

INDIAN RIVER STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

ZOOM MEETING

May 26, 2020

The regular meeting of the District Board of Trustees of Indian River State College was held on May 26, 2020 as a Zoom Meeting beginning at 3:30 PM.

REGULAR MEETING

Those present via Zoom:

ATTENDANCE

- Jose Conrado, Indian River County; presiding
- Vicki Davis, Martin County
- Anthony George, Martin County
- Sandra Krischke, St. Lucie County
- Christa Luna, Okeechobee County
- J. Brantley Schirard, St. Lucie County

Absent:

- Susan Caron, St. Lucie County

Also Present via Zoom:

- Edwin R. Massey, Ph.D., President
- Richard V. Neill, Jr., College Attorney
- Suzanne Parsons, Administrative Assistant to the President

Others present via Zoom:

- Heather Belmont, Vice President of Academic Affairs
- Christina Hart, Vice President of Enrollment & Student Services

Barry Keim, Vice President of Financial Services, CFO

Paul O'Brien, Vice President of Institutional  
Technology, CIO

Frank Watkins, Vice President of Student Affairs

Pamela Welmon, Vice President of Applied Science &  
Technology

Angela Browning, Associate Vice President of  
Institutional Effectiveness

Ann Decker, Executive Director, IRSC Foundation

Harvey Arnold, Provost – Port St. Lucie/St. Lucie West

Russ Brown, Provost – Okeechobee County

Elizabeth Gaskin, Provost – Martin County

Casey Lunceford, Provost – Indian River County

Ann Hubbard, Dean of Health Science

Donna Rivett, Dean of Industrial Education

Evan Berry, Associate Dean of Public Service  
Education

Meredith Coughlin, Associate Dean of Enterprise  
Systems

Edith Pacacha, Associate Dean of Finance

Eileen Storck, Associate Dean of Enrollment and  
Student Services

Kelly Amatucci, Assistant Dean of the School of  
Education

Kevin Cooper, Assistant Dean of Advanced Technology

Sean Donahue, Assistant Dean of Facilities &  
Sustainability

Anthony Dribben, Assistant Dean of Mathematics and  
Natural Sciences

Patty Gagliano, Assistant Dean of Nursing

Kendall St. Hilaire, Assistant Dean of Virtual Campus

Prashanth Pilly, Assistant Dean of Business  
Technology

Scott Stein, Assistant Dean of Liberal Arts

Melissa Whigham, Assistant Dean of Human Resources

Debra Kohuth, Executive Director, Clark Advanced  
Learning Center

Akos Delneky, Administrative Director of Learning  
Resources

Alan Montgomery, Administrative Director – Chief of  
Campus Safety & Security

Andrew Treadwell, Administrative Director of  
Legislative and Executive Communications

Adriene Jefferson, Equity Officer & Title IX Coordinator  
& Administrative Director of Northwest Center

Cindy Bruin, Director of Grants Development

Michael Grant, Director of Enrollment Management

Strather Dupree, Director of Articulation and  
Partnerships

Ann Sampson, Director of Curriculum Support

Suzanne Seldes, Director of Communications & Brand  
Strategy

Chris Puorro, WQCS Station Manager

Silvia Bustamante, Faculty

Jennifer Capers, Faculty

John Carpenter, Faculty

Carl Clark, Faculty

James Dinsch, Faculty

Jennifer Doak, Faculty

John Donohue, Faculty

Taylor Kilman, Faculty

Sarah Mallonee, Faculty

Matthew Smith, Faculty  
Teena-Louise White, Faculty  
Annette Bracero, Staff  
Susan O'Brien, Staff  
Lynne O'Dell, Staff  
Monique Olson, Staff  
Catherine Pantorno, Staff  
Carla Parker, Staff  
Claudia Phillips, Staff  
Paula Rich, Staff  
Betty Saffioti, Staff  
Gail Sheets, Staff  
Jasmanda Soto-Inigo, Staff  
Angelita Tyner, Staff  
Edwin Vazquez, Staff  
Melanie Forget & Family, Retiree  
James Rich, Guest  
Adm, Guest  
PSI Omega, Guest  
SD, Guest  
User01, Guest  
772\*\*\*\*\*97, Guest

Chair Conrado called the meeting to order at 3:30 PM.

