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

**4/16/26**

**Board of Directors Meeting Agenda**

Directors:

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

I. **Call to Order** *Brown called meeting to order, Haynes 2nd*

II. **Roll Call** *Brown, Rozynski, Haynes, Costa, and Becka via Zoom, Sviben in person*

III. **Reports and Presentations:** *Rozynski motioned to adopt agenda, Haynes 2nd*

1. Review Annual Report Filed 2/13/26 *Reviewed annual report filed*
2. Financial Update
    i. Budget to Actual *Becka reviewed budget to actual – discussed in a good position for this time of year, no major expenses beyond budget and coming in better than projected from preliminary*
    ii. Auditor Engagement Letter *Becka reviewed engagement letter, due to the district at the end of the month*
3. Admin Update – Sviben
    i. Enrollment Update *Sviben reviewed current enrollment and currently enrolled for 26-27 school year. Discussed some older grade levels, particularly 8th with some low numbers, that class has historically been small. Discussed looking at changing up VPK next year to having one full day class of 15 with paid wrap and 2 half day classes, an AM and PM class with 1 teacher, 11 students.*
    ii. Staff Update
        1. Out of Field Teachers – Katelin Cornwell ESOL
        2. ESE Teacher – New Hire Cecelia Cooper
        3. 26-27 *Sviben presented letter to board of resignation as Principal and proposal to stay on as the Executive Director to continue to do the management piece of her position while nominating Amy Rodriguez as the Principal for 26-27 school year. Each board member expressed surprise and support for the change. Had some conversation regarding Rodriguez experience with the Assistant Principal role and want to ensure that Sviben has time to help support Rodriguez with transition to Principal role. Discussed informing staff of change soon, but holding off informing parents until end of school year. Brown made a motion to approve Shannon Sviben as Executive Director with compensation as outlined in letter with the addition of annual reviews of duties/compensation. Rozynski, Haynes, and Costa voted to approve. Brown motioned to approve Amy Rodriguez as Principal starting July 1, 2026. Rozynski, Haynes, Costa voted to approve.*
4. Facilities Update
    i. Building C Bathroom – Spring Break Project *Sviben explained the bathrooms were repainted, stalls and walls, as well as new sinks installed due to wear/tear*
    ii. Building C Floors – Summer Project *Sviben in the process of getting bids to do the floors with SVT in the hallways/classrooms and tile in the bathrooms, like done in the new building. The two bids received were between $100,000 and $150,000 with the more expensive bid including moving all of the furniture, etc*
    iii. Building B Room Divided – Summer Project *Sviben explained she would like to see the Reading Resource classroom divided so the two teachers have their own space to see students*

5. Discuss Possible Board Members *Board members did not have any suggestions.*

**IV. Consent Agenda:** *Haynes motioned to approve consent agenda, Rozynski 2nd*

1. Approve Out of Field Teacher Cornwell
2. Approve Board Meeting Minutes 2/19/26

V. **Non-Consent Agenda:**

1. Next Meeting: Thursday, June 18, 2026 4:30PM

VI. **Public Comment:** *none*

VII. **Motion to Adjourn:** *Rozynski motioned to adjourn, Costa 2nd*

Approved by Erik Brown, President

6/25/2026
Date

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**4/16/26**

**Board of Directors Meeting Agenda**

Directors:

