



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

4/13/22 @ 5:30 PM

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** *Brown called meeting to order, Rozynski 2nd*
- II. Roll Call** *Brown, Rozynski, Haynes, Costa, and Becka in attendance via Zoom, Shupe on campus*
- III. Reports and Presentations:** *Rozynski motioned to adopt the agenda, Brown 2nd*
 1. Budget Update – *Becka reviewed budget docs attached as well as Engagement letter – Noted budget vs actual on target, still some outstanding Title 1 and ESSER fund reimbursements that are coming in. She reminded board that this (McDonough) is the auditing firm that the school used last year, there were no concerns and would recommend staying with this firm. Brown inquired about putting some of the school's funds in another account to ensure that all is covered by FDIC. Discussed money market through Chase bank as a possibility or something through Ameris or even investments. Mrs. Shupe said that she would contact the school's representatives with Chase bank and Edward Jones to inquire about possibilities to share at the next board meeting.*
 - i. BVA
 - ii. Balance Sheet
 - iii. Engagement Letter - Audit
 2. Admin Update – *Shupe Mrs. Shupe discussed the enrollment numbers for the new school year vs current enrollment – noted that the only grade level of concern is 6th grade, but that is because the current enrollment is so low. Lost students in that class during Covid and did not pick up the additional students in 4th grade to close the gap. Mrs. Shupe discussed openings for next school year and that she has already started hiring. Openings include K (already hired), 3rd, 4th, MS ELA (already hired) and elementary PE. Mrs. Cotti is moving to Jacksonville, Mrs. Bolling has taken a position with her husband at Halo, Mrs. White is officially retiring and Mrs. Vernon is coming out of the classroom, but she will be moving to Mrs. White's position as a reading resource teacher. Discussed that Brooke Steelman has been in the 6th grade room because unable to find a teacher, but she is doing a fantastic job as a long-term sub.*
 - i. Enrollment – see attachment
 - ii. Staff Update
 1. Openings for 22-23
 3. Discuss New Building *Mrs. Shupe gave an update about the building and shared the proposal for the building – it will be done in two phases – Phase 1 – parking lot and Phase 2 – building. The goal is to start the parking lot piece immediately after the last day of school in order to be completed before school starts. The estimated time frame for Phase 2 is 6 months – that building will be 8 classrooms and two offices – main office will stay where it is.*
 - i. Phase 1 & Phase 2 Timeline/Cost
 - ii. Funding progress
 4. Discuss Base Salary Increase *Mrs. Shupe told the board that the BPS base salary appears to be set at \$46,800 and members of the board agreed that RP should match this base in order to help with*

recruitment and retention of highly qualified teachers. Becka mentioned RP typically does a 2% increase for other staff, the board agreed to continue that for 22-23 school year as well. Brown motioned to add the BPS base salary and 2% increase to the consent agenda

5. Discuss Covid Premium Pay Mrs. Shupe mentioned that although the board approved the premium pay, the teachers had not received yet b/c the funds have not been released to the district yet.
6. Discuss BPS Speech \$275 Supplement Mrs. Shupe told the board that BPS gave their speech pathologists a \$275 supplement and wanted to recommend that be extended to Janelle – the board members were in agreement
7. Discuss Cell Phone Policy Mrs. Shupe reviewed the attached cell phone policy, members agreed that the policy was a good idea and they're interested in seeing what the response is from parents and students
8. Discuss 22-23 Calendar Mrs. Shupe reviewed the attached calendar, it follows the pattern of the previous years without much variation
9. Present Evaluation of Title 1 Program Mrs. Shupe reviewed the attached power point on the Title 1 program and asked if there were any questions – the board did not have any questions
10. Board Members Rozynski introduced Rachel Costa officially to the board. Haynes recommended that a parent, Johnathan Roy be considered for the board based on his construction knowledge and community involvement, the board agreed it could be a good option and recommended that she discuss with him and see his interests and would report back in June
 - i. Welcome Rachel Costa
 - ii. Other Suggestions?

IV. Consent Agenda: *Brown motioned to approve consent agenda with the addition of the BPS base salary and 2% increase and Approval of McDonough Engagement Letter Haynes 2nd*

1. Approve New Building Phase 1 & 2 Plan
2. Approve Speech Pathologist Supplement
3. Approve Cell Phone Policy
4. Approve 22-23 Calendar
5. Approve Board Meeting Minutes 2/9/22

V. Non-Consent Agenda:

1. Next Meeting: Wednesday, June 22, 2022 at 5:30PM *It was discussed that the board could meet earlier this day since no school, members agreed the meeting will be at 3:00PM on this date at the school*

VI. Public Comment:

VII. Motion to Adjourn:


Board Approval

6-22-22
Date



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5. Discuss Covid Premium Pay
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7. Discuss Cell Phone Policy
8. Discuss 22-23 Calendar
9. Present Evaluation of Title 1 Program
10. Board Members
 - i. Welcome Rachel Costa
 - ii. Other Suggestions?

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VI. Public Comment:

VII. Motion to Adjourn:

Royal Palm Charter
Profit & Loss Budget vs. Actual
July 2021 through February 2022