President Massey recognized Melanie J. Forget and presented her virtually with a Resolution of Appreciation and brick for retirement.

After 26 years of service to the College as the Director of Development in the IRSC Foundation,

CALL TO ORDER

RETIREMENT  
RECOGNITION – MELANIE  
J. FORGET – 26 YEARS OF  
SERVICE

Melanie announced her intent to retire on March 31, 2020.

President Massey and the Board thanked Melanie for her many years of service to the College and wished her all the best in retirement.

President Massey presented to the Board, for its information, the following presentations:

PRESIDENT'S REPORT

President Massey provided the following Coronavirus update:

CORONAVIRUS UPDATE

- IRSC congratulated our Spring 2020 graduates online with a dedicated webpage honoring the graduates. Graduates can view the Commencement program listing their names, view a special message from the President and family and friends can post personal congratulatory messages.
- The IRSC River Shop offered curbside pickup for students purchasing books and supplies for Summer I classes.
- Clark Executive Director/Principal, Debbie Kohuth and staff delivered regalia to 90 Clark graduates at their homes. Seventy percent of those students also graduated with an

Associate's degree. The Clark held a virtual celebration on May 23, 2020. An in-person Class of 2020 Commencement Ceremony is scheduled for July 25, 2020 at 9 AM on the football field at Jensen Beach High School, if it is safe to do so under public health guidelines.

- During this pandemic, faculty have gone above and beyond for their students – a radiology instructor has transformed a home office into an X-ray lab so he can provide instruction to his students virtually from his lab at home.
- Around the campus, plexiglass shields are being installed for frontline customer service areas and custodial staff continue their increased cleaning activities to help prevent the spread of germs.
- The Crisis Response/Pandemic Task Force has been activated. In addition to preparing for hurricane season, the task force is developing a pandemic recovery plan for resuming college operations and services when it is safe to do so.

- *Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act* funding information was disseminated to students to assist them in determining whether they meet the criteria to qualify for the limited CARES Act funds IRSC has available that will be disbursed on a first-come, first serve basis.

IRSC will continue to respond to state leadership and CDC recommendations and guidelines.

President Massey recognized the following Faculty Members of the Month virtually:

- March 2020 – Dr. John Carpenter
- April 2020 – Dr. John Donohue

President Massey and the Board congratulated Dr. Carpenter and Dr. Donohue on their accomplishments and had them hold up their awards during the Zoom meeting.

President Massey recognized the following Staff Employees of the Month virtually:

- March 2020 – Paula Rich
- April 2020 – Catherine Pantorno
- May 2020 – Carla Parker

#### RECOGNITION OF FACULTY MEMBERS OF THE MONTH

MARCH 2020 – DR. JOHN  
CARPENTER  
APRIL 2020 – DR. JOHN  
DONOHUE

#### RECOGNITION OF STAFF EMPLOYEES OF THE MONTH

MARCH 2020 – PAULA  
RICH  
APRIL 2020 – CATHERINE  
PANTORNO  
MAY 2020 – CARLA  
PARKER

President Massey and the Board congratulated Paula, Catherine and Carla on their accomplishments and had them hold up their awards during the Zoom meeting.

President Massey presented to the Board, for its information, the Calendar of Events for June 2020.

President Massey presented to the Board, for its information, In the News. News articles of interest were included in the Board packets.

Chairman Conrado requested a motion to approve the minutes of the March 24, 2020 Board Meeting.

On a motion made by Brant Schirard, seconded by Vicki Davis and passed by the Board, the minutes of the March 24, 2020 Board Meeting were approved.

Chairman Conrado presented to the Board, for its information, the Warrant Lists for the month ending March 31 & April 30, 2020. Copies are filed with the supplemental minutes.

Chairman Conrado presented to the Board, for its information, the Condensed Financial Reports for the months ending March 31 and April 30, 2020. Copies are filed with the supplemental minutes.

