

Board of Directors Minutes
Everglades Preparatory Academy, Inc.
October 11, 2017

The Everglades Preparatory Academy Board of Directors met at 11:00am on October 11, 2017 in the Conference Room, at 360 E. Main Street, Building "C", Pahokee, Florida.

Members in attendance were:

Board Members

Emilia Fanjul (Present)
Robin Azqueta (Present)
Vivian P. White (Present)
Angela Pope (Absent)
Leigh Woodham (Present)
Christopher Mc Dermott (Present)
Joseph Galardi (Present)

Staff

Edna Stephens (Present)
Linda Johnson Earsley (Present)

Also in attendance

Ralph Arza (Via Phone)
Jaclyn Arza (Present)

Presentations: Chairman

- Mrs. Fanjul, Board Chairman, called the meeting to order at 11:00am as a quorum was present. The date for the next scheduled Board Meeting is November 15, 2017 at 11:00am.
- Approval of Minutes- Joseph Galardi made the motion and Vivian White seconded the motion to approve the September 6, 2017 minutes. The motion passed unanimously.
- EPA Charter and Contract Modification-Mrs. Fanjul discussed modifying Everglades Preparatory Academy existing contract and charter to reflect the over-age middle school students.
- Mrs. Fanjul recommended that Mrs. Stephens change APEX to include a middle school curriculum.

Principal's Report:

- APEX and Reading Plus- Mrs. Stephens reviewed student data from APEX and Reading Plus. Weekly monitoring and reporting was available for the Board to review.
- Attendance- Enrollment is 102.
- Academic Achievement-Mrs. Stephens reviewed and discussed the Math and Reading learning gains and projection data for Math and Reading.

- Career Pathway-Mrs. Stephens stated that upcoming fieldtrips will focus on education, employment and career pathways.
- Professional Development- Two teachers will be attending Classroom Management training; the remaining teachers will attend the next training.

Assistant Principal's Report:

- Student and Leadership Dashboard- Mrs. Earsley reviewed and discussed the student and Leadership dashboard. The SIS (Student Information System) system has replaced the District old student database system, TERMS. The Board ask for clarity regarding codes and student data.
- Saturday School/ Tutoring-approximately 15 students have attended Saturday tutoring.
- Testing- Mrs. Earsley presented and discussed the student participation percentages for the Fall 2017 testing. Mrs. Earsley will present the past and current test results when they become available.

Legislative Updates:

- Ralph Arza discussed and gave an update on the HB7069 lawsuit regarding the distribution of discretionary capital mileage funds. The language in the bill provides funding equity for all public school students – whether they attend a charter or district-run school.

Old Business:

- Transportation- Defer until the November meeting.
- Student Improvement Rating – John Carvelli, Palm Beach Charter School, Supervising Principal, reported the data and path to receiving a commendable rating.
- Mentoring, Attendance and Academic Plan-Mrs. Stephens and Mrs. Earsley presented the data for the Mentoring, Attendance and Academic plans. The data consist of student plans, consultation notes, assessments and objectives.
- Audit- deferred until the November meeting

New Business:

- FTE- FTE week: October 9-13, 2017. Mrs. Stephens stated that she will report on the final count at the November meeting.
- SWP (School wide Plan)- Defer until the November meeting.
- Hurricane Irma School Makeup days-Mr. Jim Pegg, Charter School Director, stated that because we are following the District calendar and have added 45 minutes to our School schedule we have satisfied the hurricane makeup days.

Financial:

- The Board reviewed and discussed August Balance Sheet and YTD Budget vs. Actual financial statement, both summary and detail. The financials are attached.
- FY17/18 Budget- the Board deferred the FY17/18 Budget until the November meeting.

Action Items:

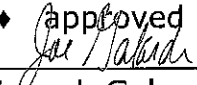
- FY 17/18 Budget- Defer until November meeting.
- EPA Charter and Contract Modification- Christopher McDermott made the motion to authorize Mrs. Fanjul to change the language in the charter and contract to reflect the over-age and 8th grade middle schoolers. Leigh Woodham seconded the motion. The motion passed unanimously.
- Audit- deferred until the November meeting.
- Hurricane Irma School Makeup days-No action was taken.

