

Board of Directors Minutes
Everglades Preparatory Academy
May 12, 2020

The Everglades Preparatory Academy Board of Directors met at 2:00 p.m. on May 12, 2020 in the zoom video conferencing app Conference Room, at 360 E. Main Street, Building "C", Pahokee, Florida

Members in attendance were:

Board Members

X Emilia Fanjul
X Robin Azqueta
X Vivian P. White
X Leigh Woodham
X Christopher McDermott
X Joseph Galardi

Staff

X Linda Johnson Earsley
X Jennial Davis

Also in attendance

X Ralph Arza
X Louis Sullivan

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

Approval of Minutes:

Robin Azqueta made the motion and Christopher McDermott seconded the motion to approve the April 15, 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:

I. Chairperson – Emilia Fanjul

a. Paycheck Protection Program – Mrs. Fanjul stated that Everglades Preparatory Academy was approved for the PPP loan with PNC in the amount of \$126,800, which is a forgivable loan program designed to keep employers from laying off their workers. Principal Earsley withdrew the approval at PNC. She felt at the time others may have a greater need for the funds.

b. Education Consultant – Mrs. Fanjul requested Ashley Barber, AB Consulting Services, LLC, services to assist Principal Earsley with providing feedback on the efficacy of Everglades Preparatory Academy's distance learning program. Principal Earsley and Mrs. Barber reviewed and revised the administrative team's duties.

II. Principal's Report-

- a. *Enrollment/FTE* - Current enrollment is 121.
- b. *Student Recruitment* -EPA student recruitment efforts continues by calling potential 8th-12th grade students referred by the local middle and high schools. Ms. Davis contacted the current students' parents to confirm their enrollment status for next year. Also, a drive through student recruitment event is scheduled to begin on May 27.
- c. *Teacher Recruitment* – EPA submitted an ad on Indeed and in the Palm Beach Post for a Science and Math teacher. Principal Earsley interviewed three candidates for the positions by phone and Zoom. These positions will be filled no later than May 29.
- d. *Mini Grant*-Distance Learning Innovation Mini-Grant online application was submitted by Principal Earsley. There are no updates.
- e. *Virtual Graduation*- Herff Jones, in collaboration with StageClip and MarchingOrder, is offering a virtual graduation platform to celebrate EPA graduate's achievements. The tentative date to virtually gather students and their families to celebrate their commencement is June 26.
- f. *Teachers' contract*- deferred until the June meeting.
- g. *Distance Learning program*-Ashley Barber provided an analysis of the existing practices of EPA Distance learning program and made recommendations for improvements. Principal Earsley reviewed and discussed those recommendations with the Board.
- h. The following recommendations were implemented:
 1. *Expectations*-Raising expectations and monitoring student progress.
 2. *Lesson planning expectation*:
 - a. Identify the learning objectives.
 - b. Plan the specific learning activities.
 - c. Plan to assess student understanding.
 - d. Plan to sequence the lesson in an engaging and meaningful manner
 - e. Plan for a lesson closure.
- i. *Attendance and Assignments data*
 - Students must attend Zoom Sessions.
 - Teachers must TEXT all students 5-10 minutes before session begins.
 - Constant contact with ALL students and parents.
 - Teachers should hold Zoom sessions specific to subjects.
 - Review attendance, assignment completion, and performance data with students and their parents to help students reach out to teachers for support when needed.
- j. *Final Exams*-Students will be given Apex Learning CST final exam which ensures students not only pass their classes but are successful on high-stakes exams with:
 - Instruction that builds deeper understanding of concepts to be tested.
 - Adaptive remediation to address any prerequisite skills needed.
 - Active learning to ensure concepts and skills are reinforced.
 - Question types found on high-stakes exams.
 - Reports to track standards mastery by students and class.
- k. *Technology and connectivity*
 - EPA staff ensured students had working technology devices and uninterrupted connectivity.

III. Principal Duties -Principal Earsley continues to complete her daily duties which currently include:

- Participate in ongoing COVID-19 and District departmental Webinar, Conference calls and Zoom meetings.
- Monitor Distance Learning Program- monitor staff duties/responsibilities for fidelity of implementation. Monitor and support student progress in virtual learning.
- Technology replacement, repairs and collection.
- Monthly duties for Charter Tools.
- Monitoring/Creating New and Current Budget.
- Recruit, interview and hire teachers for the vacant positions.
- Reimbursements/ Monthly Deliverables and Data
- Student Recruitment /Enrollment
- Evaluations
- Campus Preparation (Health and Safety policy)
- Preparation for new school year (classroom supplies book orders, programs, schedules, staffing etc.)

IV. Reopening- What reopening might look like for EPA.

- Stepped-up health and hygiene measures- the safety measures being taken right now includes wearing masks, temperature checks, hand-washing, frequent sanitization and social distancing rules enforced. . Sir Speedy team will install signage and protective safety shields measures needed to protect students, staff and the community.
- Property Works- Representatives from Property Works disinfect and sanitized the entire campus at no charge to the school. Principal Earsley stated that sanitizing machines were order and will be installed by Property Work no later than June 30.
- Students will line up in the morning next to traffic cones or floor markers spaced 6 feet apart.
- There are only 20 students to a classroom, with just one teacher.
- Elective teacher may offer their lessons outside in the courtyard.
- Class size of 20 or fewer - In an attempt to balance safety with the impact on students, we will reduce social contact by putting students in the smallest groups possible.

V. Covid-19/ Coronavirus Preparation and School policy- Principal Earsley stated that it is crucial that we keep students safe and healthy, and ensure that they have all the resources necessary when they return as we respond to COVID-19 protocols. Principal Earsley will present the Health and Safety policy at the June meeting.

VI. Legislative Updates

- Ralph Arza legislative updates included the impact of COVID 19 as it relates to Summer School, FTE funding and Health /Safety measures.

VII. Old Business

None

VIII. New Business

a. Distance Learning Summer Program- Principal Earsley stated that EPA remains focused on the safety of our students and staff. The Board reviewed and discussed the Summer Camp Budget EPA will provide remote or on campus learning in the summer for at least (4) weeks from July 6-31, 2020.

IX. Financial Report

- a. Monthly Financials – The Board reviewed and discussed the Balance Sheet and the YTD Budget vs. the Actual Financial Statement, both summary and detail.
- b. Budget Amendment- the Board reviewed and discussed the Budget amendment.

X. Action Item

- a. Budget Amendment- Joseph Galardi made the motion to approve the FY19/20 Budget amendment. Leigh Woodham seconded the motion. The motion passed unanimously.

Motion to Adjourn

The meeting adjourned at 3:55 p.m.

- ◆ unanimously approved
- ◆ approved by _____

Lucia Fajal

Joseph Galardi, As Secretary

Date June 16, 2020

for Joseph Galardi