CALENDAR OF EVENTS

IN THE NEWS

APPROVAL OF MINUTES

MOTION ON APPROVAL OF MINUTES

WARRANT LISTS

CONDENSED FINANCIAL REPORTS FOR THE MONTHS ENDING MARCH 31 & APRIL 30, 2020



## GRANTS UPDATE

Dr. Angela Browning, Dr. Kevin Cooper and Cindy Bruin presented to the Board, for its information, a Grants Update.

For the 2019/20 academic year, IRSC has secured over \$12 million in funding from successful federal, state and local grant applications. IRSC has a record of successful grant management and a local, state and national reputation for excellence. We are well-positioned for COVID-19 related funding.

Angela, Kevin and Cindy highlighted the following 2019/20 grant awards:

- IRSC received a \$98,036 grant from the National Endowment for the Humanities to assist with the development of Infusing African American Culture into the Digital Learning Space.
- The goal of the U.S. Department of Agriculture's Hispanic-Serving Institutions Education Grant Citrus Greening Course-based Undergraduate Research Experience (CURE) project is to increase student comprehension of fundamental molecular biology principles leading to increased

student success and retention at both the Associates and Baccalaureate level. This is our first award as an Hispanic Serving Institution.

- IRSC was awarded a \$5,000 grant by the Dollar General Literacy Foundation to support the “Second Chance GED Project.”
- The Center for Laser and Fiber Optic Education, LASER-TEC, headquartered at IRSC has received a \$1.6 million National Science Foundation grant to support its transition into an Advanced Technological Education Resource Center. The expanded Center will be better positioned to increase the laser, optics, photonic and fiber optics technical workforce to meet U.S. Department of Labor projections.
- The Florida Department of Economic Opportunity’s Rebuild Florida funding is intended to improve the State’s resiliency to respond to a hurricane. Our project will expand IRSC’s HVAC, Construction and Solar Panel Technician programs thus increasing

the number of trained workers ready to enter the workforce.

- Project Vision funded through the National Science Foundation is designed to assist College leaders in developing the infrastructure and topics needed to create competitive NSF grant proposals. The long-term goal of the project is to positively impact technical education programs and opportunities for learners at two-year colleges. Community college growth in STEM sectors, especially at rural colleges, is a strong mechanism to address social mobility and diversity challenges in our nation.

Edith Pacacha presented to the Board, for its approval, the following Finance and Audit items:

- a. 2019/20 Budget Amendment No. 9 – Fund II, Current Fund Restricted
- b. Summary Review of Audit Reports:
  - 1. State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards; the Summary Schedule of Prior Audit Findings and Management's

**FINANCE AND AUDIT  
ITEMS**

**2019/20 BUDGET  
AMENDMENT NO. 9**

**SUMMARY REVIEW OF  
AUDIT REPORTS  
STATE OF FLORIDA  
COMPLIANCE &  
INTERNAL CONTROLS  
OVER FINANCIAL  
REPORTING & FEDERAL  
AWARDS**

Corrective Action Plan for the fiscal year ended June 30, 2019.

- 2. Financial Audit for the fiscal year ended June 30, 2019.

On a motion made by Sandy Krischke, seconded by Vicki Davis and passed by the Board, the Finance and Audit items were approved.

Edith Pacacha presented to the Board, for its approval, the following Clark Advanced Learning Center Governance items:

- a. 2019/20 Third Quarter Revenue & Expense Summary for Operating, PECO and Local Capital Improvement Revenue
- b. 2019/20 Budget Amendments:
  - 1. No. 3 – Clark Advanced Learning Center, Current Fund, Restricted
  - 2. No. 2 – Clark Advanced Learning Center, PECO & Local Capital Improvement

On a motion made by Sandy Krischke, seconded by Brant Schirard and passed by the Board, the Clark Advanced Learning Center Governance items were approved.