Accrual Basis

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3200 . Federal through state and local				
3230 . IDEA Funds	0.00	6,000.00	-6,000.00	0.0%
3240 . Title I	128,349.59	165,000.00	-36,650.41	77.8%
3261 . School Lunch Reimbursement	67,858.94	118,202.00	-50,343.06	57.4%
3270 . ESSR CARES	206,110.22	145,000.00	61,110.22	142.1%
Total 3200 . Federal through state and local	402,318.75	434,202.00	-31,883.25	92.7%
3300 . State sources				
3310 . FEFP	1,521,289.92	2,358,515.00	-837,225.08	64.5%
3330 . Classroom Supply Assistance	5,862.42			
3371 . VPK	13,540.02			
3395 . GEER Grant	0.00	0.00	0.00	0.0%
3397 . Capital Outlay Funds	116,100.00	155,288.00	-39,188.00	74.8%
3399 . Miscellaneous State Sources	44.94			
Total 3300 . State sources	1,656,837.30	2,513,803.00	-856,965.70	65.9%
3400 . Revenue from Local Sources				
3398 . Sales surtax	187,729.22	180,000.00	7,729.22	104.3%
3440 . Donations	0.00	1,000.00	-1,000.00	0.0%
3451 . Student Lunches	937.00	8,200.00	-7,263.00	11.4%
3473 . School-Age Child Care Fees	19,846.88			
3474 . PTO	3,532.13			
3477 . Clubs & Sports	8,706.56			
3490 . Miscellaneous Local Sources				
3495 . Other Misc Local Sources	2,036.25			
3490 . Miscellaneous Local Sources - Other	19,602.69			
Total 3490 . Miscellaneous Local Sources	21,638.94	189,200.00	53,190.73	128.1%
Total 3400 . Revenue from Local Sources	242,390.73	189,200.00	53,190.73	128.1%
Total Income	2,301,546.78	3,137,205.00	-835,658.22	73.4%
Gross Profit	2,301,546.78	3,137,205.00	-835,658.22	73.4%
Expense				
100 . Salaries				
110 . Administrator	231,259.34	322,304.00	-91,044.66	71.8%
111 . Administrator - Bonus	3,300.00			
120 . Classroom Teacher	807,625.15	1,236,673.00	-429,047.85	65.3%
121 . Classroom Teacher - Bonus	18,400.00			
130 . Other Certified	-2,121.77	47,734.00	-49,855.77	-4.4%
160 . Other Support Personnel	49,789.45	31,380.00	18,409.45	158.7%
Total 100 . Salaries	1,108,252.17	1,638,091.00	-529,838.83	67.7%

Royal Palm Charter
Profit & Loss Budget vs. Actual
July 2021 through February 2022

Accrual Basis

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
200 . Employee Benefits				
210 . Retirement	22,282.63	25,108.00	-2,825.37	88.7%
220 . Social Security	78,124.20	121,192.00	-43,067.80	64.5%
230 . Group Insurance	121,867.14	132,539.00	-10,671.86	91.9%
240 . Worker's Compensation	2,772.44	9,310.00	-6,537.56	29.8%
250 . Unemployment Compensation	293.05	7,260.00	-6,966.95	4.0%
Total 200 . Employee Benefits	225,339.46	295,409.00	-70,069.54	76.3%
300 . Purchased Services				
310 . Professional & Technical Svcs	60,842.18	118,600.00	-57,757.82	51.3%
320 . Insurance and Bond Premiums	0.00	37,421.00	-37,421.00	0.0%
330 . Travel	4,442.84	28,150.00	-23,707.16	15.8%
350 . Repairs and Maintenance	8,774.92	5,300.00	3,474.92	165.6%
360 . Rentals	54,685.53	63,398.00	-8,712.47	86.3%
365 . Software Subscriptions	632.99	16,600.00	-6,274.18	62.2%
370 . Communications	10,325.82	6,600.00	-1,169.30	82.3%
380 . Public Utility Services	5,430.70	108,000.00	-37,155.62	65.6%
390 . Other Purchased Services	70,844.38	0.00	0.00	0.0%
300 . Purchased Services - Other	0.00			
Total 300 . Purchased Services	215,979.36	384,069.00	-168,089.64	56.2%
400 . Energy Services				
430 . Electricity	33,532.91	28,985.00	4,547.91	115.7%
Total 400 . Energy Services	33,532.91	28,985.00	4,547.91	115.7%
500 . Materials & Supplies				
510 . Supplies	64,639.35	84,500.00	-19,860.65	76.5%
520 . Textbooks	139,786.19	145,000.00	-5,213.81	96.4%
570 . Food	49,848.79	60,000.00	-10,151.21	83.1%
Total 500 . Materials & Supplies	254,274.33	289,500.00	-35,225.67	87.8%
600 . Capital Outlay				
630 . Buildings & Fixed Equipment	0.00	50,000.00	-50,000.00	0.0%
640 . Furniture, Fixtures & Equipment				
641 . Capitalized F F & E	67,890.92	3,426.00	22.97	100.7%
642 . Noncapitalized F F & E	3,448.97	10,000.00	450.00	104.5%
643 . Capitalized Computer Hardware	10,450.00			
Total 640 . Furniture, Fixtures & Equipment	81,789.89	13,426.00	68,363.89	609.2%
Total 600 . Capital Outlay	81,789.89	63,426.00	18,363.89	129.0%
700 . Other Expenses				
710 . Redemption of Principal	23,464.71	42,962.00	-19,497.29	54.6%
720 . Interest	132,198.81	190,534.00	-58,335.19	69.4%

Royal Palm Charter
Profit & Loss Budget vs. Actual
July 2021 through February 2022

Accrual Basis

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
730 • Dues & Fees	56,883.50	21,000.00	35,883.50	270.9%
79017 • Student Activity - Clubs	3,045.50			
Total 700 • Other Expenses	215,592.52	254,496.00	-38,903.48	84.7%
Total Expense	2,134,760.64	2,953,976.00	-819,215.36	72.3%
Net Ordinary Income	166,786.14	183,229.00	-16,442.86	91.0%
Net Income	166,786.14	183,229.00	-16,442.86	91.0%

**Royal Palm Charter
Balance Sheet
As of February 28, 2022**

Accrual Basis

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 - Chase Bank - Operating	858,571.74
1103 - Chase Bank - PTO	2,072.91
Total Checking/Savings	860,644.65
Accounts Receivable	
1130 - Accounts receivable	146,195.21
1131 - Capital Outlay Recievable	14,175.00
Total Accounts Receivable	160,370.21
Other Current Assets	
1135 - Due from Other Funds	93,558.08
1234 - Deposits - FPL	5,022.00
1235 - Prepaid expenses	45,249.48
Total Other Current Assets	143,829.56
Total Current Assets	1,164,844.42
TOTAL ASSETS	1,164,844.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 - Accounts Payable	9,203.64
Total Accounts Payable	9,203.64
Other Current Liabilities	
2104 - Garnishment	-2,305.92
Total Other Current Liabilities	-2,305.92
Total Current Liabilities	6,897.72
Total Liabilities	6,897.72
Equity	
Retained Earnings	991,160.56
Net Income	166,786.14
Total Equity	1,157,946.70
TOTAL LIABILITIES & EQUITY	1,164,844.42