Motion to Adjourn:

The meeting adjourned at 2:00pm.

♦ unanimously approved

♦ approved by _____



Joseph Galardi

As Secretary

11/27/17

Date

Board of Directors Minutes
Everglades Preparatory Academy, Inc.
September 6, 2017

The Everglades Preparatory Academy Board of Directors met at 11:00am on September 6, 2017 in the Conference Room, at 360 E. Main Street, Building "C", Pahokee, Florida.

Members in attendance were:

Board Members

Emilia Fanjul (Present)
Robin Azqueta (Absent)
Vivian P. White (Present)
Angela Pope (Present)
Leigh Woodham (Absent)
Christopher Mc Dermott (Present)
Marvin Pitts (Absent)
Joseph Galardi (Present)

Staff

Edna Stephens (Present)
Linda Johnson Earsley (Present)

Also in attendance

Ralph Arza (Via Phone)

Presentations: Chairman

- Mrs. Fanjul, Board Chairman, called the meeting to order at 11:15am as a quorum was present. The date for the next scheduled Board Meeting is October 11, 2017 at 11:00am.
- Approval of Minutes- Christopher McDermott made the motion and Joseph Galardi seconded the motion to approve the June 28, 2017 minutes. The motion passed unanimously.
- Mrs. Fanjul stated that EPA's student enrollment is 95.
- School Improvement Rating-EPA received a Maintaining rating for the second year. Mrs. Stephens presented the school year projection data. Mrs. Fanjul suggested that we invite Dr. John Carvelli, Charter Schools Supervising Principal to the next meeting for EPA's rating projection updates. Mrs. Fanjul stated that she anticipates a Commendable rating goal for this year.

Principal's Report:

- APEX and Reading Plus- Mrs. Stephens stated staff received professional development from APEX and Reading Plus. Weekly monitoring and reporting will be submitted for review. Christopher Mc Dermott and Ralph Arza will be evaluated and explore online educational programs for the March meeting.
- Attendance- Enrollment is 95.

- Academic Achievement-Mrs. Stephens presented and the Board reviewed and discussed EPA's Academic plan which consists of teacher observation checklist, lesson plan checklist and the learning gains projection chart for Math and Reading. The Academic plan data will be presented at the October meeting.
- Career Pathway- EPA student had an opportunity to explore college life and review career options when they tour FAU and Palm Beach State campuses. Mrs. Stephens stated that upcoming fieldtrips will focus on students furthering their education, employment and career pathways.
- Teacher and Student Recruitment- Mrs. Stephens stated that all teachers' positions are filled. EPA staff participated in the student recruitment in the Glades area and Hendry County, these efforts will be ongoing.
- Principal Annual Goals- Mrs. Stephens presented her FY2017-2018 goals and monitoring plan in which Nancy Guzman, Academic Consultant, assisted with the Mentoring, Attendance and Academic plan.
- Accreditation- Mrs. Stephens stated that she received EPA's certificate of accreditation and banner.

Assistant Principal's Report:

- Board Members completed and submitted their contact form.
- Student Dashboard- Mrs. Earsley reviewed and discussed the student dashboard.
- Fieldtrip (Career/Vocational Outreach) – the Board reviewed and discussed the FY1718 scheduled fieldtrips.
- Testing- Mrs. Earsley discussed testing objectives and resources used to track students ACT and Pert test progress.

Legislative Updates:

- Ralph Arza discussed and reviewed the notice of legal challenge to HB7069 regarding the distribution of discretionary capital mileage funds to charter school.