**FINANCIAL AUDIT FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

**MOTION ON FINANCE AND AUDIT ITEMS**

**CLARK ADVANCED LEARNING CENTER GOVERNANCE ITEMS**

**2019/20 3<sup>RD</sup> QUARTER REVENUE & EXPENSE SUMMARY FOR OPERATING, PECO & LOCAL CAPITAL IMPROVEMENT REVENUE 2019/20 BUDGET AMENDMENTS NO. 3 & NO. 2**

**MOTION ON CLARK ADVANCED LEARNING CENTER GOVERNANCE ITEMS**

Barry Keim presented to the Board, for its approval, the following Physical Plant items:

- a. First Amendment to the Real Estate Purchase Agreement with Salzman Real Estate Advisors, LLC
- b. Proctor Construction Company's four (4) negative change orders to their GMP contract for the "O" Building Chiller Plant Replacement Project.

On a motion made by Brant Schirard, seconded by Christa Luna and passed by the Board, the Physical Plant items were approved.

Vicki Davis reported on the Presidential Search Committee.

The Presidential Search Committee met on April 6 with our AGB Search Consultants, Rod McDavis and Melissa Trotta after the postponement of the March 24 meeting due to the beginning of the Coronavirus Pandemic. At that meeting the Search Committee:

- Determined after consulting with the Department of Education counsel that the Presidential Search Committee meetings

## PHYSICAL PLANT ITEMS

1<sup>ST</sup> AMENDMENT TO REAL ESTATE PURCHASE AGREEMENT W/SALZMAN REAL ESTATE ADVISORS, LLC

PROCTOR CONSTRUCTION CO'S 4 NEGATIVE CHANGE ORDERS FOR GMP CONTRACT FOR THE "O" BLDG CHILLER PLANT REPLACEMENT PROJECT

MOTION ON PHYSICAL PLANT ITEMS

PRESIDENTIAL SEARCH COMMITTEE REPORT

could move forward in a virtual format due to the Coronavirus pandemic.

- Discussed the Sourcing Plan
- Reviewed procedures for determining semi-finalists and finalists
- AGB provided training on how to review candidate applications
- Reviewed the updated advertising plan on the website
- Determined that if we had not met our minimum number of 40 applicants by April 13 we would extend the deadline to May 26 and cancel the April 16 meeting.

After not meeting the minimum number of applicants on April 13, the application deadline was extended to today, May 26 at 11:59 PM. As of this morning, there were 76 applicants. The Committee will meet on Monday, June 1 to review the applications and select the semi-finalists.

Chairman Conrado requested a motion on the Consent Items.

**CONSENT ITEMS**

On a motion made by Vicki Davis, seconded by Brant Schirard and passed by the Board, the following Consent Items were approved:

- a. Accounts Receivable Write-Off
- b. Agreement between IRSC and Florida Power & Light Company
- c. Annual Fire Safety & Sanitation Report – College-wide
- d. Approval of IRSC E-Catalog
- e. Clinical Affiliation and/or Capstone Project & Student(s) Internship Agreements:
  1. Aster Discount Pharmacy
  2. Benzer Pharmacy
  3. Fort Pierce Discount Pharmacy
  4. Treasure Coast Hospice
- f. Collegiate High School Articulation Agreements for 2020/21:
  1. The School Board of Okeechobee County, Florida
  2. The School Board of St. Lucie County, Florida
- g. Energy Audit Agreement with Honeywell International, Inc.

