

**CLARK ADVANCED LEARNING CENTER GOVERNANCE  
COMMITTEE MEETING  
MINUTES**

Members Present: Tony George, presiding, Vicki Davis, Susie Caron, Mark Feurer, Sandy Krischke, Christa Luna, Brant Schirard, Jose Conrado, Dr. Ed Massey, Barry Keim, Edith Pacacha, Tina Hart, Beth Gaskin, Debbie Kohuth and Suzanne Parsons, recording

Edith Pacacha presented to the Committee, for its approval, the following 2019/20 Budget Amendment:

- a. No. 2 – Fund II, Clark Advanced Learning Center, Current Fund - Restricted

On a motion made by Mark Feurer, seconded by Vicki Davis and passed by the Committee, 2019/20 Budget Amendment No. 2 was approved.

Edith Pacacha presented to the Committee, for its approval, the 2019/20 Second Quarter Revenue & Expense Summary for Operating, PECO and Local Capital Improvement Revenue.

On a motion made by Sandy Krischke, seconded by Brant Schirard and passed by the Committee, the 2019/20 Second Quarter Revenue & Expense Summary for Operating, PECO and Local Capital Improvement Revenue was approved.



**District Board of Trustees  
Clark Advanced Learning Center  
Governance Committee  
January 28, 2020  
Agenda**

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1. Request approval for the following 2019/20 Budget Amendment – *Edith Pacacha*
  - a. No. 2 – Fund II - Clark Advanced Learning Center – Current Fund - Restricted
  
2. Request approval of the 2019/20 Second Quarter Revenue & Expense Summary for Operating, PECO and Local Capital Improvement Revenue – *Edith Pacacha*



# INDIAN RIVER STATE COLLEGE

Finance Division

## MEMORANDUM

TO: District Board of Trustees  
Indian River State College

FROM: Edith Pacacha *Edith Pacacha*  
Associate Dean of Finance

VIA: Edwin R. Massey, PhD.  
President

Barry Keim *Barry Keim*  
Interim Vice President of Financial Services, CFO

DATE: January 28, 2020

SUBJECT: Clark Advanced Learning Center  
Fiscal Year 2019-2020 Clark Operating Budget Amendment Number Two

For your approval, please find attached the Fiscal Year 2019-2020 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: 2019-2020

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 Amendments	Budget	Current Budget Increase	Current Budget Decrease	Current Budget
Beginning Fund Balance	\$ 582,469	\$ 1,790,879	\$ 2,373,348	\$ -	\$ -	\$ 2,373,348
Revenues (Detail Attached)	1,856,807	-	1,856,807	24,318	-	1,881,125
Total to be Accounted for	<u>\$ 2,439,276</u>	<u>\$ 1,790,879</u>	<u>\$ 4,230,155</u>	<u>\$ 24,318</u>	<u>\$ -</u>	<u>\$ 4,254,473</u>
Personnel Expenses (Detail Attached)	\$ 1,410,064	\$ -	\$ 1,410,064		\$ 28,703	\$ 1,381,361
Books, Categoricals, and Services (Detail Attached)	508,211	-	508,211	33,310	-	\$ 541,521
Facilities, Capital, and Contingency (Detail Attached)	521,001	-	521,001	19,711	-	540,712
Ending Fund Balance	-	1,790,879	1,790,879	-	-	1,790,879
Total to be Accounted for	<u>\$ 2,439,276</u>	<u>1,790,879</u>	<u>4,230,155</u>	<u>\$ 53,021</u>	<u>\$ 28,703</u>	<u>\$ 4,254,473</u>

Justification: To recognize receipt of School Recognition Dollars and realign budget for operating expenses.