Old Business:

- Transportation- Mrs. Stephens stated that the Bus driver resigned. Mrs. Stephens is contacting retired District Bus drivers to hire part-time.
- Graduation-The Board reviewed and discussed the 2016 and 2017 graduation data.
- Summer Camp- Mrs. Earsley reviewed and discussed the 2017 Summer Camp enrollment and credits data. The Board discussed the programmatic changes regarding partnership with the local schools, food meal programs and future goals. Also, Mrs. Fanjul suggested that EPA student send letters of Thanks and Appreciation to Anquan Boldin for his commitment to the summer camp.

New Business:

- EPA Master Plan-the Board reviewed and discussed EPA's Master Plan and School Bell Schedule.
- School Improvement Plan- Mrs. Stephens stated that EPA is exempt from submitting an SIP because of EPA's rating: Maintaining.
- Mentoring Plan- Mrs. Stephens presented EPA 2017-2018 Mentoring plan. The Board requested feedback from Mrs. Stephens regarding the success of the Mentor program for the October meeting.

- Attendance Plan-the Board reviewed and discussed EPA's Attendance plan, goals, contract and incentives. The Attendance plan data will be presented during October meeting.
- Audit- Mrs. Stephens stated that all requested document were submitted for review. The Audit status will be presented at the October meeting.
- Resignation- Mrs. Fanjul presented a letter of resignation from Board Member Marvin Pitts. The Board accepted his resignation and thanks him for his participation.
- School Lease- the Board reviewed and discussed the School lease from the City of Pahokee.

Financial:

- Joseph Galardi presented the revised June 30, 2017 Monthly Financial Budget sheet which Sharon Kovner, PBC Budget Analyst, ask the board to discuss and approve because it is now in a new template form.
- The Board reviewed and discussed July's Balance Sheet and YTD Budget vs. Actual financial statement, both summary and detail. The financials are attached.
- FY17/18 Budget- the Board deferred the FY17/18 Budget until the October meeting.
- Bank Signature card- Mrs. Earsley presented the signature card for discussion and review.

Action Items:

- Bank Signature card- Christopher McDermott made the motion to remove inactive signees and add Joseph Galardi and Linda Earsley. Joseph Galardi seconded the motion. The motion passed unanimously.
- Financial Statement-Angela Pope made the motion to accept and approve the revised June 30, 2017 Monthly Financial Budget Sheet. Joseph Galardi seconded the motion. The motion passed unanimously.

Motion to Adjourn:

The meeting adjourned at 1:45pm.

♦ unanimously approved

♦ approved by



 Joseph Galardi

As Secretary

Date

10/11/17

Board of Directors Minutes
Everglades Preparatory Academy, Inc.
June 28, 2017

The Everglades Preparatory Academy Board of Directors met at 11:00pm on June 28, 2017 in the Conference Room, at 360 E. Main Street, Building "C", Pahokee, Florida.

Members in attendance were:

Board Members

Emilia Fanjul (Present)
Robin Azqueta (Absent)
Vivian P. White (Absent)
Angela Pope (Present)
Leigh Woodham (Present)
Christopher Mc Dermott (Absent)
Marvin Pitts (Absent)
Joseph Galardi (Present)

Staff

Edna Stephens (Present)
Linda Johnson Earsley (Present)

Also in attendance

Ralph Arza (Present)
Craig Kahle (Present)

Presentations: Chairman

- Mrs. Fanjul, Board Chairman, called the meeting to order at 11:15am as a quorum was present. The date for the next scheduled Board Meeting is September 6, 2017 at 11:00am.
- Approval of Minutes- Angela Pope made the motion and Leigh Woodham seconded the motion to approve the May 16, 2017 minutes. The motion passed unanimously.
- Mrs. Fanjul made the following suggestion for EPA FY17/18 school year: establish Reading and Math plans that would focus on raising the achievement of students, who scored in the bottom 25 percent, extend school hours to assist students in gaining the core academic skills necessary for improving academic outcomes, and tutoring.
- Mrs. Fanjul discussed the Principals contract goals and benefits.
- Charter Renewal- the Board discussed EPA's (10) year Charter. Mrs. Fanjul stated that EPA must maintain a minimum of 90 students.
- Mrs. Fanjul stated that the Academic, Attendance and Teachers Monitoring plans be presented at the September meeting.
- Mrs Fanjul recommended that Mrs. Stephens implement a classroom grade to track academic progress and teachers instructional performance.