**MOTION ON CONSENT ITEMS**

**ACCOUNTS RECEIVABLE WRITE-OFF AGREEMENT BETWEEN IRSC & FLORIDA POWER & LIGHT COMPANY**

**ANNUAL FIRE SAFETY & SANITATION REPORT – COLLEGE-WIDE**

**APPROVAL OF IRSC E-CATALOG CLINICAL AFFILIATION AND/OR CAPSTONE PROJECT & STUDENT(S) INTERNSHIP AGREEMENTS**

**COLLEGIATE HIGH SCHOOL ARTICULATION AGREEMENTS FOR 2020/21**

**ENERGY AUDIT AGREEMENT WITH HONEYWELL INTERNATIONAL, INC.**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>h. Florida Department of Economic Opportunity,<br/>Rebuild Florida Grant</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>FLORIDA DEPARTMENT<br/>OF ECONOMIC<br/>OPPORTUNITY, REBUILD<br/>FLORIDA GRANT</p>                 |
| <ul style="list-style-type: none"> <li>i. MegaMation LLC DirectLine Service<br/>Agreement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>MEGAMATION LLC<br/>DIRECTLINE SERVICE<br/>AGREEMENT</p>                                           |
| <ul style="list-style-type: none"> <li>j. Private and Public School Dual Enrollment<br/>Agreement Addendums for 2019/20:               <ul style="list-style-type: none"> <li>1. Florida State Christian Academy</li> <li>2. John Carroll High School, Inc.</li> <li>3. Okeechobee Christian Academy</li> <li>4. Olivet Private School</li> <li>5. St. Andrew's Episcopal Academy</li> <li>6. The School Board of Martin County, Florida</li> <li>7. The School Board of Okeechobee County,<br/>Florida</li> <li>8. The School Board of St. Lucie County,<br/>Florida</li> </ul> </li> </ul> | <p>PRIVATE AND PUBLIC<br/>SCHOOL DUAL<br/>ENROLLMENT<br/>AGREEMENT<br/>ADDENDUMS FOR<br/>2019/20</p> |
| <ul style="list-style-type: none"> <li>k. Property Surplus and Inventory Write-off</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>PROPERTY SURPLUS<br/>AND INVENTORY WRITE-<br/>OFF</p>                                             |
| <ul style="list-style-type: none"> <li>l. Full Time Appointments</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>FULL TIME<br/>APPOINTMENTS</p>                                                                    |
| <ul style="list-style-type: none"> <li>m. Retirement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>RETIREMENT</p>                                                                                    |
| <ul style="list-style-type: none"> <li>n. Separation of Service</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>SEPARATION OF<br/>SERVICE</p>                                                                     |
| <ul style="list-style-type: none"> <li>o. Part Time Temporary Non-Instructional<br/>Appointments</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>PART TIME TEMPORARY<br/>NON-INSTRUCTIONAL<br/>APPOINTMENTS</p>                                    |

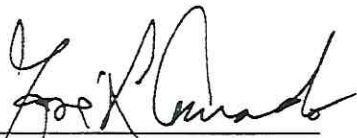


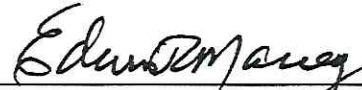
p. Part Time Instructional Certifications (College Credit, College Credit S/U; ABE; GED; Vocational Credit; Vocational Supplemental and Vocational Preparatory)

PART TIME  
INSTRUCTIONAL  
CERTIFICATIONS

There being no further business, the meeting adjourned at 4:40 PM.

ADJOURNMENT

  
\_\_\_\_\_  
Jose Conrado  
Chairman

  
\_\_\_\_\_  
Edwin R. Massey, Ph.D.  
Secretary



## District Board of Trustees Meeting

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### **Clark Advanced Learning Center Governance Items**

*Edith Pacacha  
Associate Dean of Finance*



# 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 *BAK*  
Vice President of Financial Services, CFO

DATE: May 26, 2020

SUBJECT: Clark Advanced Learning Center  
Fiscal Year 2019-2020 Third 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) 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, 2020