April 11, 2022

Royal Palm Charter School, Inc.
Board of Directors
7135 Babcock St. SE,
Palm Bay, FL 32909

We are pleased to confirm our understanding of the services we are to provide Royal Palm Charter School, Inc. (the "School") for the years ended June 30, 2022 and 2021.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the School, as of and for the years ended June 30, 2022 and 2021. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the School's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the School's RSI in accordance with accounting standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provision of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Governmental Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the School and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Governmental Auditing Standards* do not expect the auditor to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Managements override of controls
- Cash
- Revenue and receivables – governmental funds
- Grants and similar programs
- Expenditures/expenses and accounts payable and other liabilities
- Payroll and related liabilities
- Capital assets and expenditures
- Debt and debt service expenditures
- Equity and financial statement reconciliations

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, an opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the School's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the School in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Governmental Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the service in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulation; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements, and other responsibilities required *GAAS* and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicate that we have reported on, the supplementary information. Your responsibility include acknowledge to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant finding and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our report to the School, the School Board of Brevard County, and the Florida Auditor General; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of McDonough CPA Solutions, PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Brevard County School Board or its designee, a federal agency providing direct or indirect funding, or the U.S Government Accountability Office for the purpose of a quality review of the audit, to resolve audit findings, or the U.S Government Accountability Office for the purpose of a quality review of audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of McDonough CPA Solutions, PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the School Board of Brevard County. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

McDonough CPA Solutions, PA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately May 2022 and to issue our reports no later than September 30, 2022.

Our fee for services will be \$10,847 for the audit and \$1,111 for the 990 tax return. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the School's financial statements. Our report will be addressed to the Board of Directors of the School. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal controls related to the financial statement and compliance with provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect of the financial statements as required by *Government Auditing Standards*. The report on internal controls and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and (2) that the report is an integral part of an audit performed in accordance the *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the School is subject to an audit requirement that is not encompassed in the terms of the engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the School and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



McDonough CPA Solutions, PA

RESPONSE:

This letter correctly sets forth the understanding of Royal Palm Charter School, Inc.

Management signature: Shannon L. McDonough
Title: Principal
Date: 4/21/22

Governance signature: [Signature]
Title: Vice President, Royal Palm Charter School Board
Date: 4/21/2022

Enrollment Update as of 4/13/22

	21-22 Enrolled	22-23 Enrolled	Openings	Applications
VPK	30*	30	0	4
K	36*	36	0	23
1ST	35	16	2	11
2ND	36*	36	0	5
3RD	32	36	0	10
4TH	42	42	2	0
5TH	26	41	3	0
6TH	42	28	16	0
7TH	43	44	0	14
8TH	43	43	1	2

Haddow Construction, Inc.

P.O. Box 560870 ~ Rockledge, FL 32956 (321) 631-7063

License #CBC1259694

March 25, 2022

Shannon Shupe
Royal Palm Charter School, Inc.
7135 S. Babcock Street
Grant-Valkaria, FL

PROPOSAL

Phase I of 2022 Expansion

Phase I will include the following items to appease previously made agreements with Brevard County. Building Construction pricing will follow in Phase II.

I. Preconstruction:

- Most preconstruction items have been paid for, however, the following items may need to be paid by Owner:
 - Additional engineering
 - Impact fees
 - Permit fees

II. Sitework:

- | | |
|---|-------------|
| • Mobilization | \$ 3,500.00 |
| • Erosion control (silt fence) and rock construction entrance | 6,425.00 |
| • MOT | 450.00 |

III. Demolition:

- Remove all trees impacting construction
- Remove abandoned drain field
- Remove existing concrete drive as per plan
- Strip and haul away vegetation
- Remove existing dumpster enclosure

26,200.00

IV. Earthwork:

- Build future building pad using on-site fill from retention pond
- Dig Phase I of retention pond
- Grade for concrete drive
- Final grade all disturbed areas as per plan

15,800.00

NOTE: Any imported fill will be charged by the truck load.

V.	Storm Drainage:	\$ 25,200.00
	<ul style="list-style-type: none">• (2) mitered ends• (2) Type F boxes• 60 LF of 6" PVC• 110 LF 14 x 23 RCP• (1) control structure	
VI.	Water:	2,500.00
	<ul style="list-style-type: none">• 180 LF 2" water line PVC	
VII.	Fire Water Line:	19,800.00
	<ul style="list-style-type: none">• 340 LF 4" fire main• (1) 4" tie-in	
VIII.	Concrete Paving:	
	<ul style="list-style-type: none">• 6" paving of parking and drives, 3,000 psi with fiber mix as per plan• 460 LF of 'D' concrete curb• Concrete paving for dumpster enclosure (included)	55,080.00 9,200.00
IX.	Landscape & Irrigation	21,615.00
	<ul style="list-style-type: none">• Irrigation includes pump, temporary battery timer connected to existing well. Note: Assumes existing well is suitable for use.• 100% coverage as needed for Phase I• Landscaping per plan for Phase I	
X.	Signage & Striping:	4,500.00
	<ul style="list-style-type: none">• Stop signs and handicap signs• Striping and arrows	
XI.	Dumpster Enclosure:	4,500.00
	<ul style="list-style-type: none">• CMU's (block)• Stucco• Gates• Bollards	
XII.	Fencing:	3,800.00
	<ul style="list-style-type: none">• Temporary fencing between Phase I and Phase II	
XIII.	Contractor Fee @ 10%:	19,857.00
	Phase I Total:	\$218,427.00

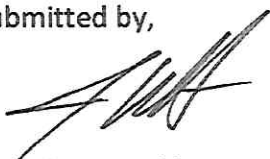
Phase I Total:

\$218,427.00

Any alteration or deviation from the Specifications within this Proposal involving extra costs will be performed only upon an executed Change Order to the Contract amount. This Proposal is subject to acceptance within thirty (30) days and is void thereafter at the option of the undersigned.