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

I. **Call to Order** *Brown called meeting to order, Haynes 2nd*

II. **Roll Call** *Brown, Rozynski, Haynes, Costa, and Becka via Zoom, Sviben in person*

III. **Reports and Presentations:** *Rozynski motioned to adopt agenda, Haynes 2nd*

1. Review Annual Report Filed 2/13/26 *Reviewed annual report filed*
2. Financial Update
    i. Budget to Actual *Becka reviewed budget to actual – discussed in a good position for this time of year, no major expenses beyond budget and coming in better than projected from preliminary*
    ii. Auditor Engagement Letter *Becka reviewed engagement letter, due to the district at the end of the month*
3. Admin Update – Sviben
    i. Enrollment Update *Sviben reviewed current enrollment and currently enrolled for 26-27 school year. Discussed some older grade levels, particularly 8th with some low numbers, that class has historically been small. Discussed looking at changing up VPK next year to having one full day class of 15 with paid wrap and 2 half day classes, an AM and PM class with 1 teacher, 11 students.*
    ii. Staff Update
        1. Out of Field Teachers – Katelin Cornwell ESOL
        2. ESE Teacher – New Hire Cecelia Cooper
        3. 26-27 *Sviben presented letter to board of resignation as Principal and proposal to stay on as the Executive Director to continue to do the management piece of her position while nominating Amy Rodriguez as the Principal for 26-27 school year. Each board member expressed surprise and support for the change. Had some conversation regarding Rodriguez experience with the Assistant Principal role and want to ensure that Sviben has time to help support Rodriguez with transition to Principal role. Discussed informing staff of change soon, but holding off informing parents until end of school year. Brown made a motion to approve Shannon Sviben as Executive Director with compensation as outlined in letter with the addition of annual reviews of duties/compensation. Rozynski, Haynes, and Costa voted to approve. Brown motioned to approve Amy Rodriguez as Principal starting July 1, 2026. Rozynski, Haynes, Costa voted to approve.*
4. Facilities Update
    i. Building C Bathroom – Spring Break Project *Sviben explained the bathrooms were repainted, stalls and walls, as well as new sinks installed due to wear/tear*
    ii. Building C Floors – Summer Project *Sviben in the process of getting bids to do the floors with SVT in the hallways/classrooms and tile in the bathrooms, like done in the new building. The two bids received were between $100,000 and $150,000 with the more expensive bid including moving all of the furniture, etc*
    iii. Building B Room Divided – Summer Project *Sviben explained she would like to see the Reading Resource classroom divided so the two teachers have their own space to see students*

5. Discuss Possible Board Members *Board members did not have any suggestions.*

**IV. Consent Agenda:** *Haynes motioned to approve consent agenda, Rozynski 2nd*

1. Approve Out of Field Teacher Cornwell
2. Approve Board Meeting Minutes 2/19/26

V. **Non-Consent Agenda:**

1. Next Meeting: Thursday, June 18, 2026 4:30PM

VI. **Public Comment:** *none*

VII. **Motion to Adjourn:** *Rozynski motioned to adjourn, Costa 2nd*

Approved by Erik Brown, President

6/29/2026
Date

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**4/16/26**
**Board of Directors Meeting Agenda**

Directors:
Erik Brown, President
Alisha D'Alessandro Rozynski, Vice President
Kyley Haynes, Treasurer
Rachel Costa, Secretary

**I. Call to Order**

**II. Roll Call**

**III. Reports and Presentations:**

1. Review Annual Report Filed 2/13/26
2. Financial Update
    i. Budget to Actual
    ii. Auditor Engagement Letter
3. Admin Update – Sviben
    i. Enrollment Update
    ii. Staff Update
        1. Out of Field Teachers – Katelin Cornwell ESOL
        2. ESE Teacher – New Hire Cecelia Cooper
        3. 26-27
4. Facilities Update
    i. Building C Bathroom – Spring Break Project
    ii. Building C Floors – Summer Project
    iii. Building B Room Divided – Summer Project
5. Discuss Possible Board Members

**IV. Consent Agenda:**

1. Approve Out of Field Teacher Cornwell
2. Approve Board Meeting Minutes 2/19/26

**V. Non-Consent Agenda:**

1. Next Meeting: Thursday, June 18, 2026 4:30PM

**VI. Public Comment:**

**VII. Motion to Adjourn:**

**2026 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT**

**FILED**
**Feb 13, 2026**
**Secretary of State**
**2714767155CC**

DOCUMENT# N00000000605

**Entity Name:** ROYAL PALM CHARTER SCHOOL, INC.

**Current Principal Place of Business:**

7145 BABCOCK STREET, SE
PALM BAY, FL 32909

**Current Mailing Address:**

7145 BABCOCK STREET, SE
PALM BAY, FL 32909 US

**FEI Number: 59-3714557**

**Certificate of Status Desired:** No

**Name and Address of Current Registered Agent:**

THE ARNOLD LAW FIRM, L.L.C.
3840 CROWN POINT ROAD
SUITE B
JACKSONVILLE, FL 32257 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

SIGNATURE:

Electronic Signature of Registered Agent — Date

**Officer/Director Detail :**

| | |
|---|---|
| Title | VP |
| Name | ROZYNSKI, ALISHA |
| Address | 2726 GAINESVILLE RD SE |
| City-State-Zip: | PALM BAY FL 32909 |

| | |
|---|---|
| Title | PRESIDENT |
| Name | BROWN, ERIK |
| Address | 2411 HIGH BLUFF DR. |
| City-State-Zip: | MANSFIELD TX 76063 |

| | |
|---|---|
| Title | TREASURER |
| Name | HAYNES, KYLEY |
| Address | 2111 GANDY RD |
| City-State-Zip: | PALM BAY FL 32908 |

| | |
|---|---|
| Title | SECRETARY |
| Name | COSTA, RACHEL |
| Address | 1066 WINDMILL ST. SE |
| City-State-Zip: | PALM BAY FL 32909 |