	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	\$ 46,818	\$ 1,640,992	\$ 1,245,939	\$ 395,053	24%
State Categorical Funding	73,561	-	73,561	49,086	24,475	33%
IRSC Operating Expense Contribution	183,072	-	183,072	137,304	45,768	25%
Interest and Other Income	6,000	-	6,000	48,713	(42,713)	-712%
<b>Total Revenues</b>	<b>\$ 1,856,807</b>	<b>\$ 46,818</b>	<b>\$ 1,903,625</b>	<b>\$ 1,481,042</b>	<b>\$ 422,583</b>	<b>22%</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>\$ 46,818</b>	<b>\$ 2,486,094</b>	<b>\$ 1,481,042</b>	<b>\$ 1,005,052</b>	<b>40%</b>
<b>Expenses</b>						
<b>Personnel</b>						
Salaries	\$ 1,066,733	\$ (228)	\$ 1,066,505	\$ 766,724	\$ 299,781	28%
Benefits	343,331	(5,975)	337,356	232,041	105,315	31%
<b>Total Personnel</b>	<b>\$ 1,410,064</b>	<b>\$ (6,203)</b>	<b>\$ 1,403,861</b>	<b>\$ 998,765</b>	<b>\$ 405,096</b>	<b>29%</b>
<b>Books, Supplies &amp; Curriculum</b>						
Instructional Books, Materials and Supplies	\$ 30,000	\$ 3,216	\$ 33,216	\$ 17,676	\$ 15,540	47%
Instructional Support	254,000	-	254,000	225,283	28,717	11%
<b>Total Books, Supplies &amp; Curriculum</b>	<b>\$ 284,000</b>	<b>\$ 3,216</b>	<b>\$ 287,216</b>	<b>\$ 242,959</b>	<b>\$ 44,257</b>	<b>15%</b>
<b>Categoricals</b>						
Transportation	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	0%
Instructional Materials	67,561	(59,454)	8,107	8,107	-	0%
Dual Enrollment Instructional Materials	-	59,454	59,454	44,601	14,853	25%
<b>Total Categoricals</b>	<b>\$ 73,561</b>	<b>\$ -</b>	<b>\$ 73,561</b>	<b>\$ 58,708</b>	<b>\$ 14,853</b>	<b>20%</b>
<b>Services, Insurance &amp; Development</b>						
Transportation	\$ 37,000	\$ -	\$ 37,000	\$ 18,645	\$ 18,355	50%
Services	38,650	26,094	64,744	32,509	32,235	50%
Insurance	22,000	1,000	23,000	8,866	14,134	61%
Professional Development	20,500	3,000	23,500	10,433	13,067	56%
Administrative Fee	32,500	-	32,500	25,103	7,397	23%
<b>Total Services, Insurance &amp; Development</b>	<b>\$ 150,650</b>	<b>\$ 30,094</b>	<b>\$ 180,744</b>	<b>\$ 95,556</b>	<b>\$ 85,188</b>	<b>47%</b>
<b>Facilities, Capital &amp; Contingency</b>						
Facility Maintenance & Utilities	\$ 79,001	\$ -	\$ 79,001	\$ 45,221	\$ 33,780	43%
Technology, Equipment, and Repairs	427,000	-	427,000	35,136	391,864	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>\$ 80,357</b>	<b>\$ 460,355</b>	<b>85%</b>
<b>Total Expenses</b>	<b>\$ 2,439,276</b>	<b>\$ 46,818</b>	<b>\$ 2,486,094</b>	<b>\$ 1,476,345</b>	<b>\$ 1,009,749</b>	<b>41%</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 Third Quarter Ended 3/31/2020

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	32,313	122,313	92,520	29,793	24%
<b>Total Charter School PECO Beginning Fund Balance &amp; Revenue</b>	<b>\$ 170,482</b>	<b>\$ 85,470</b>	<b>\$ 255,952</b>	<b>\$ 92,520</b>	<b>\$ 163,432</b>	<b>64%</b>
<b>PECO Expenditures</b>						
Facility Renovation, Repair, and Maintenance	\$ 170,482	\$ 85,470	\$ 255,952	\$ 91,348	\$ 164,604	64%
Ending Fund Balance, June 30, 2020	-	-	-	-	-	-
<b>Total Charter School PECO Expenditures and Ending Fund Balance</b>	<b>\$ 170,482</b>	<b>\$ 85,470</b>	<b>\$ 255,952</b>	<b>\$ 91,348</b>	<b>\$ 164,604</b>	<b>64%</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	-	-	-	-	-	-
<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>



# 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 *BAK*  
Vice President of Financial Services, CFO

DATE: May 26, 2020

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

For your approval, please find attached the Fiscal Year 2019-2020 Clark Advanced Learning Center Operating Budget Amendment Number Three.

Thank you.