Contract will follow acceptance of this Proposal.

Submitted by,



Joseph W. Haddow
President

ACCEPTANCE OF PROPOSAL:

You are hereby authorized to perform the above work based upon the prices, specifications and conditions as stated.

AUTHORIZED SIGNATURE OF ACCEPTANCE: _____ **DATE:** _____

Haddow Construction, Inc.

P.O. Box 560870 ~ Rockledge, FL 32956 (321) 631-7063

License #CBC1259694

March 25, 2022

ROYAL PALM CHARTER SCHOOL

Phase 2 – Preliminary Budget

I. PRECONSTRUCTION PHASE:

• Grant –Valkaria Building Permit and related fees	\$ 29,179.38
• Traffic Study (may be required; not part of this Budget	
• Palm Bay Utilities (allowance):	
• Water meter (assumes credit for existing ¾")	500.00
• Grant-Valkaria Site Improvements fee (allowance)	6,600.00
• Impact fees (estimated):	
• Transportation (estimated)	40,000.00
• Correctional facilities, EMS	2,000.00
• Solid Waste	5,000.00
• Builders' Risk and Related Insurance	8,500.00
• Haddow Construction Administrative fee	<u>2,500.00</u>
TOTAL PRECONSTRUCTION PHASE	\$94,279.38

CONSTRUCTION PHASE:

II. <u>General Conditions:</u>	\$20,900.00
• Site Supervision, waste storage and removal, temporary sanitary facilities, small tool and equipment rental, temporary fencing, traffic control and safety signage, miscellaneous and cleanup labor.	
NOTE: Power and water to be supplied by Owner at no charge to Contractor.	

III. Site Work and Related:

• Erosion Control and NPDES Compliance	\$ 4,720.00
• Demo existing portables and haul away	8,000.00
• Grubbing and sod removal	4,500.00
• Excavation and embankment	8,000.00
• Imported structural fill (allowance)	4,000.00
• Imported sand for dry retention (1,000 CY allowance)	32,000.00
• Place, grade, and compact fill on site	10,000.00
• Final grading (lump sum)	7,500.00
• Compaction testing (lump sum)	1,400.00

IV. Utilities and Related:

• New septic tank, drain field (allowance)	32,000.00
• Electric power and hand hole (allowance) FPL required contribution	2,500.00

V. Parking, Driveways, and Related:

• Concrete sidewalks (labor and materials)	34,400.00
• Flumes	None
• Curb stops and striping	1,425.00
• Traffic signage and striping (thermoplastic)	1,950.00
• Handicap signage and striping	500.00
• Clean parking lot	400.00
• Miscellaneous signage	500.00

VI. Landscape and Irrigation (Phase 2): 25,000.00

VII. Site Miscellaneous:

• Final "as-built" survey, including utilities	4,145.00
• 6' chain link fencing and gates '	25,530.00
• Engineer's Review, Certification, and Construction Consulting	1,200.00

VIII. Slabs and Foundations: 132,000.00

IX.	<u>Masonry and Related:</u>	
	• CMU	\$31,342.50
	• Stucco	12,000.00
X.	<u>Carpentry and Related:</u>	75,000.00
XI.	<u>Pre-Engineered Metal Building:</u>	185,000.00
	• 80' x 215' (less patio) by 12', 1:12 roof pitch, projection mansard with colored standing seam panels, standing seam galvalumn roof, 140 mph wind load, gutters, downspouts, and all trim.	
XII.	<u>Insulation:</u>	
	• Fi-foil over exterior block	6,000.00
	• R-11 batt, all frame walls	9,500.00
	• R-30 at roof line (includes installation)	15,000.00
XIII.	<u>Erection:</u>	55,250.00
	• Fully erected to Manufacturer's specifications	
	• Torque testing included	
XIV.	<u>Drywall and Related:</u>	
	• 5/8" hung, taped, sanded	57,035.00
	• Green board in "wet" areas included	
	• Texture	5,000.00
XV.	<u>Glass and Glazing:</u>	48,000.00
XVI.	<u>Finishes:</u>	
	• Exterior painting	8,765.00
	• Interior painting (walls and doors)	18,500.00
	• 2x4 "no sag" acoustical ceilings	32,000.00
	• Floor coverings – allowance @ \$7.00 per SF	56,000.00
	• 4" vinyl cove base throughout	5,000.00

XVI. Finishes (continued):	
• Cabinetry – Break room (6' upper and lower)	\$ 10,300.00
• Bath vanities (2 @ 5'6") (included)	
• Toilet partitions (included)	
XVII. <u>Plumbing:</u>	22,600.00
• (2) bathrooms complete; (1 break room complete)	
XVIII. <u>HVAC and Related:</u>	76,060.00
• 40 ton straight cool, electric heat, 14 SEER	
• Special venting/cooling, server room	
• Bath exhausts (in-line fans)	
• Fresh air make-up	
XIX. <u>Electrical (allowance):</u>	90,000.00
• Fire/Security alarms	14,840.00
• Phone/Data cabling (wire only; punch out and jacks by Owner)	7,000.00
• 2" conduit and fiber optic line to existing building	7,970.00
NOTE: No camera or security included	
XX. <u>Fire Sprinkler and Related:</u>	35,900.00
• Riser, lines and heads	
XXI. <u>Specialty and Miscellaneous:</u>	
• Fire extinguishers	1,675.00
• Final cleaning	2,000.00
• Building numbers	50.00
• Landscape Bond (if required)	2,000.00
XXII. <u>Contractor's Fee:</u>	125,235.75
XXIII. <u>Contingency Fund @ 5%</u>	68,879.75
CONSTRUCTION PHASE TOTAL	\$1,446,472.91
PRECONSTRUCTION PHASE TOTAL	94,279.38
PROJECT TOTAL	\$1,540,705.79

School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601

Mark W. Mullins, Ed.D., Superintendent

Brevard
Public
Schools



MEMORANDUM

TO: Leadership Team

FROM: Mike Alba, Director Professional Learning and Development
Katey Benne, Senior HR Generalist

DATE: April 4, 2022

RE: Speech Language Pathologist Supplement and National Board for Professional Teaching Standards Supplement

In accordance with the agreement between Brevard Public Schools and Brevard Federation of Teachers, the following supplements may be requested by submitting the required documentation. If you have not done so already, submit all required documentation by **April 15th** in order to be paid on May 13th.

