

**The Island School Boca Grande, FL
Board of Directors Meeting Minutes
April 14, 2026
Annual Meeting**

Members in Attendance: Lisa Erdekian (via Zoom call), Susie Keller, Vicky Winterer, Donna Lutton, Margo Freeman, Laurie D’Arcangelo, Sharon Cross, Louise Nadler, Linda Allen, Patrick Waterhouse

Guest Attendees: Christine Oliver, Head of School; Mary Johnston, Island School Foundation Board; Louis Sarkes, Island School Foundation Board; Mary Kountze, Island School Foundation Board

Ms. Keller called the meeting to order at 3:35pm and welcomed all present.

Ms. Keller made a motion to approve the minutes of the March 12, 2026 meeting as written. The motion was approved by Ms. Freeman and seconded by Ms. Nadler. All members voted in favor and the motion passed.

New Business:

a. Board Nominations: Officers of The Island School serve a one year term and elections are held at the annual meeting in April.

Ms. Allen presented the slate of officers and made a motion to reelect the current slate to serve another term: Lisa Erdekian, President; Susie Keller, Vice President; Vicky Winterer, Treasurer and Donna Lutton, Secretary. The motion was approved by Mr. Waterhouse and seconded by Ms. Nadler. All members voted in favor and the motion passed.

There are no term expirations for the remaining Directors this year.

b. Annual Document Approval: Ms. Keller made a motion to approve the following documents:

1. Crisis Response Plan FY27
2. Reunification Plan FY27
3. Acceptable Use Policy Governing Internet & Technology Access FY27
4. Annual Charter School Accountability Report FY27
5. Asbestos Letter FY27
6. Student Handbook (Lee County) FY27 (*approval of adoption when released)
7. Faculty Handbook
8. Annual Academic Goals and Objectives FY27
9. Mental Health Plan FY27 (*summer approval needed)
10. Out of Field Letter FY27
11. State Approved Evaluation System (Florida Consortium of Public Charter Schools) FY27
12. Media Release FY27
13. Attendance Policy FY27

The motion was approved by Mr. Waterhouse and seconded by Ms. Nadler. All members voted in favor and the motion passed.

Treasurers Report: Ms. Winterer and Mr. Waterhouse reported on the following topics:

1. Going forward, the School’s financial reports will be real numbers from the QuickBook account. It is their intention to report in a similar way each month.
2. Ms. Winterer and Mr. Waterhouse reviewed with the Board the P&L from July 2025-March 2026. They also reported on the Financial Summary Report Fiscal Year 2025-2026 as of March 31, 2026. The Financial Summary Report will be presented each month showing the actual figures for the current fiscal year, the actual figures for the previous year, and the monthly figures for the approved annual budget. This will give all Directors a clear picture of the financial health of the School.

3. Lastly, Ms. Winterer and Mr. Waterhouse presented Version 3 of a Budget for FY27. There will be additional expenses with the added classrooms, offices and bathrooms in the coming year. Salaries & benefits will also increase. Therefore, the fundraising goals are increasing 5%.
4. Ms. Keller made a motion to approve the FY27 Budget as presented. The motion was approved by Ms. Lutton and seconded by Ms. Nadler. All members voted in favor and the motion passed.
5. Ms. Erdekian thanked Ms. Winterer and Mr. Waterhouse for their hard work in compiling all the information into Quick Books.
6. Ms. Winterer and Mr. Waterhouse stated that Melissa Richardson was instrumental in assisting them in compiling the data into Quick Books.

Head of School Report: Ms. Oliver reported on the following topics:

1. Construction Updates:
 - a. There was a serious issue with flooding in the front area of the campus after significant rainfall last week. The School is waiting to hear from the engineer of the Renaissance Project as to how this issue will be remedied.
 - b. Lee County has approved the placement of sod for both lawns (South Lawn and the location of the old playground). The School is in the process of reviewing the two quotes it has received to execute the project. Ms. Keller made a motion to approve the allocation of \$65,000.00 from the Strategic Reserve to fund the lawn project once a decision has been made as to which quote to accept. The motion was approved by Ms. Freeman and seconded by Ms. Lutton. All members voted in favor and the motion passed.
2. TIS Fundraising Efforts:
 - a. Ms. Oliver along with Ms. Keller and Ms. Allen met with representatives of two companies that assist nonprofit organizations with fundraising efforts. (Bloomerang and Donor Perfect). The details that each company offers was discussed with Board members as well as the cost of each. A decision is pending.
 - b. Ms. Oliver also discussed with the Board the need to update the software for The Island School website and to hire a website manager. It seems to be prudent to coordinate this effort in conjunction with the new fundraising platform. Ms. Keller asked for a motion to fund the hiring of a software and website manager. The motion was approved by Ms. Freeman and seconded by Ms. Cross. All members voted in favor and the motion passed.
3. Enrollment Lottery:
 - a. The enrollment lottery for the 26-27 school year was held on April 2, 2026. It was well attended by prospective parents. 18 students were admitted and 3 were waitlisted. (13-K, 2-1st grade, 1-3rd grade, 1-4th grade, 1-5th grade). The current enrollment projection for FY27 = 68 students.
4. FY26 Board Approval Documents: Please see above under New Business.
5. FY27 Budget: Please see above under Treasurer's Report. Ms. Oliver thanked the Board for approving the funds for Melissa Richardson to assist Ms. Winterer and Mr. Waterhouse in revamping the financials into Quick Books.
6. New News:
 - a. The second appeal letter went out March 12, 2026.
 - b. Mother's Day Tea will be held Friday, May 8, 2026 at the Crowninshield House.
 - c. F.A.S.T. Grade 5 Science testing Friday, May 1, 2026
 F.A.S.T. Grade 3 Reading testing Monday, May 4, 2026
 F.A.S.T. Grades 4 & 5 Reading testing Monday, May 11, 2026
 F.A.S.T. Grades, K, 1 & 2 Reading testing Wednesday, May 6, 2026
 F.A.S.T. Grades, K, 1 & 2 Math testing Thursday, May 7, 2026
 F.A.S.T. Grades 3, 4 & 5 Math testing Wednesday, May 13, 2026
 - d. Spring Show will be held Friday, May 22, 2026 at 10am (last day of school)
 - e. 5th Grade Graduation will be held Wednesday, May 20, 2026 at 10am

President's Report: Please see above under New Business and Head of School Report.

Public Comment: None

With no additional business the meeting was adjourned at 4:45pm.

There will be an additional meeting this year. It is scheduled to be held on Thursday, May 7, 2026 at The Island School at 3:30pm.

Respectfully submitted,
Donna Lutton, Island School Board Secretary