Certified:   
President

Date: January 28, 2020

Clark Advanced Learning Center Charter High School  
at Indian River State College  
Budget Amendment Number 2- Detail  
For the 2019-2020 Fiscal Year

Revenues	Original Budget	Prior Budget Amendments	Budget	Current Budget Amendment		Current Budget
				Increase	Decrease	
State FEFP and Local Funding	\$ 1,594,174	\$ -	\$ 1,594,174	\$ 24,318	\$ -	\$ 1,618,492
State Categorical funding	73,561	-	73,561	-	-	73,561
IRSC Operating Costs for CLARK	183,072	-	183,072	-	-	183,072
Interest and Other Income	6,000	-	6,000	-	-	6,000
<b>Total Revenues</b>	<b>\$ 1,856,807</b>	<b>\$ -</b>	<b>\$ 1,856,807</b>	<b>\$ 24,318</b>	<b>\$ -</b>	<b>\$ 1,881,125</b>
Budgeted Fund Balance Reserves for Operating Expenses	\$ 582,469	\$ 1,790,879	\$ 2,373,348	\$ -	\$ -	\$ 2,373,348
<b>Total Revenues and Fund Balance Reserves</b>	<b>\$ 2,439,276</b>	<b>\$ 1,790,879</b>	<b>\$ 4,230,155</b>	<b>\$ 24,318</b>	<b>\$ -</b>	<b>\$ 4,254,473</b>
<b>Expenses</b>						
<b>Personnel</b>						
Salaries	\$ 1,066,733	\$ -	\$ 1,066,733	\$ -	21,129	\$ 1,045,604
Benefits	343,331	-	343,331	-	7,574	\$ 335,757
<b>Total Personnel</b>	<b>\$ 1,410,064</b>	<b>\$ -</b>	<b>\$ 1,410,064</b>	<b>\$ -</b>	<b>28,703</b>	<b>\$ 1,381,361</b>
<b>Books, Supplies &amp; Curriculum Development</b>						
Instructional Materials and Supplies	\$ 30,000	\$ -	\$ 30,000	\$ 3,216	\$ -	\$ 33,216
Instructional Support - Dual Enrollment Tuition	254,000	-	254,000	-	-	\$ 254,000
<b>Total Books, Supplies &amp; Curriculum Development</b>	<b>\$ 284,000</b>	<b>\$ -</b>	<b>\$ 284,000</b>	<b>\$ 3,216</b>	<b>\$ -</b>	<b>\$ 287,216</b>
<b>Categoricals</b>						
Transportation	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000
Instructional Materials	67,561	-	67,561	-	59,454	\$ 8,107
Dual Enrollment Instructional Materials	-	-	-	59,454	-	\$ 59,454
<b>Total Categoricals</b>	<b>\$ 73,561</b>	<b>\$ -</b>	<b>\$ 73,561</b>	<b>59,454</b>	<b>59,454</b>	<b>\$ 73,561</b>
<b>Transportation, Services, Insurance &amp; Development</b>						
Transportation	\$ 37,000	\$ -	\$ 37,000	\$ -	\$ -	\$ 37,000
Services	38,650	-	38,650	26,094	-	\$ 64,744
Insurance	22,000	-	22,000	1,000	-	\$ 23,000
Professional Development	20,500	-	20,500	3,000	-	\$ 23,500
Administrative Fee	32,500	-	32,500	-	-	\$ 32,500
<b>Total Services, Insurance &amp; Development</b>	<b>\$ 150,650</b>	<b>\$ -</b>	<b>\$ 150,650</b>	<b>\$ 30,094</b>	<b>\$ -</b>	<b>\$ 180,744</b>
<b>Facilities, Capital &amp; Contingency</b>						
Facility Maintenance & Utilities	\$ 79,001	\$ -	\$ 79,001	\$ -	\$ -	\$ 79,001
Technology, Equipment, and Repairs	427,000	-	427,000	-	-	\$ 427,000
Contingency	15,000	-	15,000	19,711	-	\$ 34,711
<b>Total Facilities, Capital &amp; Contingency</b>	<b>\$ 521,001</b>	<b>\$ -</b>	<b>\$ 521,001</b>	<b>\$ 19,711</b>	<b>\$ -</b>	<b>\$ 540,712</b>
<b>Total Expenses</b>	<b>\$ 2,439,276</b>	<b>\$ -</b>	<b>\$ 2,439,276</b>	<b>\$ 112,475</b>	<b>\$ 88,157</b>	<b>\$ 2,463,594</b>