National Board Certified Teachers: Classroom teachers who hold certification through the National Board for Professional Teaching Standards shall receive a yearly supplement of \$260.00.

In order to receive the supplement for the current school year, teachers that have received their National Board Certification need to complete this [form](#). Ronald Jones, in the office of Professional Learning and Development, will then verify the information provided. This form must be completed by the April 15th deadline. If you have any questions about this process, please email jones.ronald@brevardschools.org

Speech Language Pathologists: Employees who hold, or earn, a certification of Clinical Competence issued by the American Speech-Language-Hearing Association (ASHA) are eligible for a supplement of \$275.00.

A copy of the valid certificate should be scanned to Kristin Dale at dale.kristin@brevardschools.org in Human Resources by the deadline in order to be processed.

Signature: *Beth Thedy*

Email: thedy.beth@brevardschools.org

Approved by: _____

Beth Thedy, Ed.D.
Deputy Superintendent
Chief Human Resources Officer

Elizabeth G. Thedy, Ed.D.

Deputy Superintendent/Chief Human Resources Officer
Phone: (321) 633-1000, ext. 200 • FAX: (321) 633-3565



Royal Palm Charter School

Year Round Schedule

Established July 2000

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



Royal Palm Charter School 2022-2023

Student/Parent Cell Phone or Wireless Communication Device Contract

Protecting students, staff and maintaining the integrity of the learning environment is our top priority.

I understand that:

Cell phones and other electric devices will be locked in a locker at the beginning of the day and retrieved at dismissal.

Devices should be turned off or silenced. Ringing or vibrating during the day may result in confiscation of the phone and disciplinary action.

A key will be checked out to the student and they will keep the same locker/key for the entirety of the school year.

If the key is lost and it needs to be replaced there will be a fee of \$8.

Students will not be allowed to access their electronic devices during the school day without permission and supervision of administration.

Failure to follow this rule will result in the cell phone being confiscated and turned in to administration for pick up by a parent or guardian.

Failure to follow this rule 3 times will result in the cell phone being confiscated and turned in to administration for pick up by a parent or guardian and will result in a discipline referral. Disciplinary action can include after-school detention or suspension.

Failure to follow this rule 3 times or more may result in the student losing the privilege to be able to bring the device to school permanently or for a period of time as determined by an administrator.

This locker may be opened by an administrator when I am not present and its contents examined.

Royal Palm Charter School is not responsible for any theft or damage of student's electronic device while on school grounds.

The school is not obligated to investigate the loss or damage of any device.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Cellphone make and model _____ Cellphone number _____

(This information may be used in any attempt to locate a device should it be lost or stolen)

****Should you acquire a new device you must submit the information to the office immediately****

22-23 ROYAL PALM CHARTER SCHOOL YEAR ROUND CALENDAR DRAFT

JULY	THURS	14	FIRST DAY OF SCHOOL FOR STUDENTS (1ST-8TH)
	TUES	19	FIRST DAY OF SCHOOL VPK & K STUDENTS
AUGUST	FRI	12	FIRST INTERIM ENDS FOR ALL
	FRI	19	FIRST INTERIMS ISSUED TO 1ST-8TH
SEPTEMBER	MON	5	LABOR DAY HOLIDAY FOR ALL
	THURS	15	END FIRST NINE WEEKS (45 DAYS)
	FRI-FRI	16-30	FALL BREAK
OCTOBER	MON-FRI	3-7TH	FALL BREAK
	MON	10	SCHOOL RESUMES
	FRI	14	REPORT CARDS ISSUED
	MON-FRI	17-21	PARENT CONFERENCE WEEK
NOVEMBER	TUES	8	2ND INTERIM ENDS FOR ALL
	MON	14	2ND INTERIMS ISSUED TO 1ST-8TH
	MON-FRI	21-25	THANKSGIVING HOLIDAY FOR ALL
DECEMBER	WED-FRI	14-16	EXAMS 1:00PM DISMISSAL - END OF 1ST SEMESTER (45 DAYS)
	MON-MON	19-9	WINTER BREAK
JANUARY	TUES	10	STUDENTS RETURN, 2ND SEMESTER BEGINS
	FRI	13	REPORT CARDS ISSUED
FEBRUARY	WED	8	THIRD INTERIM ENDS FOR ALL
	WED	15	THIRD INTERIM ISSUED
	MON	20	TEACHER WORKDAY - NO SCHOOL STUDENTS
	MON-FRI	21-24	PARENT CONFERENCE WEEK
MARCH	TUES	14	END OF 3RD QUARTER (45 DAYS)
	WED-TUES	15-4	SPRING BREAK
	WED	5TH	CLASSES RESUME: STUDENTS RETURN
MAY	THURS	4	END OF 4TH INTERIM
	THURS	11	4TH INTERIM ISSUED
	MON	29	MEMORIAL DAY - HOLIDAY FOR ALL
JUNE	FRI-TUES	2, 5-6	1:00 PM DISMISSAL EXAMS
	TUES	6	LAST DAY FOR STUDENTS (45 DAYS)
JULY	TUES	18	FIRST DAY 23-24

UPDATED 12/3/21

Evaluation of Royal Palm Charter School's Title I Program for FY22



Presented by:

Mrs. A. Rodriguez, Assistant Principal

What is Title I?

Title I is a federal grant that:

- provides financial assistance to schools with high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.
- assists with building capacity of parents and teachers; and encourages parents to be involved in their children's education.

Funds come from the federal government through the state to districts.

What is the school's allocation based on?

(How much Title I money do we get and what can we spend it on?)

Title I funds for each school are primarily based on the number of qualifying students counted during what is called FTE week which occurs in early February the previous year.

