

Board of Directors Minutes

Everglades Preparatory Academy, Inc.

June 6, 2018

The Everglades Preparatory Academy Board of Directors met at 11:00am on June 6, 2018 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 (Via Phone)
Joseph Galardi (Absent)

Staff

Edna Stephens (Present)
Linda Johnson Earsley (Present)

Also in attendance

Ralph Arza (Absent)
Tony Arza (Present)
Anne Williams Dorsey (Present)

Presentations: Chairman.

- Mrs. Fanjul, Board Chairman, called the meeting to order at 11:10am as a quorum was present. The date for the next scheduled Board Meeting is September 5, 2018 at 11:00am.
- Approval of Minutes- Christopher McDermott made the motion and Vivian White seconded the motion to approve the May 8, 2018 minutes. The motion passed unanimously.
- Trained Marshall-Mrs. Fanjul spoke with Edmundo Guevara, of the ASR Group who assisted with the creation of a job description for a trained Marshall. The duties will consist of providing training services, security for the facility and serve as a mentor to students and staff. The Marshall will be hired for both schools if the Sheriff office agrees to train them. Mrs. Fanjul stated that the off duty officer contract will be extended if the trained Marshall is not hired by August 1.
- West Tech Construction Academy-Mrs. Fanjul stated that if additional students are interested in attending the Academy the Foundation will pay for the shortfall to EPA's FTE. The Board agreed to accept the donation.
- Paid Internship- Mrs. Dorsey, Educational Consultant, spoke with Caroline Villanueva, South Florida External Affairs Manager for Florida Crystals Corp, regarding creating paid internships for EPA students. The details for this partnership will be determined and forthcoming. This will be used as a marketing tool to recruit students into to EPA as well as ultimately provide skilled employees to Florida Crystals.

- Graduation Update-the Board discussed and reviewed the graduation data. Mrs. Earsley stated that EPA will receive test scores between June 11 and July 31.
- Mrs. Fanjul thanked Ms. Stephens for a job well done and for her years of dedication and service. As a result, the board agreed to honor Ms. Stephens with a monetary gift.

Principal's Report:

- APEX- Ms. Stephens stated that EPA will continue with the APEX and Reading Plus Programs for the upcoming school year. Christopher McDermott stated that EPA needs to research additional options. Mrs. Dorsey will follow up with Mr. McDermott regarding his concerns with the curriculum package.
- Attendance – EPA's current enrollment consists of 55 students.
- Student Recruitment / Enrollment – Fliers have been created, ordered and distributed to residents and businesses in the Glades area. Additionally, the administrative team met with principals at the local middle and high schools regarding program offerings and how they might benefit their students.
- Academic Achievement – The board reviewed and discussed the ACT, SAT, PERT and FSA testing comparison data from School year 2016-2017 to 2017-2018.
- Career Pathways – Palm Beach State's welding and cosmetology certification programs will begin August 23, 2018. Ten (10) students enrolled from EPA.

Consultant Report:

- Findings – Mrs. Dorsey noted the volume and distribution of work generated from the main office which provided insight into the challenges the school faces. As a result, she consolidated and re-purposed several positions to redistribute the work load. Mrs. Dorsey also noted that student attendance was low and teachers should have been more engaged.
- Teacher / Staff Interviews – Mrs. Dorsey, Mrs. Stephens, and Mrs. Earsley conducted interviews with all teachers. Interviews consisted of 5 questions. Mrs. Dorsey also conducted informal observations and noted that staff time could have been better utilized, given the teacher to student ratio.
- Physical Plant – Mrs. Dorsey noted that there were communication barriers due to a lack of communication devices on campus. As a result, she recommended the purchase and installation of an intercom system and the installation of emergency buzzers in each classroom. She also noted the desire to purchase walkies. We also have to ensure that all school phones are operable.
- Budget – Mrs. Dorsey noted that the budget reflects 99 students versus 102. The budget also reflects the elimination of two teaching positions which saves the foundation \$100K. We may have to revisit the 1st period non credited mentoring class to determine if a credited class will compensate for the loss of FTE. Teacher salaries were scaled back due to elimination of all cost of living stipends, which resulted in a \$14K savings. Also, gas stipends will only be offered to teachers and administrators who commute to the Glades. Two behavioral intervention associate positions have been added as hourly employees. Additionally, the long standing issue regarding Capital Outlay was resolved and \$29K has been transferred from the General Account into

Capital Outlay. Also, restricted millage dollars have been unrestricted thanks to the insight of Mrs. Fanjul.