# INDIAN RIVER STATE COLLEGE

Finance Division

## MEMORANDUM

TO: District Board of Trustees  
Indian River State College

FROM: Edith Pacacha *Edith Pacacha*  
Associate Dean of Finance

VIA: Edwin R. Massey, PhD.  
President

Barry Keim *Barry Keim*  
Interim Vice President of Financial Services, CFO

DATE: January 28, 2020

SUBJECT: Clark Advanced Learning Center  
Fiscal Year 2019-2020 Second Quarter Revenue and Expense Summary

For your approval, please find attached the Fiscal Year 2019-2020 Clark Advanced Learning Center, Operating, PECO, and Local Capital Improvement Revenue (LCIR) Second 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 December 31, 2019

	Present Budget FY 19/20	Budget Amendments Q2	Current Operations Budget	Year-to-Date Revenues & Expenses	Remaining Budget Balance	Percentage Budget Remaining
<b>Revenues</b>						
State FEFP and Local	\$ 1,594,174	\$ 24,318	\$ 1,618,492	\$ 822,682	\$ 795,810	49%
State Categorical Funding	73,561	-	73,561	36,815	36,746	50%
IRSC Operating Expense Contribution	183,072	-	183,072	91,536	91,536	50%
Interest and Other Income	6,000	-	6,000	1,484	4,516	75%
<b>Total Revenues</b>	<b>\$ 1,856,807</b>	<b>\$ 24,318</b>	<b>\$ 1,881,125</b>	<b>\$ 952,517</b>	<b>\$ 928,608</b>	<b>49%</b>
Budgeted Fund Balance Reserves	\$ 582,469	\$ -	\$ 582,469	-	\$ 582,469	100%
<b>Total Revenues and Fund Balances Reserves</b>	<b>\$ 2,439,276</b>	<b>\$ 24,318</b>	<b>\$ 2,463,594</b>	<b>\$ 952,517</b>	<b>\$ 1,511,077</b>	<b>61%</b>
<b>Expenses</b>						
<b>Personnel</b>						
Salaries	\$ 1,066,733	\$ (21,129)	\$ 1,045,604	\$ 491,864	\$ 553,740	53%
Benefits	343,331	(7,574)	335,757	150,952	184,805	55%
<b>Total Personnel</b>	<b>\$ 1,410,064</b>	<b>\$ (28,703)</b>	<b>\$ 1,381,361</b>	<b>\$ 642,816</b>	<b>\$ 738,545</b>	<b>53%</b>
<b>Books, Supplies &amp; Curriculum</b>						
Instructional Books, Materials and Supplies	\$ 30,000	\$ 3,216	\$ 33,216	\$ 16,224	\$ 16,992	51%
Instructional Support	254,000	-	254,000	109,566	144,434	57%
<b>Total Books, Supplies &amp; Curriculum</b>	<b>\$ 284,000</b>	<b>\$ 3,216</b>	<b>\$ 287,216</b>	<b>\$ 125,790</b>	<b>\$ 161,426</b>	<b>56%</b>
<b>Categoricals</b>						
Transportation	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	0%
Instructional Materials	67,561	(59,454)	8,107	1,892	6,215	77%
Dual Enrollment Instructional Materials	-	59,454	59,454	25,759	33,695	57%
<b>Total Categoricals</b>	<b>\$ 73,561</b>	<b>\$ -</b>	<b>\$ 73,561</b>	<b>\$ 33,651</b>	<b>\$ 39,910</b>	<b>54%</b>
<b>Services, Insurance &amp; Development</b>						
Transportation	\$ 37,000	\$ -	\$ 37,000	\$ 795	\$ 36,205	98%
Services	38,650	26,094	64,744	17,757	46,987	73%
Insurance	22,000	1,000	23,000	8,644	14,356	62%
Professional Development	20,500	3,000	23,500	8,176	15,324	65%
Administrative Fee	32,500	-	32,500	13,946	18,554	57%
<b>Total Services, Insurance &amp; Development</b>	<b>\$ 150,650</b>	<b>\$ 30,094</b>	<b>\$ 180,744</b>	<b>\$ 49,318</b>	<b>\$ 131,426</b>	<b>73%</b>
<b>Facilities, Capital &amp; Contingency</b>						
Facility Maintenance & Utilities	\$ 79,001	\$ -	\$ 79,001	\$ 30,285	\$ 48,716	62%
Technology, Equipment, and Repairs	427,000	-	427,000	33,909	393,091	92%
Contingency	15,000	19,711	34,711	-	34,711	100%
<b>Total Facilities, Capital &amp; Contingency</b>	<b>\$ 521,001</b>	<b>\$ 19,711</b>	<b>\$ 540,712</b>	<b>\$ 64,194</b>	<b>\$ 476,518</b>	<b>88%</b>
<b>Total Expenses</b>	<b>\$ 2,439,276</b>	<b>\$ 24,318</b>	<b>\$ 2,463,594</b>	<b>\$ 915,769</b>	<b>\$ 1,547,825</b>	<b>63%</b>