These federal funds may be spent in three areas and the purchases must be above and beyond what the district/charter is already expected to be purchasing for students and teachers.

The three general areas that funds can be used to support are:

1. student achievement in the areas the school has identified as needing support/improvement
2. professional development (teacher trainings) to help teachers improve their teaching skills in the areas that have been identified as needing support/improvement
3. parent and family engagement activities to teach parents and caregivers to academically support their children at home or to assist parents with other needs that may influence their child's academic success such as bullying or other behaviors.

What is the Title I Framework and Evaluation document?

- This is one document that is partially completed at the beginning of the year with the plan for spending the funds and then the school goes back into the same document at the end of the year and fills in the results from each planned strategy/purchase. The document includes:
 - all school planned strategies/purchases using Title I dollars
 - planned strategies/purchases must support improvement in the areas that have been identified by the school's **comprehensive needs assessment** activities (like this one).
 - a method to determine if the strategy/purchase made a positive difference in the area of weakness it was intended to strengthen.

Section 1 – Instructional Support

(Lists the extra people that were hired with Title I funds to support students related to the weak areas that were identified in the school's improvement plan.)

Spent a total of \$118,927.32 (this includes all benefits such as FICA, insurance, workman's comp., etc.)

- 1 Interventionist/1 Reading Coach

This included 2 teachers who instructed small groups of students in Kindergarten – 3rd grade in reading 3 - 4 days a week. These teachers also offered "in-class" support/coaching for the classroom teachers. In addition, these teachers also worked with Tier 2 and Tier 3 students and the goal was to have 75% of students meet their tier 2/3 goal and move back a tier. In addition, 75% of students to meet growth goal/projection as evidenced by MAP (Measured Annual Progress) scores.

- .5 Paraprofessional

This paraprofessional would work mainly with students in 6th – 8th grades focusing on Math. The other .5 of this teacher's time will be spent with IDEA. Goal was for 75% of students to meet growth goal/projection as evidenced by MAP (Measured Annual Progress) scores.

Reading Results FY222

- The data graph on the next slide indicates the percent of students that met their growth goal from diagnostic 1 to diagnostic 3 of their reading benchmark test MAP.
- Common Assessments, given at end of each 9 weeks, show reading fluency has improved in 1st – 3rd grade. 82% of students in tier 2 students have met fluency goal.
- Tier 2 Reading Intervention Students
 - Kindergarten – 100% of students met goal and proceeded to next skill (blending)
 - 1st Grade – 66% of students met goal – group is continuing to work on sight words goal
 - 2nd Grade – 75% of students met goal – group is continuing to work on reading fluency goal
 - 3rd Grade – 33% of students met goal – group is continuing to work on reading fluency goal



Student Growth Summary Report

Aggregate by School

Term: Winter 2021-2022
District: Royal Palm Charter School

Report Reference Date: 2022 Report
Growth Comparison Period: Fall 2021 - Winter 2022

Weeks of Instruction: Start - 4 (Fall 2021)
End - 20 (Winter 2022)

Grouping: None

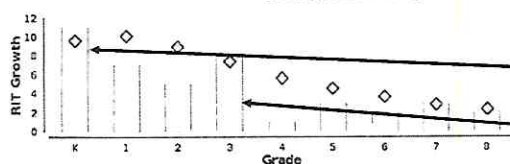
Small Group Display: None

Royal Palm Charter School

Language Arts:
Reading

Grade (Winter 2022)	Total Number of Growth (Winter 2022)	Fall 2021			Winter 2022			Growth			Growth Comparison Period			Growth Comparison Period			Growth Comparison Period		
		Mean RIT Score	Standard Deviation	Achievement Percentage	Mean RIT Score	Standard Deviation	Achievement Percentage	Observed Growth	Expected Growth	Projected Growth	School Growth Index	School Growth Index	School Growth Index	School Growth Index	School Growth Index	School Growth Index	School Growth Index	School Growth Index	School Growth Index
K	25	118.5	9.8	64	120.0	11.0	70	11	1.6	9.5	3.76	25	25	25	25	25	25	25	25
1	34	115.3	8.3	55	116.7	10.1	62	7	1.8	10.8	3.45	3	28	28	28	28	28	28	28
2	32	122.7	10.0	78	120.1	11.4	67	5	1.9	10.8	3.45	1	31	31	31	31	31	31	31
3	35	115.9	10.8	68	116.1	10.6	61	6	1.9	10.8	3.45	1	30	30	30	30	30	30	30
4	30	122.7	10.0	78	120.1	11.4	67	1	1.7	10.8	3.45	1	30	30	30	30	30	30	30
5	32	122.7	10.0	78	120.1	11.4	67	3	1.7	10.8	3.45	3	30	30	30	30	30	30	30
6	30	122.7	10.0	78	120.1	11.4	67	2	1.7	10.8	3.45	2	30	30	30	30	30	30	30
7	41	117.7	11.0	68	118.4	11.0	65	3	1.9	10.8	3.45	3	30	30	30	30	30	30	30
8	47	124.7	11.0	78	125.8	11.6	75	2	1.9	10.8	3.45	2	43	43	43	43	43	43	43

Language Arts: Reading



Measure of Academic Progress (MAP)

- Measures progress from Fall to Winter testing
- Overall, most grade-levels are making academic progress in Reading
- Kindergarten and 3rd grade are making the most growth
- Kindergarten – grade level improved an average of **11 growth points** – 60% meet growth projection
- 3rd Grade – grade level improved an average of **8 growth points** – 61% met growth projection

End of Year Tier 2 & 3 Data

End of the Year
Tier 2 & 3 Data

Grade Level	Begin Date	End Date	# students in Tier 2	% Met Goal	# students in Tier 3	% Met Goal
Kindergarten	10/7/2021	4/12/2022	5	100%	2	50%
1st	10/7/2021	4/12/2022	3	66%	2	50%
2nd	10/7/2021	4/12/2022	4	75%	n/a	n/a
3rd	10/7/2021	4/12/2022	3	33%	2	0%

Supplemental Resources

(These are extra items purchased to help students and teachers be more successful in the areas the school identified as weak. This is in addition to materials provided by the district to all schools.)