- Organizational Chart – Ms. Dorsey added students, parents, community members & Leaders, business partners to the top of the organizational chart. A list of business partners were also listed as well as our school resource officer. Two behavioral interventionists were added to the organizational chart and Linda Johnson Earsley's position has been re-purposed from the title of "assistant principal" to that of "school administrator".
- Contracts – Mrs. Dorsey issued a current state of affairs to all staff regarding the need for budget cuts and the elimination of two teaching positions. Teacher interviews were conducted on June 4, 2018. Resumes and summer contact information has been collected, however Mrs. Dorsey wants to review teacher data in EDW to assist in determining teacher effectiveness. Dr. Carla Kendall manager of the assessment department has identified EPA's EDW school contact. Together they will work to correlate student achievement by each teacher to determine teacher effectiveness. Mrs. Dorsey hopes to have all contracts finalized by the end of June.
- Staff Recruitment- Mrs. Dorsey noted that a flier was sent to Glades Initiative.
- Block Scheduling – Mrs. Dorsey provided attendees with a sample draft of a block schedule that she would like to implement for the upcoming school year. A block schedule offers safety advantages because it cuts down on student movement and adds to instructional minutes. The instructional advantages are that teachers have more time to provide rich robust instruction.
- Enrollment / Student Recruitment – Mrs. Dorsey would like to publish an EPA Facebook page to promote the school. This would also help with rebranding the school's image. Items to promote would include an 8.5 Program, paid student internships and school accreditation. EPA's administrative team has also been in contact with local principal to highlight EPAs program offerings. The Board will revisit the Facebook status during the September meeting.

Assistant Principal's Report:

- Student and leadership dashboard - Mrs. Johnson-Earsley reviewed and discussed the EPA 2018 Graduates post-secondary goals which included college, employment, technical/vocational school and the Army. Also, we discussed the academic and summer camp plans for the returning students.
- Testing- the Board discussed and reviewed the test comparison data from 2016-2018.

Legislative Updates: None

Old Business:

- Summer Camp-Mrs. Earsley stated that the summer camp will begin on June 11, offering students opportunities for enrichment and credit recovery during the summer months.
- Game Changer: Reading and Math camp-Mrs. Earsley stated that the Camp will give students Core Skills needed to succeed in the next grade level. The camp reviews and reinforces skills taught in math and reading during the previous school year. Game Changer Camp will start on June 11.

- School security/ police officer-Mrs. Fanjul stated that if the trained Marshall is not hired by August 1, she will hire an off duty officer to provide security services for both schools.

New Business

- Florida Safe Schools Assessment Tool (FSSAT) -Mrs. Stephens stated that she requested for the information from DOE to access the FSSAT portal to submit the information before the deadline date of July 20.
- Principal contract- the Board reviewed and discussed the Principal's contract and bonuses.
- Teacher contracts- the Board was provided and discussed teacher contracts.
- Accountant contract- the Board of Directors reviewed and discussed Craig Kahle, CPA contract (Engagement letter).
- Auditor contract. – th e Board of Directors reviewed and discussed Mark Escoffery, P.A. contract (Engagement letter).
- FY18/19 Budget- the Board reviewed and discussed the FY18/19 Budget.

Financial:

- The Board reviewed and discussed the Balance Sheet and YTD Budget vs. the Actual financial statement, both summary and detail.

Action Items:

- Accountant contract- Leigh Woodham made the motion to approve Craig Kahle, CPA contract and Vivian White seconded the motion. The motion passed unanimously.
- Auditor contract-Vivian White made the motion to approve Mark Escoffery, P.A. contract and Leigh Woodham seconded the motion. The motion passed unanimously.
- Principal contract- Leigh Woodham made the motion for the Board to give the power to the Chairman to negotiate bonuses, which will be paid by the Foundation and the contract for the Principal. Vivian White seconded the motion. The motion passed unanimously.
- Safe School Plan- Leigh Woodham made the motion to approve the submission of the Safe School Plan due July 20, 2018. Robin Azqueta seconded the motion. The motion passed unanimously.
- Budget- Leigh Woodham made the motion to approve the FY18/19 Budget. Vivian White seconded the motion. The motion passed unanimously.

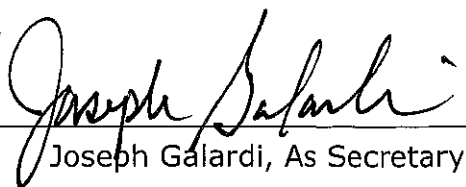
Motion to Adjourn:

The meeting adjourned at 2:00pm.

- ♦ unanimously approved
- ♦ approved by _____

9/5/18

Date



 Joseph Galardi, As Secretary