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

Amendment Number: 3

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	24,318	1,881,125	22,500	-	1,903,625
Total to be Accounted for	<u>\$ 2,439,276</u>	<u>\$ 1,815,197</u>	<u>\$ 4,254,473</u>	<u>\$ 22,500</u>	<u>\$ -</u>	<u>\$ 4,276,973</u>
Personnel Expenses (Detail Attached)	\$ 1,410,064	\$ (28,703)	\$ 1,381,361	\$ 22,500	\$ -	\$ 1,403,861
Books, Categoricals, and Services (Detail Attached)	508,211	33,310	541,521	-	-	\$ 541,521
Facilities, Capital, and Contingency (Detail Attached)	521,001	19,711	540,712	-	-	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>1,815,197</u>	<u>4,254,473</u>	<u>\$ 22,500</u>	<u>\$ -</u>	<u>\$ 4,276,973</u>

Justification: To recognize receipt and allocate expenses for Best & Brightest funds.

Certified:   
 President

Date: May 26, 2020

Clark Advanced Learning Center Charter High School  
at Indian River State College  
Budget Amendment Number 3- Detail  
For the 2019-2020 Fiscal Year

Revenues	Original Budget	Prior Budget Amendments	Budget	Current Budget Amendment		Current Budget
				Increase	Decrease	
State FEEP and Local Funding	\$ 1,594,174	\$ 24,318	\$ 1,618,492	\$ 22,500	\$ -	1,640,992
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>\$ 24,318</b>	<b>\$ 1,881,125</b>	<b>\$ 22,500</b>	<b>\$ -</b>	<b>1,903,625</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>\$ 1,815,197</b>	<b>\$ 4,254,473</b>	<b>\$ 22,500</b>	<b>\$ -</b>	<b>4,276,973</b>
<b>Expenses</b>						
<b>Personnel</b>						
Salaries	\$ 1,066,733	\$ (21,129)	\$ 1,045,604	\$ 20,901	-	1,066,505
Benefits	343,331	(7,574)	335,757	1,599	-	337,356
<b>Total Personnel</b>	<b>\$ 1,410,064</b>	<b>\$ (28,703)</b>	<b>\$ 1,381,361</b>	<b>\$ 22,500</b>	<b>-</b>	<b>1,403,861</b>
<b>Books, Supplies &amp; Curriculum Development</b>						
Instructional Materials and Supplies	\$ 30,000	\$ 3,216	\$ 33,216	\$ -	\$ -	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>\$ 3,216</b>	<b>\$ 287,216</b>	<b>\$ -</b>	<b>\$ -</b>	<b>287,216</b>
<b>Categoricals</b>						
Transportation	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ -	6,000
Instructional Materials	67,561	(59,454)	8,107	-	-	8,107
Dual Enrollment Instructional Materials	-	59,454	59,454	-	-	59,454
<b>Total Categoricals</b>	<b>\$ 73,561</b>	<b>\$ -</b>	<b>\$ 73,561</b>	<b>-</b>	<b>-</b>	<b>73,561</b>
<b>Transportation, Services, Insurance &amp; Development</b>						
Transportation	\$ 37,000	\$ -	\$ 37,000	\$ -	\$ -	37,000
Services	38,650	26,094	64,744	-	-	64,744
Insurance	22,000	1,000	23,000	-	-	23,000
Professional Development	20,500	3,000	23,500	-	-	23,500
Administrative Fee	32,500	-	32,500	-	-	32,500
<b>Total Services, Insurance &amp; Development</b>	<b>\$ 150,650</b>	<b>\$ 30,094</b>	<b>\$ 180,744</b>	<b>\$ -</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	19,711	34,711	-	-	34,711
<b>Total Facilities, Capital &amp; Contingency</b>	<b>\$ 521,001</b>	<b>\$ 19,711</b>	<b>\$ 540,712</b>	<b>\$ -</b>	<b>\$ -</b>	<b>540,712</b>
<b>Total Expenses</b>	<b>\$ 2,439,276</b>	<b>\$ 24,318</b>	<b>\$ 2,463,594</b>	<b>\$ 22,500</b>	<b>\$ -</b>	<b>2,486,094</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*  
Vice President of Financial Services, CFO

