

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

1/9/23

## Board of Directors Meeting Minutes

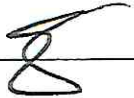
### Directors:

Lori Grodecky, President  
Erik Brown, Vice President  
Alisha D'Alessandro Rozynski, Secretary  
Kyley Haynes, Treasurer  
Rachel Costa, Member

- I. **Call to Order** *Brown called meeting to order, Rozynski 2<sup>nd</sup>*
- II. **Roll Call** *Grodecky, Brown, D'Alessandro, Haynes in attendance on Zoom, Sviben in person*
- III. **Reports and Presentations:** *Brown motioned to adopt agenda, Haynes 2<sup>nd</sup>*
  1. Discuss School Recognition Fund Disbursement Vote Mrs. Sviben explained that RPCS was eligible for school recognition funds because of the increase from a C to B school rating. The school is required to survey the staff in order to decide how the funds would be spent. Mrs. Sviben shared that the administrative team made of Principal, Assistant Principal, Reading Resource, ESE Coordinator, and Lead Teachers met to discuss bonuses. They presented the options in a survey to staff. The first survey indicated the majority wanted staff bonuses to be paid out based on hours worked. A second survey was sent out to get a majority of who should receive bonuses. The majority voted that the funds would go toward teacher bonuses to all staff that was currently working who was employed during the 2021-2022 school year contingent upon the number of hours worked. Mrs. Sviben shared the spreadsheet that showed the allocation disbursement plan.
  2. Discuss VPK Bonuses Mrs. Sviben explained that the school recognition funds did not include the VPK teachers and would like the board to consider including them in the bonuses based on their efforts as well. Additionally, she explained to the board that we had received a grant through ELC for VPK that would cover the bonuses. The discussion of the board was in favor of giving the VPK teachers the same bonus as the rest of the staff, as long as they had worked the 2021-2022 school year as well and based on the number of hours worked.
  3. Discuss RBT packet
  4. Discuss February board meeting time Mrs. Sviben is not able to make the 5:30pm meeting time for the February meeting and requested a change in time. The board discussed that the afternoon, before carloop, would be an option. Rozynski asked if it would be possible to reinstate the royal palm board's email, she has been using her personal email address as the board liaison, but feels it would be best to go back to using the board address so she can make sure that she is not missing anything. Mrs. Sviben said she would get with Computer Experts to get it set back up and send her the credential information.
- IV. **Consent Agenda:** *Haynes motioned to adopt the consent agenda, Rozynski 2<sup>nd</sup>*
  1. Approve School Recognition Fund Disbursement Plan
  2. Approve VPK Bonuses
  3. Approve RBT – Jennifer McPeck
- V. **Non-Consent Agenda:**
- VI. **Next Meeting:** February 8, 2023 @1:00PM

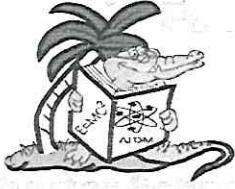
VII. Public Comment: *None*

VIII. Motion to Adjourn: *Haynes motioned to adjourn, Rozynski 2<sup>nd</sup>*



Royal Palm Charter  
Board Vice President

2/8/2023  
Date Approved



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1/9/23

**Board of Directors Meeting Agenda**

Directors:

Lori Grodecky, President  
Erik Brown, Vice President  
Alisha D'Alessandro Rozynski, Secretary  
Kyley Haynes, Treasurer  
Rachel Costa, Member

- I. Call to Order**
- II. Roll Call**
- III. Reports and Presentations:**
  - 1. Discuss School Recognition Fund Disbursement Vote
  - 2. Discuss VPK Bonuses
  - 3. Discuss February board meeting time
- IV. Consent Agenda:**
  - 1. Approve School Recognition Fund Disbursement Plan
  - 2. Approve VPK Bonus
  - 3. Approve RBT – Jennifer McPeck
- V. Non-Consent Agenda:**
  - 1. Next Meeting: February 8, 2023 @5:00PM
- VI. Public Comment:**
- VII. Motion to Adjourn:**

October 31, 2022

## **MEMORANDUM**

**To:** School Principals  
Cabinet

**From:** Diane Lichenstein  
Director, Budgeting, Cost Accounting & FTE

**Subject:** School Recognition Funding Guidance

Congratulations to all the schools on the attached list (Attachment 1) for earning the school recognition award based upon your 2021-22 school year performance! The list contains the award amounts, by school, for this year's award recipients. This means that your school can proceed with obtaining consensus on how to distribute the funds. **As in the past, the February 1<sup>st</sup> deadline for consensus about the expenditure of these funds still applies.**

For your assistance, we have included a Sample Letter (Attachment 2) that shows the information that needs to be provided to Budgeting. It illustrates how the budget is to be broken out by accounting strings and amounts for both the bonuses and the non-labor related expenditures. Also, the sample letter contains an example of the consensus statement that assures everyone that the decision concerning the distribution of the school recognition funds was determined jointly by the school's staff and SAC, as required by Florida Statutes.

