

Board of Directors Minutes

Everglades Preparatory Academy

April 15, 2020

The Everglades Preparatory Academy Board of Directors met at 2:00 p.m. on April 15, 2020 via Zoom Meeting, facilitated by Principal Johnson-Earsley from 360 E. Main Street, Building "C", Pahokee, Florida.

Members in attendance were:

Board Members

- X Emilia Fanjul
- X Robin Azqueta
 Vivian P. White
 Leigh Woodham
- X Christopher McDermott (Via Phone)
 Joseph Galardi

Staff

- X Linda Johnson Earsley
- X Jennial Davis
- X Dr. Randy Burden

Also in attendance

- X Ralph Arza
- X Louis Sullivan (Via Phone)

Board Meeting was called to order by Mrs. Fanjul, Board Chair at 2:05 p.m.

Approval of Minutes:

Robin Azqueta made the motion and Christopher McDermott seconded the motion to approve the March 11, 2020 minutes. The motion passed unanimously.

- Minutes Approved
- Minutes Not Approved
- Corrections/Changes: None

Agenda:

- a. The Agenda was presented and reviewed by the Board.

Reports:

a. Chairperson – Emilia Fanjul

1. EPA Future vision-EPA's vision- the Board discussed EPA's Future vision looking beyond COVID 19. Mrs. Fanjul stated that staff needs to support students in raising their aspirations and give them the opportunity to receive the vital work-related knowledge and skills needed to move them from school to work. Therefore, next year's focus will be on trades, vocational/ technical schools, and industry certifications.
2. EPA Reunion-Mrs. Fanjul stated that the primary purpose for the reunion is to reconnect students, network, and data collection. The Board discussed the benefits

of having a reunion such as; sustaining alumni involvement in school programs, mentoring, social, business, and charitable opportunities for EPA Alumni to assist EPA students and faculty.

3. Healthcare plan policy-this policy will include processes for sanitizing and disinfecting of the school campus, bus and any areas and/or objects touched.

b. Principal's Report

1. Principal's Narrative:

COVID-19

- Everglades Preparatory Academy's students last day reporting to school was Friday, March 13, 2020 due to the COVID-19 virus outbreak.

Below are actions being taken by Everglades Preparatory Academy since March 13, 2020

- *March 13-* Dr. Burden instructed all teachers to email their approved paper assignments to him to review for dissemination. Afterwards, Dr. Burden forward all assignments to Mrs. Earsley for assembling students paper assignment binders.
- *March 16th-* All staff called Parents to assist them with completing a survey accessing their child (ren) Digital device, Internet services and connectivity needs; in relation to COVID-19, recent general emergency preparedness. After analyzing students technological and connectivity surveys, Principal Earsley with the approval of Board Chair, Emilia Fanjul contacted the local T-Mobile manager to purchased (16) phones with unlimited connectivity that includes content filtering.

After much consultation with Mrs. Fanjul and Ralph Arza regarding the technology needs of students, Principal Earsley prepared EPA's current inventory of Laptop and iPads for students in need of Devices.

- *March 16th-* Principal Earsley completed and submitted to the State Charter School Director, Adam Emerson- the Charter COVID 19 Cleaning and Student Activities survey.
 - *March 17th -20th -* Principal Earsley, Ms. Davis, EPA Administrative Assistant and Ms. Ridford, EPA (BIA) Behavioral Interventionist Assistant reported to work to print and sorted by class the Teachers approved paper-based assignments for APEX and Reading Plus.

1. This process was required to prepare teacher approved paper assignment binders for distribution for each students beginning on March 18th.

- *March 16th and 20th -*Jamilia Smith, EPA Bus Driver will continue her schedule of disinfecting, sanitizing and maintaining the bus monthly maintenance appointments to ensure its operability.
- *March 17th -*EPA cancelled its Annual Career Day which was scheduled for April 23. Ms. Davis emailed and called all vendors and invitees.
- *March 18th-20th -* Everglade's Preparatory Academy Administrators, teachers and staff reported to work to assemble student's paper-based APEX and Reading Plus assignments

to distribute to each student. Also, Staff distributed Laptops, I-pads and T-Mobile phone for Internet services and connectivity for students to access their assignments. All Parents requesting a Device or a T-Mobile phone, completed EPA's Distance Learning Device /T-Mobile phone Distribution program agreement. Each parent was required to submit a copy of a valid Driver's License/State issued ID.

- *March 23th -27th (Spring Break)* - Principal Earsley, Ms. Davis, and Ms. Ridford continued distributing and delivering the teachers approved paper-based assignments for APEX and Reading Plus and Laptops, I-pads and T-Mobile phone for Internet services and connectivity for students to access their assignments.

- *Distance Learning Program schedule:*

March 30th –until the end of the school year

Administer a Zoom meeting with questions, answers and illustration of the assignment.

Calling, emailing, and messaging parents and students to discuss students' progress.

Implement Google classroom for further assistance with apex such as PowerPoints and study guides.