Total Funds Spent: \$ 8,282.28

- We purchased STEMscopes to be used with 5th and 8th grade students as a supplement to their science materials. Goal was for 65% of students to make a 5 point learning gain from the beginning of the year (BOY) benchmark assessment to the end of the year benchmark assessment (EOY)
- STEMscopes data
 - 5th Grade – 34% of students showed at least a 5 point growth from BOY to EOY benchmark
 - 8th Grade – While 51% of students made 0-4 point growth from BOY to EOY, only 33% made a 5 point or greater increase from BOY to EOY

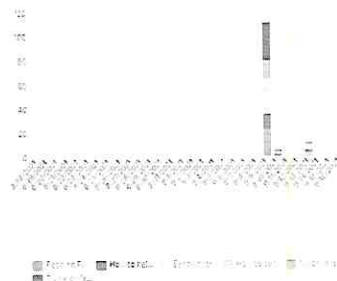
Professional Development

(These dollars are spent to improve teaching skills at the school which in turn should increase student success.)

- Royal Palm did not use Title I funds for professional development

- The focus is to provide families with adult learning opportunities **and** materials focused on helping them help their children learn/practice at home. Funds must link to parent/family needs **identified through the comprehensive needs assessment process (like this one)**. This is one of the areas that **parent/family input is so important**.
- Examples of where the school gets their data from:
 - Parent Survey Results
 - Exit slips from parent/family events
 - Title I survey results
 - Input from parents that attended special meetings like this one (other input opportunities include Annual Title I meeting, various surveys sent throughout the year, MRA ...)
 - The following slides are examples of input from parents that we used to plan this year's parent/family events.
 - If you would like to see a summary of each event's exit slips, please contact **Mrs. Rodriguez**.

Would you be willing to participate in any of the trainings/events listed below?



- 71% of families wanted to participate in reading events/trainings
- 47% of families wanted to participate in a math training

Parent Survey Data

In your opinion, are there any academic areas in which you feel Royal Palm needs to focus their efforts? (basic reading, reading comprehension, vocabulary, math, science, history, etc)



- Out of 56 families who answered our survey, 72% felt that math and reading were the academic areas where Royal Palm needed to focus efforts

Parent and Family Engagement

Total Spent: \$5,280.00

- **Family Fun Math Night** (\$724.30) April 26, 2022 - Families were invited to school to learn about the new BEST Math standards we will be implementing next year. Parents and students were able to play math games with their children and shown how to incorporate math concepts from the classroom into their daily conversations; each family was given a copy of the new BEST Standards as well as a packet of math games they could play at home. Families attended; event has not been held yet. Event created per parent survey results.
- **Family Literacy Night** (\$1,427.69) October 29, 2021 - This event was combined with our annual Trunk-or-Treat. Families rotated through several Trunk-or-Treat stations and at the end there was a table set up where they received a book and learned about ways to help their children with reading. Parent were given a flyer showing how to pick the perfect book as well as questions they could ask their children after reading. 52 Families attended. This was the most requested academic area of assistance. Feedback was very positive as families loved being able to bring their kids to get candy as well as get a book and learn all about reading at the end.
- **STEM Night** (\$720) - May 11, 2022 Families rotated through hands-on STEM stations that were designed by the Orlando Science Center. Families were given basic materials at each station to create different engineering design challenges. Families learned about the importance of scientific thinking and the engineering design process. families attended; event has not been held yet. Science was an area of focus determined through our comprehensive needs process/meetings/data collection.
- **Snacks and a Book** (\$1557.40) February 3, 2022 - A literacy consultant was brought in to speak to families about the process of reading. Students learned about brain basics and how this applies to reading. Families learned different ways they could engage their children in language and reading times. At the end, families were given a language or reading based game to take home and play together. 33 families attended. This presentation was given due to families asking for help with understanding the reading process and how they can help their students. is our 4th Feedback received was very positive and feedback suggested parents wanted more training in this area.
- **Welcome to Kindergarten & Welcome to Middle School** April 26, 2022 Families were invited to rotate through the kindergarten or Middle School classrooms highlighting school/middle school readiness skills for their incoming kindergarten student or middle school (7th grade) student; practice materials were provided to each family. ??? families attended. Event is required by the Title I program.
- **7 Habits of Highly Effective Families** (no funds spent on this event since we already had books and materials) This was a book study that we held for families to discuss the book "7 Habits of Highly Effective Families". Families were provided with a copy of Steven Covey's book. 1 family attended. This book study was created per parent survey results. Unfortunately, this event did not yield much family participation

All the input collected after each of these events is used along with the other input sources to decide what to do with the funds in the following year. Your input matters!

Technology

(This money is in addition to any technology the district may provide to schools and is used to increase success in the areas of focus the school identified.)

All technology were to support the use of the Edgenuity program in all classrooms. The Edgenuity program supports all students in grades Kindergarten through Eighth in reading and math.

Technology purchases: \$15,000.00

- Laptop cart with 22 computers to support classroom use of Edgenuity reading and math program

As a Valued Member (Stakeholder) of this school - We Need You...

-
- to be part of our decision-making activities by completing the exit slip for this meeting/presentation. We use all input to determine our focus areas.
 - to tell us what you want us to spend next year's Parent and Family engagement funds on that will help you to help your child at home.
 - to let us know we are doing that is working and what you feel we need to update, get rid of, or create new.
 - to be an active part of our school family.

All input is reviewed and considered by the **Comprehensive Needs Assessment Team**.

“

How can I be more involved in decision-making at the school

The input we receive from our families is so important! We truly use it to build and improve our Title I program. Families provide valuable insight into how their children learn best! Remember, your opinion matters! Your voice in your child's education is needed! **This is a TEAM EFFORT!**

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1. Attend our events!
 2. Complete exit slips at events and surveys that we send home! We read every single one and welcome positive and negative feedback!
 3. Consider joining our PTO or CNA Team! It is more than just fundraising! We need to know what is working and what needs improvement at our school.
 4. Share information and encourage other parents to get involved in school activities and planning.