To make the process easier, Budgeting will provide a spreadsheet customized for each school's use for calculating the bonuses. Because the personnel information gets updated every year, it is important to use **this year's** spreadsheet to transmit the school's bonus information back to Budgeting, Cost Accounting & FTE.

Please be aware of this year's timeline:

- ✓ The spreadsheets will be disseminated to schools as soon as they are completed.
- ✓ Spreadsheets completed by December 16th will be eligible to be paid out on the February 28th pay day.
  - This includes any **ACTIVE** employees.
  - Any retired or terminated employees, or employees on leave or who have resigned, will **NOT** be paid **PRIOR** to March.
- ✓ Any completed spreadsheets received by Budgeting, Cost Accounting & FTE after December 16th may not be processed **PRIOR** to March.
  - Please plan proactively to schedule your SAC and faculty/staff meetings to meet the December 16th deadline.

Diane Lichenstein, Director  
Office of Budgeting, Cost Accounting & FTE  
Phone: (321) 633-1000 ext. 11610 • FAX: (321) 633-3562

**Please be reminded that per state statute, school recognition awards must be used for:**

1. Nonrecurring bonuses for faculty and staff.
2. Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance.
3. Temporary personnel to assist in maintaining or improving student performance

For your reference, we have also attached the 2021-22 School Recognition Funds Guidelines and Answers to Commonly Asked Questions (Attachment 3).

Attachments:

1. List of Brevard County Schools earning 2021-22 School Recognition Awards
2. Sample Letter
3. 2021-2022 School Recognition Funds Guidelines and Answers to Commonly Asked Questions.