Schedule and Zoom reminder via text and or email

Monitoring USA Test Prep, Reading Plus, and Apex; inputting student's data and updating assignments.

Attend weekly Staff meeting

Open availability to students and or parents for online help, parent teacher conference, one on one instructions, and chats.

- April 3, 2020, Based on a recommendation from the Florida Department of Education, and Palm Beach County, Superintendent Donald E. Fennoy II, Ed.D. decided to close District operated schools until further notice. Based on this recommendation.
 1. Dr. Burden and EPA Teachers continue to work remotely and monitoring emails, phone calls and weekly Distance Learning and Zoom meeting.

April 6th- until the end of the school year -Principal Earsley and April Ridford continue to work at the School at least two to three days out of the week to continue regular day to day functions ex. answering calls, student recruitment, calling parents and students regarding student attendance, resolving, exchanging and delivering technology/devices when students experience difficulties with the functionality of the device and/or phone, this has been a weekly task. Principal Earsley informed parents that students need to be prepared to submit the paper-based APEX and Reading Plus assignments when school resumes or instructed by the administrators.
- Principal Duties during COVID- Although students are not in attendance Principal Earsley continues to complete her daily duties which currently include:

- Participate in ongoing COVID-19 Updates FDOE Leadership Webinar Monitoring Distance Learning Program staff duties and responsibilities for virtual learning.
 - Technology Distribution and Collection.
 - Monthly duties for Charter Tools.
 - Monitoring/Creating New and Current Budget.
 - Title I Items Due
 - Reimbursements/ Monthly Deliverables and Data
 - Recruitment Staff
 - Recruitment Students/Enrollment
 - Evaluations
 - Campus Preparation (Health and Safety policy)
 - Preparation for new school year (classroom supplies book orders, programs, schedules, staffing etc)
- Wake-up texts and calls to students
 - Monitor and participate in Zoom meetings with teachers and students
2. Enrollment/FTE - Current enrollment is 121
 3. COVID-19 Paycheck Protection Program - Everglades Preparatory Academy completed and submitted the application for the COVID-19 Paycheck Protection Program which is a \$350 billion forgivable loan program designed to keep employers from laying off their workers.
 4. Mini Grant-Distance Learning Innovation Mini-Grant online application was submitted by Principal Earsley.
 5. FSA Testing SY19-20 - All FSA Testing was cancelled for the 2019-2020 school year.
 6. Teacher hires - An ad for a Science and Upper Math: Geometry and Algebra II teacher positions at EPA will be placed on Indeed and in the Palm Beach Post. Principal Earsley will virtually interview all candidates. The first set of interviews will occur next week.
 7. Registration 2020-2021 - EPA will begin student registration April 20, 2020.

c. Assistant Principal's Report

1. Distance Learning Program- Attendance and Assignment data- The Board reviewed and discussed EPA's Distance Learning Assignment-based Attendance Posting process. Dr. Burden stated he will work to help set up a solution to interpreting the data appropriately.

Dr. Burden stated that due to the COVID-19 pandemic, teachers are given students attendance "credit" for doing classwork at home and participating in online activities, such as zoom meetings and Google classrooms.

Technology and connectivity- Parents completed a survey accessing their child (ren) digital device, internet services and connectivity needs; After analyzing students technological and connectivity surveys, EPA purchased (16) T-Mobile phones with unlimited connectivity and distributed Laptops and iPads for students in need of Devices.

2. Mentoring Program- The Board reviewed and discussed the Mentoring Program. Dr. Burden stated that EPA's Mentoring Program was in place prior to school closing on March 13, 2020. All staff were assigned mentees. Teachers are in contact with students to assist them with their assignments and report their outcomes to Dr. Burden at the end of each week.

d. Legislative Updates

1. Ralph Arza gave legislative updates relating to school closure for the remainder of the 2019-2020 school year; the State of Florida 2020-2021 Budget, effective July 1. He suggested to Mrs. Earsley to make preparations for supplies and equipment to combat COVID-19 virus for the upcoming school year.

e. Old Business

1. ADP- the Board agreed to table this item until next year.

f. New Business

1. Summer Camp- Anquan Boldin Foundation and Florida Crystals Summer Enrichment Camp is postponed.

2. Food Service Annual Agreement – Mrs. Earsley stated that she received the Food Service Annual Agreement for approval. Based on the past contract the terms are the same with a few changes that EPA have implemented and remain in compliance.

g. Financial Report

1. Monthly Financials – The Board reviewed and discussed the Balance Sheet and the YTD Budget vs. the Actual Financial Statement, both summary and detail.

2. 990 Tax Form- the Board reviewed and discussed the 990 Tax form for Tax Year 2018.

h. Action Item

1. 990 Tax Form- Robin Azqueta made the motion to approve the 990 Tax Form for Tax Year 2018. Christopher McDermott seconded the motion. The motion passed unanimously.

Motion to Adjourn

The meeting adjourned at 3:55 p.m.

♦ unanimously approved

♦ approved by _____



Joseph Galardi, As Secretary

Date 5/15/20