




7145 Babcock Street, S.E.
Palm Bay, Florida 32909
Phone (321) 723-0650
Fax (321) 722-1117
www.royalpalmcharter.com

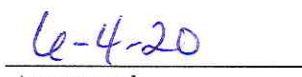
3/26/20 @ 5:00 PM
Board of Directors Emergency Meeting Minutes

Directors:

Lori Grodecky, President
Pat Luckey, Vice President
Alisha D'Alessandro Rozynski, Secretary
Kyley Haynes, Member
Leo Belanger, Member
Erik Brown, Member

- I. **Call to Order** *Luckey called the meeting to order, Belanger 2nd Luckey motioned to adopt the agenda, Rozynski 2nd.*
- II. **Roll Call** *Call was held via Zoom platform, all board members in attendance*
- III. **Reports and Presentations:** *Mrs. Shupe discussed attached plans*
 - i. Continuity of Instruction Plan – Shupe
 - ii. Staff Pay through Covid-19
- IV. **Consent Agenda:** *Rozynski motioned to adopt the consent agenda, Haynes 2nd*
 1. Approve Continuity of Education Plan
 2. Approve Staffing Plan
- V. **Non-Consent Agenda:**
 1. Next Meeting: Wednesday, April 15th 5:00pm
- VI. **Public Comment:** *None*
- VII. **Motion to Adjourn:** *Luckey motioned to adjourn, Belanger 2nd*


Lori Grodecky, President


Approved



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COVID 19 – ROYAL PALM STAFFING PLAN

This plan is based on the knowledge that schools will continue to receive their Funding Allocation in its' entirety while being shut down because of Covid 19.

All salaried employees will be expected to complete their assigned duties to the best of their ability out of the building as appropriate and will continue to receive their contracted salary amounts. Instructional employees are expected to lesson plan, grade and support students/parents with online learning as though they were in the classroom.

All hourly instructional employees will be expected to complete their assigned duties to the best of their ability out of the building as appropriate and will continue to receive their hourly compensation based on the number of regularly scheduled hours. Hourly instructional employees are expected to support teachers/students/parents with online learning.

All hourly employees that have regularly scheduled hours will continue to receive their compensation based on the number of regularly scheduled hours. We ask that employees be on call to help support administration and teachers with online learning, tasks on/off campus, etc.

It is requested that all employees keep a log of hours worked and a general idea of the task completed – for example: lesson planning, student instruction, communication with parent. All employees are expected to be on call during normal working hours.

Continuity of Education Plan – Royal Palm Charter School

Estimated Hours of Education

VPK – 2nd: 2 hours

3rd – 5th: 3 hours

6th – 8th: 4 hours

Instructional Content

Students will receive a minimum of 30 minutes instruction in Reading, Math, Science/Social Studies, and Communications each day.

Content will be grade level appropriate and standard-based. Differentiation will be handled by the teacher and ESE staff in order to best meet the needs of each student.

Suggested additional activities include: My Path Lessons on IREADY in both Reading and Math and 30 minutes a day of independent reading.

Delivery

The main delivery of lesson plans and instructional materials/content will be through RenWeb – teachers will also email the lesson plans via email to the parents on a weekly basis.

Parents should log on to RenWeb at www.renweb.com – if parents have difficulty with access they can contact the front office for support.

Technology

Teachers and administrators will reach out to families to survey technology needs of students.

The majority of learning will take place through online web-based platforms that students will be able to access contact with a cell phone, tablet and/or PC. If students need a device the school has purchased Kindle Tablets for students to check out and a technology pick up will be held to get technology to students.

All students in grades 3-8 have been set up with Microsoft 365 accounts.

Zoom meetings will be used by teachers for class meetings, story times, etc.

No Tech Option

If students are unable access the online learning environment, paper packets will be available by request to the teacher. A drop box file system has been established outside of the cafeteria and parents will be notified when materials are available for pick up. Materials will then be dropped off for grading once completed and the teacher notified. In addition, teachers will scan packets to parents via email if at home printing is an option.

Educational Platforms

Reading: The majority of instruction/learning will take place through online web-based platforms like LMS, IREADY, NewsELA, MyOn, Core Knowledge and Scholastic. In grades 3-8 students will continue their novel-based instruction.

Math: The majority of instruction/learning will take place through online web-based platforms like Zearn, GoMath, Khan Academy, and IREADY.

Science: The majority of instruction/learning will take place through Discovery Education, Stemscoptes, BrainPop, Core Knowledge and EdPuzzle.

Social Studies: The majority of instruction/learning will take place through Core Knowledge, iCivics, and Discovery Education Tech book.

While the above materials will be utilized the most, individual teachers have the option of assigning material from other resources that they find helpful.

ESE/ELL Students

ESE/ELL students will have the same access to content as every other student.

ESE/ELL staff will provide students assistance with coursework or services through virtual/phone support as applicable.

A list of resources will be provided to ESE students/parents.

Gifted students will be provided a choice board. They will choose from a list of activities they can complete at their leisure and share once a week through zoom with their classmates.

Attendance/Grading

Intermediate and Middle School students will be asked to submit their work through the RenWeb LMS. In some cases, photo evidence of work will be submitted to the teacher.

Daily log in to the IREADY program will account for student daily attendance.

Students who have not participated in any virtual meetings or submitted any assignments to be graded will receive a call from the teacher – if the teacher is unable to reach the student/parent their names will be sent to administration for follow up.

Communication

The school will continue to utilize the school's website, Royal Palm PTO Facebook page, emails, and phone to contact parents/students.

Teachers will attempt to contact parents/students by phone or Zoom at least once per week to check in on student progress/concerns.

Teachers will be available by phone/email during the normal work day of 8:00 am – 4:00 pm. Teachers will have the flexibility to set up daily virtual "office hours".

NOTICE OF GOVERNING BOARD MEETING FOR ROYAL PALM CHARTER

A GOVERNING BOARD MEETING WILL BE HELD ON MARCH 26, 2020 UTILIZING COMMUNICATIONS MEDIA TECHNOLOGY (“CMT”). THE CMT USED WILL BE THE FOLLOWING ZOOM MEETING NUMBER: 277-587-745 (WWW.ZOOM.COM). INTERESTED PERSONS MAY ATTEND THIS MEETING VIA CMT. FOR MORE INFORMATION ABOUT THIS MEETING OR TO PROVIDE INFORMATION TO BE CONSIDERED AT THIS MEETING, PLEASE CONTACT SHANNON SHUPE, [SHANNON.SHUPE@ROYALPALMCHARTER.COM], [PHONE]. THE MEETING WILL INCLUDE DISCUSSION REGARDING MATTERS PERTAINING TO THE ROYAL PALM CHARTER SCHOOL.

Reports and Presentations:

- i. Continuity of Instruction Plan – Shupe
- ii. Staff Pay through Covid-19