Diane Lichenstein  
Director of Budgeting, Cost Accounting & FTE



Cynthia Lesinski  
Chief Financial Officer

2022-23 Florida School Recognition Program Awards by School

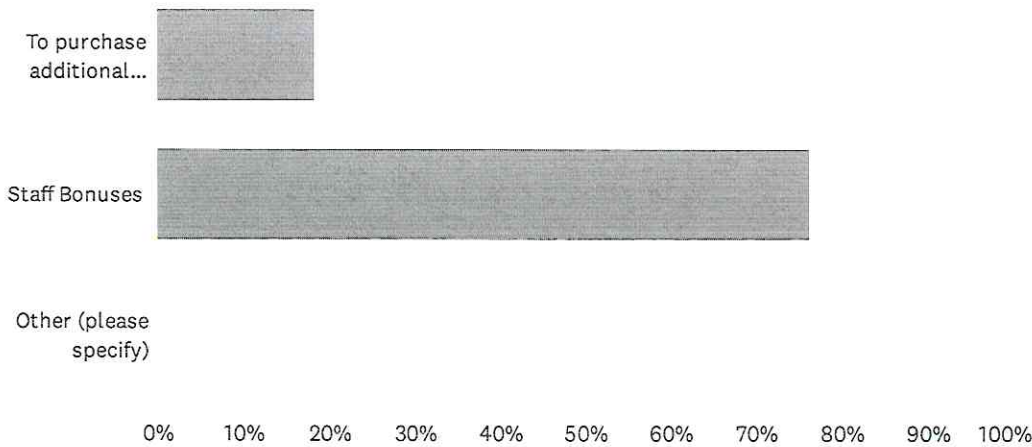
Attachment 1

Center	School Name	FTE	Funding
0091	COQUINA ELEMENTARY SCHOOL	494.82	\$91,764
0122	SOUTH LAKE ELEMENTARY	392.49	\$72,787
0201	ATLANTIS ELEMENTARY SCHOOL	621.28	\$115,215
0301	ENTERPRISE ELEMENTARY SCHOOL	568.61	\$105,448
1081	RONALD MCNAIR MAGNET MIDDLE SCHOOL	333.36	\$61,821
1161	MANATEE ELEMENTARY SCHOOL	847.78	\$157,219
1171	VIERA HIGH SCHOOL	2,056.80	\$381,430
2042	W. MELBOURNE ELEMENTARY SCHOOL FOR SCIENCE	541.60	\$100,439
2191	JUPITER ELEMENTARY SCHOOL	681.86	\$126,450
3121	SUNTREE ELEMENTARY SCHOOL	598.18	\$110,931
3131	LONGLEAF ELEMENTARY SCHOOL	588.04	\$109,051
3141	WEST SHORE JUNIOR/SENIOR HIGH SCHOOL	900.40	\$166,978
3151	QUEST ELEMENTARY SCHOOL	680.44	\$126,186
3161	VIERA ELEMENTARY SCHOOL	581.99	\$107,929
4021	EDGEWOOD JR/SR HIGH SCHOOL	857.22	\$158,970
4041	TROPICAL ELEMENTARY SCHOOL	648.16	\$120,200
4051	AUDUBON ELEMENTARY SCHOOL	453.19	\$84,043
4071	ROBERT L. STEVENSON ELEMENTARY SCHOOL	495.52	\$91,893
4121	LEWIS CARROLL ELEMENTARY SCHOOL	610.76	\$113,264
5011	COCOA BEACH JUNIOR/SENIOR HIGH SCHOOL	877.68	\$162,764
5012	THEODORE ROOSEVELT ELEMENTARY SCHOOL	272.69	\$50,570
5021	FREEDOM 7 ELEMENTARY SCHOOL OF INTERNATIONAL STUDIES	404.01	\$74,923
6011	SATELLITE SENIOR HIGH SCHOOL	1,380.40	\$255,993
6012	DELAURA MIDDLE SCHOOL	833.28	\$154,530
6013	SPESSARD L. HOLLAND ELEMENTARY SCHOOL	447.69	\$83,023
6051	SEA PARK ELEMENTARY SCHOOL	294.49	\$54,613
6061	SURFSIDE ELEMENTARY SCHOOL	409.43	\$75,928
6071	OCEAN BREEZE ELEMENTARY SCHOOL	538.75	\$99,910
6081	INDIALANTIC ELEMENTARY SCHOOL	675.75	\$125,317
6101	GEMINI ELEMENTARY SCHOOL	430.96	\$79,921
6508	SCULPTOR CHARTER SCHOOL	554.47	\$102,826
6509	ROYAL PALM CHARTER SCHOOL	331.78	\$61,528
6511	EDUCATIONAL HORIZONS CHARTER	117.70	\$21,827
6540	VIERA CHARTER SCHOOL	1,357.80	\$251,802
6541	ODYSSEY PREPARATORY CHARTER ACADEMY	416.20	\$77,184
6554	PINEAPPLE COVE CLASSICAL ACADEMY AT WEST MELBOURNE	820.94	\$152,242
6558	PINECREST ACADEMY SPACE COAST	609.29	\$112,992
<b>BREVARD</b>		<b>23,725.81</b>	<b>\$ 4,399,911</b>

12/4/22

## Q1 How would you like to spend school recognition funds?

Answered: 38 Skipped: 0

**ANSWER CHOICES****RESPONSES**

To purchase additional laptop carts to finish our 1:1 technology purchases

18.42%

7

Staff Bonuses

76.32%

29

Other (please specify)