DATE: May 26, 2020

SUBJECT: Clark Advanced Learning Center  
Fiscal Year 2019-2020 Clark PECO and LCIR Budget Amendment Number Two

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

Fund Number: Seven

	<u>Original Budget</u>	<u>Prior Budget Amendments</u>	<u>Budget</u>	<u>Current Budget Increase</u>	<u>Budget Decrease</u>	<u>Current Budget</u>
Beginning Fund Balance	\$ 319,545	\$ 53,157	\$ 372,702	\$ -	\$ -	\$ 372,702
Revenues (Detail Attached)	<u>90,000</u>	<u>-</u>	<u>90,000</u>	<u>32,313</u>	<u>-</u>	<u>122,313</u>
Total to be Accounted for	<u>\$ 409,545</u>	<u>\$ 53,157</u>	<u>\$ 462,702</u>	<u>\$ 32,313</u>	<u>\$ -</u>	<u>\$ 495,015</u>
Expenditures (Detail Attached)	\$ 409,545	\$ 53,157	\$ 462,702	\$ 32,313	\$ -	\$ 495,015
Ending Fund Balance	-	-	-	-	-	-
Total to be Accounted for	<u>\$ 409,545</u>	<u>\$ 53,157</u>	<u>\$ 462,702</u>	<u>\$ 32,313</u>	<u>\$ -</u>	<u>\$ 495,015</u>

Justification: To increase initial budget to current estimated PECO allocation.

Certified:   
 President

Date: May 26, 2020

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

Charter School PECO

	Original Budget	Prior Budget Amendments	Budget	Current Budget Increase	Current Budget Decrease	Current Budget
<b>PECO Beginning Fund Balance</b>						
Beginning Fund Balance, July 1, 2019	\$ 80,482	\$ 53,157	\$ 133,639	\$ -	\$ -	\$ 133,639
<b>PECO Revenue</b>						
State Charter School PECO Funding	\$ 90,000	\$ -	\$ 90,000	\$ 32,313	\$ -	\$ 122,313
<b>Total PECO Beginning Fund Balance &amp; Revenue</b>	<u>\$ 170,482</u>	<u>\$ 53,157</u>	<u>\$ 223,639</u>	<u>\$ 32,313</u>	<u>\$ -</u>	<u>\$ 255,952</u>
<b>PECO Expenditures</b>						
Facility Renovation, Repair, and Maintenance	\$ 170,482	\$ 53,157	\$ 223,639	\$ 32,313	\$ -	\$ 255,952
<b>PECO Ending Fund Balance</b>						
Ending Fund Balance, June 30, 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PECO Expenditures and Ending Fund Balance</b>	<u>\$ 170,482</u>	<u>\$ 53,157</u>	<u>\$ 223,639</u>	<u>\$ 32,313</u>	<u>\$ -</u>	<u>\$ 255,952</u>

Charter School Local Capital Improvement Revenue-LCIR

	Original Budget	Prior Budget Amendments	Budget	Current Budget Increase	Current Budget Decrease	Current Budget
<b>LCIR Beginning Fund Balance</b>						
Beginning Fund Balance, July 1, 2019	\$ 239,063	\$ -	\$ 239,063	\$ -	\$ -	\$ 239,063
<b>LCIR Revenue</b>						
State Charter School PECO Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total LCIR Beginning Fund Balance &amp; Revenue</b>	<u>\$ 239,063</u>	<u>\$ -</u>	<u>\$ 239,063</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 239,063</u>
<b>LCIR Expenditures</b>						
Facility Renovation, Repair, and Maintenance	\$ 239,063	\$ -	\$ 239,063	\$ -	\$ -	\$ 239,063
<b>LCIR Ending Fund Balance</b>						
Ending Fund Balance, June 30, 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>LCIR Expenditures and Ending Fund Balance</b>	<u>\$ 239,063</u>	<u>\$ -</u>	<u>\$ 239,063</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 239,063</u>