Clark Advanced Learning Center Charter High School  
at Indian River State College  
Summary of Revenues and Expenses - PECO and Local Capital Improvement Revenue (Unaudited)  
For the Second Quarter Ended 12/31/2019

CHARTER SCHOOL PECO

	Present PECO Budget	Budget Amendments	Amended PECO Budget	Year-to-Date Revenues & Expenditures	Remaining Budget Balance	Percentage Budget Remaining
<b>PECO Revenues and Fund Balance</b>						
Beginning Fund Balance	\$ 80,482	\$ 53,157	\$ 133,639	\$ -	\$ 133,639	100%
Estimated State Charter School PECO Funding FY 20 Funding	90,000	-	90,000	62,940	27,060	30%
<b>Total Charter School PECO Beginning Fund Balance &amp; Revenue</b>	<b>\$ 170,482</b>	<b>\$ 53,157</b>	<b>\$ 223,639</b>	<b>\$ 62,940</b>	<b>\$ 160,699</b>	<b>72%</b>
<b>PECO Expenditures</b>						
Facility Renovation, Repair, and Maintenance	\$ 170,482	\$ 53,157	\$ 223,639	\$ 75,590	\$ 148,049	66%
Ending Fund Balance, June 30, 2020	-	-	-	-	-	-
<b>Total Charter School PECO Expenditures and Ending Fund Balance</b>	<b>\$ 170,482</b>	<b>\$ 53,157</b>	<b>\$ 223,639</b>	<b>\$ 75,590</b>	<b>\$ 148,049</b>	<b>66%</b>

CHARTER SCHOOL LOCAL CAPITAL IMPROVEMENT-LCIR

	Present LCIR Budget	Budget Amendments	Amended LCIR Budget	Year-to-Date Revenues & Expenditures	Remaining Budget Balance	Percentage Budget Remaining
<b>LCIR Revenues and Fund Balance</b>						
Beginning Fund Balance	\$ 239,063	\$ -	\$ 239,063	\$ -	\$ 239,063	100%
Estimated State Charter School LCIR FY20 Funding	-	-	-	-	-	0%
<b>Total Charter School LCIR Beginning Fund Balance and Revenue</b>	<b>\$ 239,063</b>	<b>\$ -</b>	<b>\$ 239,063</b>	<b>\$ -</b>	<b>\$ 239,063</b>	<b>100%</b>
<b>LCIR Expenditures</b>						
Capital Expenditures	\$ 239,063	\$ -	\$ 239,063	\$ -	\$ 239,063	100%
Ending Fund Balance, June 30, 2020	-	-	-	-	-	-
<b>Total Charter School LCIR Expenditures and Ending Fund Balance</b>	<b>\$ 239,063</b>	<b>\$ -</b>	<b>\$ 239,063</b>	<b>\$ -</b>	<b>\$ 239,063</b>	<b>100%</b>