Principal's Report:

- APEX and Reading Plus- Mrs. Stephens stated that she will continue to contract with APEX and Reading Plus for FY17/18 school year and schedule Professional Development before August 14, 2017.
- Attendance- Mrs. Stephens will present an Attendance Plan at the meeting in September.
- West Tech- Dr. Ford, West Tech Principal, stated she's seeking additional information regarding charter school admission.
- Professional Development- Mrs. Stephens stated that staff expectation can affect the performance of students; therefore, Professional Development schedule will be available during the staff retreat on August 10, 2017.
- Teachers Recruitment- Christopher McDermott referred Gina Faya, Maritime Academy HR representative, to assist Mrs. Stephens with teacher's recruitment and exploring online job opportunities advertisement.

Assistant Principal's Report:

- Student and Leadership Dashboard- Mrs. Earsley reviewed and discussed the student dashboard. The Board reviewed and discussed the graduation status of seniors and returning students.
- Fieldtrip (Career/Vocational Outreach) - Mrs. Earsley stated that she will present the FY17/18 Fieldtrip schedule during the September meeting.
- Testing- The Board reviewed and discussed the testing data and compare the prior year data for academic growth.

Legislative Updates:

- Ralph Arza suggested that the Administration present the monthly meeting Financial Report instead of the school accountant, Craig Khale.
- Ralph Arza discussed the k-12 spending bill which increases (FEFP) Florida Education Finance Program by \$100 per. student over the next school year.

Old Business:

- Graduation- Mrs. Earsley presented the Graduation data and compared the prior year's data.
- Transportation- Mrs. Stephens stated that she wish to continue with Palm Tran as the student transportation option. Also, Mrs. Stephens stated that she will begin a pick-up schedule for EPA's bus driver to analyze the process, timing and cost efficiency.
- Charter Renewal- EPA received ten (10) year renewal.

New Business:

- Food Service Agreement- the Board reviewed and discussed the Fy17/18 Food Service Agreement.
- Mark Escoffery, P.A. - the Board of Directors reviewed and discussed Mark Escoffery, P.A. engagement letter.
- Craig Kahle, CPA- the Board of Directors reviewed and discussed Craig Kahle, CPA engagement letter.
- Credit Cards- the Board discussed credit card options for Administration with limitation for school/student related purchases only.

Financial:

- Craig Khale presented the Balance Sheet and YTD Budget vs. Actual financial statement, both summary and detail. The financials are attached.
- Budget Amendment- the Board reviewed and discussed the FY16/17 Budget amendment.
- Budget- the Board reviewed and discussed the FY17/18 Budget.

Action Items:

- Budget Amendment- Leigh Woodham made the motion to approve the FY16/17 Budget amendment. Angela Pope seconded the motion. The motion passed unanimously.
- Budget- Joseph Galardi made the motion to approve the FY17/18 Budget. Leigh Woodham seconded the motion. The motion passed unanimously.
- Food Service Agreement--Angela Pope made the motion to approve the FY17/18 Food Service Agreement and Leigh Woodham seconded the motion. The motion passed unanimously.
- Mark Escoffery, P.A. – Leigh Woodham made the motion to approve Mark Escoffery, P.A. contract and Joseph Galardi seconded the motion. The motion passed unanimously.
- Craig Kahle, CPA- Angela Pope made the motion to approve Craig Kahle, CPA contract and Joseph Galardi seconded the motion. The motion passed unanimously.
- School Credit Card- Leigh Woodham made the motion to approve a school credit card for Administration with limitation for school/student related purchases only and Joseph Galardi seconded the motion. The motion passed unanimously.

Motion to Adjourn:

The meeting adjourned at 2:15pm.

♦ unanimously approved

♦ approved by _____


Joseph Galardi
As Secretary

9/6/17
Date