**

Public Comment: There was no public comment.

Policies and Procedures Update: Mr. Richards reported the policies and procedures are in the final stages. He reviewed about 20 policies and procedures and sent them to Tom Young of Neola. We have some outstanding I.T. issues and currently our I.T. Department is reviewing them. As soon as they are completed, we will have a draft circulated to the board for their review and approval.

Principal Update: Ms. Pottorf reviewed the highlights and activities of the school up through June 18, 2013. She reported that five students graduated on May 16<sup>th</sup>, and it was covered by the News Press online. There are plans to create a memory garden and also a time capsule at the new school. Ribbon cutting is scheduled for Wednesday, July 10<sup>th</sup> at 10:30 a.m.

L.I.F.E. Academy Communication Plan Ms. Pottorf states that eight new students have enrolled for the 2013-2014 school year and she expects more. She provided a wish list for needed supplies for projects like baking, artwork, pennies for their Pennies for Possibilities Program, and items needed for the new location. Internet advertising has been very successful; people have been contacting the school. Ms. Pottorf said they getting referrals from the school system, and calls from parents interested in the school after seeing some of the free television coverage of their activities. She is working very hard to recruit new students. Mr. McDaniel remarked that at the last meeting he offered to share information with Ms. Pottorf on a consultant he used who successfully brought attention to his website and felt it would have saved the school a considerable amount of money as well. Ms. Pottorf stated, a direct mail approach was already underway at the time. The approach was unsuccessful. Mr. Richards stated that he would ensure Mr. McDaniel is contacted for the information and proceed accordingly. Mrs. Edwards added that statistics show that direct mail and sending out flyers is not successful, and is expensive. Mr. McDaniel stated that any business decisions for the school should have Ms. Pottorf's direct input because she is the one accountable to the board.

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School Relocation  
Update:

Ms. Pottorf reported they officially moved into the school on June 19<sup>th</sup>, and everything is going very well. She is very pleased with the layout, the floors, and all the space. There is going to be a lot of traffic coming through the front doors and she is hoping to get an entry mat with the school's name on it to make a good impression. Mr. McDaniel reported that he was contacted by the Masonic Lodge that saw the school's wish list through the announcement of the ribbon cutting, and they would like to contribute to it. Mr. McDaniel said he would work closely with them and see if he can orchestrate the gift. Ms. Pottorf stated that she was contacted by a sorority who also saw the wish list and would like to work with us.

Advisory Council  
Representative Comments:

Mrs. Edwards said they are working on developing Satisfaction Surveys.

New Business:

Mr. McKinley asked how we are handling the increase in teacher compensation. Ms. Pottorf said the school has not established that yet so she is still giving the same raise amount that the district is giving.

Mr. Richards suggested that Ms. Pottorf try to restart the parent advisory group meetings again. Ms. Pottorf said that she conducted at least seven meetings prior and turnout has been very low. Mr. Richards responded that it was recommended from a parent that perhaps they could have the option of an evening meeting. Ms. Pottorf said she would try again. Mr. Richards said the important aspect of having parent involvement is the feedback they provide, which assists in the qualitative improvement process. The continuous quality improvement activities, what do we need to do better; how can we improve marketing; what suggestions would the parents have for the students. Mrs. Edwards agreed that meeting in the evening would work better and is more convenient because everyone works. Mr. Richards said that ultimately we need to get the school to full capacity and he believes the parents can help us develop the method to increase enrollment.

Next Board Meeting:

Monday, October 7, 2013 is the next meeting.

Adjournment:

Mr. McKinley declared meeting adjourned at 4:53 p.m.