5.26%

2

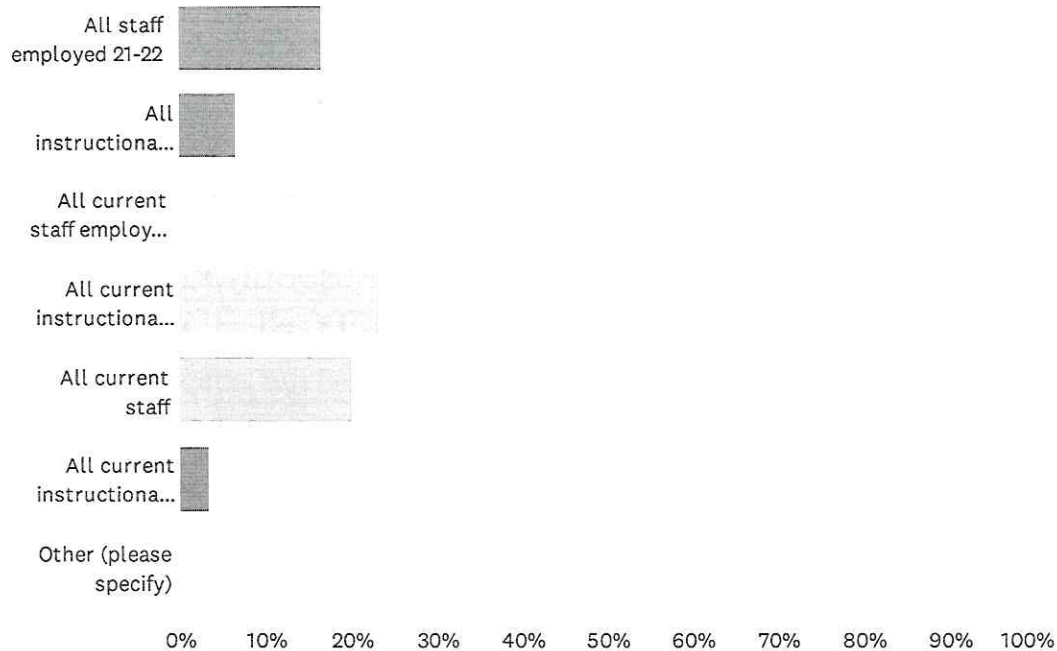
TOTAL

38

12/4/22

## Q2 If you chose bonuses, how would you like it split up?DO NOT MAKE A CHOICE IF YOU PICKED TECHNOLOGY ABOVE.

Answered: 30 Skipped: 8

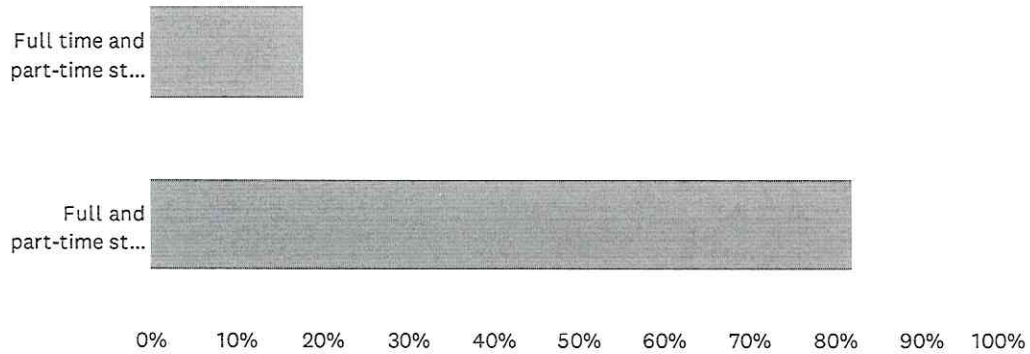
**ANSWER CHOICES****RESPONSES**

All staff employed 21-22	16.67%	5
All instructional staff employed 21-22 (includes admin, ESE, resource, guidance)	6.67%	2
All current staff employed 21-22	30.00%	9
All current instructional staff employed 21-22 (includes admin, ESE, resource, guidance)	23.33%	7
All current staff	20.00%	6
All current instructional (includes admin, ESE, resource, guidance)	3.33%	1
Other (please specify)	0.00%	0
<b>TOTAL</b>		<b>30</b>