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

2/9/22 @ 5:30 PM

Board of Directors Meeting Agenda

Directors:

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

- I. Call to Order** Brown motioned to call the meeting to order at 5:32pm, Haynes 2nd
- II. Roll Call** Brown, Haynes, Rozynski present via Zoom, Melinda Maier from BPS and Shannon Shupe also present
- III. Reports and Presentations:** Rozynski motioned to adopt the agenda, Haynes 2nd
1. Budget Update Mrs. Shupe reviewed attached Budget to Actual through December 2021. *Noted nothing out of the ordinary, except that the school was taking back over the Extended Day program so we should see an increase in the funds in that section that were not budgeted as well as budgeted electric amount was set too low so showing over budget already. Brown requested to see balance sheet, cashflow and BvA at next meeting to see a full picture of financials.*
 - i. BVA
 2. Admin Update – Shupe
 - i. Enrollment – see attachment
 - ii. New Building Update Mrs. Shupe discussed that there has been some movement with the permits finally, but still not completely approved. We are still waiting for information about construction dates/total cost. Expecting to see at least a 30% increase based on increase in building material costs. Haddow is waiting for rebid of metal structure.
 - iii. Staff Update Mrs. Shupe
 1. K: Rexach hired to replace Mrs. Wright that left in the Fall. Mrs. McKendrick has been the long-term sub in the classroom. She will be staying in the class for the remainder of the year as an assistant in order to reduce effects of another transition.
 2. 5th Grade: Rizzotti Mr. Rizzotti was hired to replace Mrs. Freeman who left at Thanksgiving. She gave notice right before Thanksgiving break that she would not be returning after Thanksgiving. Mr. Rizzotti began in December. He is certified in Middle Grades Science, but will need to add Math. He has already registered to take the certification test.
 3. 6th Grade: Mrs. Heer gave notice one week before returning from Holiday Break that she would not be returning. Ms. Brooke has been in the classroom as a long-term sub. She is doing a great job. She is in the process of getting her degree/certification. She will remain in the classroom for the remainder of the year unless a teacher is found, but Mrs. Shupe said that there have not been many good candidates for Heer's replacement.
 3. Discuss Staff Covid Premium Pay Mrs. Shupe discussed that BPS was giving teachers a Covid Premium Payment, a one time payment. She proposed that Royal Palm do the same utilizing the ESSIR Grant Funds – however, in addition to the Instructional Staff receiving the payment, she would like to give also to Admin/Guidance and \$1,000 to support staff because of their roles within the school have been drastically impacted by Covid as well. BPS is doing an additional \$1,100 for staff with over 10 years' experience, Mrs. Shupe suggested a \$500 additional for staff over 5 years. It was discussed that BPS has already distributed these funds to their teachers, however, since we are utilizing ESSIR ARP funds for this expense for about \$65,000 and \$20,000 from operating dollars that we need to wait until the ARP plan

has been approved at the district and state levels to ensure funding does happen. The board discussed that as long as the plan has been approved the school, if funds are available, could pay the premium payment prior to receiving the actual allocation. The school has to make these payments and then request reimbursement from BPS. The funds will not be distributed to the teachers until the ARP plan has been approved by state/district.

- i. Aligned with BPS Offerings
 1. \$2,000 per Instructional Staff/Admin/Guidance
 2. \$1,000 per Full Time Support Staff (RP)
 3. Additional \$1,100 for 10+ Year Teachers
 4. Additional \$500 for 5-9 Year Teachers (RP)
- ii. ESSIR ARP Funding – Approximately \$62,000 included in Plan
- iii. School Operating Funding – Approximately \$20,000
4. Discuss Possible Board Members Rozynski shared Costa's resume/cover letter and discussed that she felt like she would be a good addition to the board.
 - i. Costa Brown motioned to approve Rachel Costa as a member of the board, Haynes 2nd.
 - ii. Other Suggestions? Haynes recommended Johnathan Roy as a possible addition to the board – she said that he has a construction background and many connections to the community. He has two students that attend RP and would be an asset as we go through Building process. She said she would talk to him again so that we could discuss adding him at the next board meeting.
5. Discuss Out of Field Teachers- Teachers already in the process to fulfil requirements to be in field
 - i. ESOL: Rexach
 - ii. 5th Grade: Rizzotti

IV. Consent Agenda:

1. Approve Out of Field Teachers – Rexach, Rizzotti
2. Approve Covid Premium Pay
3. Approve RBT Packet – A.L. (Glover, Hadley)
4. Approve Board Meeting Minutes 11/3/21

V. Non-Consent Agenda:

1. Next Meeting: Wednesday, April 13, 2022 at 5:30PM

VI. Public Comment: *Maier said thank you for allowing her to be a part of the meeting and that it was nice to know that the board supported the admin getting a bonus too*

VII. Motion to Adjourn: *Brown motioned to adjourn at 6:32pm, Rozynski 2nd.*

Signature _____

Date _____

ROYAL PALM CHARTER

BOARD MEETING

NOTICE

WEDNESDAY, 4/13/22

5:30PM

PUBLIC INVITED

I. Reports and Presentations:

1. Budget Update
 - i. BVA
 - ii. Balance Sheet
 - iii. Engagement Letter - Audit
2. Admin Update – Shupe
 - i. Enrollment – see attachment
 - ii. Staff Update
 1. Openings for 22-23
3. Discuss New Building
 - i. Phase 1 & Phase 2 Timeline/Cost
 - ii. Funding progress
4. Discuss Base Salary
5. Discuss Cell Phone Policy
6. Discuss 22-23 Calendar
7. Present Evaluation of Title 1 Program
8. Board Members
 - i. Welcome Rachel Costa
 - ii. Other Suggestions?

Participate in person or Join Zoom Meeting

<https://us04web.zoom.us/j/73564351228?pwd=Yej4YB-20ajRfEoh-R2uwnAJYG5Fqg.1>

Meeting ID: 735 6435 1228

Passcode: ROYALPALM