12/4/22

### Q3 If you chose bonuses, and all staff

Answered: 28 Skipped: 10



#### ANSWER CHOICES

Full time and part-time staff get the same amount

Full and part-time staff get % based on hours worked

TOTAL

#### RESPONSES

17.86% 5

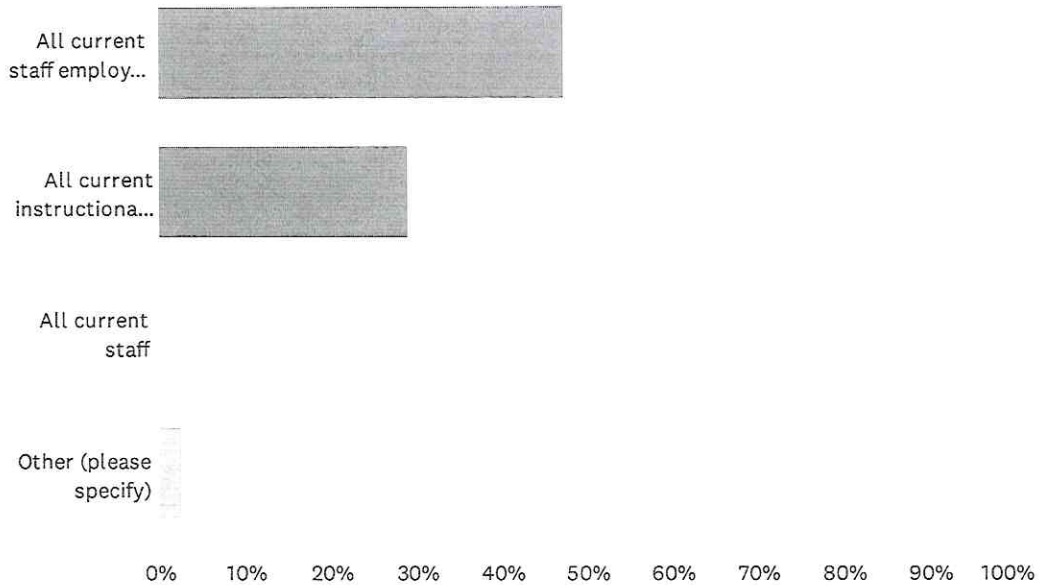
82.14% 23

28

12/18/22

## Q1 How would you like it split up? ✓

Answered: 38 Skipped: 0

**ANSWER CHOICES****RESPONSES**

All current staff employed 21-22	47.37%	18
All current instructional staff employed 21-22 (includes admin, ESE, resource, guidance)	28.95%	11
All current staff	21.05%	8
Other (please specify)	2.63%	1
<b>TOTAL</b>		<b>38</b>



# Royal Palm Charter School

*Year Round Schedule*

*Established July 2000*

*7135 S Babcock St. Palm Bay FL 32909 (321) 723-0650*



December 12, 2022

## MEMORANDUM

To: Diane Lichenstein, Director, Budgeting, Cost Accounting & FTE

From: Shannon Sviben, Principal, Royal Palm Charter

Subject: School Recognition Consensus

Consensus was reached on the expenditure of our School Recognition funds on December 11, 2022. As required by the Florida Statutes, the school's staff (teachers, administrators, and support staff) were all included in reaching this consensus.

Our school was awarded \$61,528 and we decided to expend the full amounts on staff bonuses and fringe.

**SCHOOL RECOGNITION FUNDS**

Blank	Jennifer	1	2068.17	2068.17
Boneta	Katherine	1	2068.17	2068.17
Clermont	Justin	1	2068.17	2068.17
Densler	Cindy	1	2068.17	2068.17
Fish	Vanessa			0
Gilbert	Elissa			0
Graham	Deborah	1	2068.17	2068.17
Hambidge	Kelly	1	2068.17	2068.17
Howard	Madison			0
Irizarry	Nannette			0
LaBrecque	Neal	1	2068.17	2068.17
LaBrecque	Tracy	1	2068.17	2068.17
Leedy	Christina	1	2068.17	2068.17
McKendrick	Darlene	1	2068.17	2068.17
Mellott (Wright)	Suellen	0.5	2068.17	1034.085
Philpott	Chaice	1	2068.17	2068.17
Rexach	Margarita	0.5	2068.17	1034.085
Rizzotti	Chris	1	2068.17	2068.17
Shafer	Stephanie			0
Steelman	Brooke	1	2068.17	2068.17
Stimpson	Jennifer			0
Surrena	Monica			0
Tiejero	Katherine	1	2068.17	2068.17
Todd	Melissa	1	2068.17	2068.17
Vega	Lillian	1	2068.17	2068.17
Vernon	Tresa	1	2068.17	2068.17

**Exceptional Education**

Bolling	Kerri	0.5	2068.17	1034.085
Steelman	Theresa	1	2068.17	2068.17
Turbush	Marie	1	2068.17	2068.17

**Guidance Services**

Marshall	Jennifer	1	2068.17	2068.17
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**Administration**

Rodriguez	Amy	1	2068.17	2068.17
Schiff	Stefani	1	2068.17	2068.17
Shupe	Shannon	1	2068.17	2068.17
Smith	Justin	1	2068.17	2068.17

**Food**

Winslow	Kile	0.75	2068.17	1551.128
Blakey	Karen	1	2068.17	2068.17
Lockhart	Lawanda	1	2068.17	2068.17

**Other**

Bolling	Cordelia	0.5	2068.17	1034.085
Simmons	Jason	1	2068.17	2068.17

29.75	61528.06
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**VPK**

Noel	Adrienne	2068.17
Stewart	Keisha	2068.17
Vogler	Brittany	2068.17

6204.51

# ROYAL PALM CHARTER BOARD MEETING NOTICE Monday, January 9th 4:00 PM PUBLIC INVITED

1. Review School Recognition Fund Distribution
2. Approve RBT - ER

Join Zoom Meeting

<https://us06web.zoom.us/j/89452659437?pwd=aWxKcHFCNnY1c283ZlZCWFp3allndz09>

Meeting ID: 894 5265 9437

Passcode: rpcs