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

SIGNATURE: ALISHA ROZYNSKI VICE PRESIDENT 02/13/2026

Electronic Signature of Signing Officer/Director Detail — Date

**ROYAL PALM CHARTER SCHOOL**
**Preliminary Operating Budget 2025-2026 VS Actuals 03/31/2026**

**FTE** 340

| | | General | Title I | Food Service | Debt Service | Capital Outlay | Total Operating Budget | ACTUALS 03/31/2026 | VARIANCE | % |
|---|---|---|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | | | | |
| | NSLP Lunch Revenue | - | | 171,695 | | | 171,695 | 93,885 | (77,810) | 0% |
| | FEFP | 2,755,709 | | | | | 2,755,709 | 2,120,198 | (635,511) | 77% |
| | District capital sharing | - | | | - | 99,344 | 99,344 | 103,841 | 4,497 | 0% |
| | District millage sharing | 336,816 | | | - | - | 336,816 | 266,993 | (69,823) | 79% |
| | Capital Outlay | - | | | - | 191,540 | 191,540 | 172,432 | (19,108) | 0% |
| | Sales surtax | - | | | - | 245,066 | 245,066 | 227,320 | (17,746) | 0% |
| | Title funds | | | | | | | 6,754 | | |
| | IDEA | 27,613 | | | | | 27,613 | | (27,613) | 0% |
| | UNSig Grant/Security grant | - | | | | | - | 4,824 | 4,824 | 0% |
| | Before/After Care Fees | 115,400 | | | | | 115,400 | 52,740 | (62,660) | 46% |
| | Student Activities | 21,630 | | | | | 21,630 | (27,415) | (49,045) | -127% |
| **TOTAL REVENUE** | | **3,257,168** | **-** | **171,695** | **-** | **535,950** | **3,964,812** | **3,021,572** | **(949,994)** | 93% |
| **EXPENSES** | | | | | | | | | | |
| **5100 Basic Education** | | | | | | | | | | |
| | **100 Salaries** | | | | | | | | | |
| | 120 Classroom Teacher | 1,248,197 | - | | | | 1,248,197 | 842,952 | 405,245 | 68% |
| | 121 Classroom Teacher - Bonus | 13,500 | | | | | 13,500 | 12,850 | 650 | 95% |
| | 121.1PTO PAYOUT | | | | | | | 27,414 | | 100% |
| | 122 Ad Valorem Millage | 215,562 | | | | | 215,562 | 94,698 | 120,864 | 44% |
| | 125 Substitutes | 23,800 | | | | | 23,800 | 36,792 | (12,992) | 155% |
| | **200 Employee Benefits** | | | | | | | | | |
| | 210 Retirement | 24,964 | - | | | | 24,964 | 9,094 | 15,870 | 36% |
| | 220 Social Security | 89,465 | - | | | | 89,465 | 73,675 | 15,790 | 82% |
| | 230 Group Insurance | 225,000 | - | | | | 225,000 | 183,517 | 41,483 | 82% |
| | 240 Worker's Compensation | 7,017 | - | | | | 7,017 | 4,242 | 2,775 | 60% |
| | 250 Unemployment Compensation | 9,072 | - | | | | 9,072 | 223 | 8,849 | 2% |
| | **300 Purchased Services** | | | | | | | | | |
| | 310 Professional & Technical Services | 52,000 | | | | | 52,000 | 39,631 | 12,369 | 76% |
| | 330 Travel | 2,100 | | | | | 2,100 | | 2,100 | 0% |
| | 365 Software subscriptions | 37,500 | | | | | 37,500 | 33,675 | 3,825 | 90% |
| | 390 Other Purchased Services | - | | | | | - | | | |
| | **500 Supplies** | | | | | | | | | |
| | 510 Supplies | 21,000 | - | | | | 21,000 | 18,045 | 2,955 | 86% |
| | 520 Textbooks | 68,284 | - | | | | 68,284 | 27,405 | 40,879 | 40% |
| | **600 Capital Outlay** | | | | | | | | | |
| | 642 Noncapital FF & E | 6,000 | | | | 22,000 | 28,000 | 47,675 | (19,675) | 795% |
| | **700 Other Expense** | | | | | | | | | |
| | 730 Dues and fees | | | | | | - | | - | 0% |
| | 790 Unclassified credit card expenses | | | | | | - | | - | 100% |
| **Sub Total 5100** | | **2,043,460** | **-** | **-** | **-** | **22,000** | **2,065,460** | **1,451,888** | **640,986** | 71% |

**ROYAL PALM CHARTER SCHOOL**
**Preliminary Operating Budget 2025-2026 VS Actuals 03/31/2026**

**FTE** **340**

| | General | Title I | Food Service | Debt Service | Capital Outlay | Total Operating Budget | ACTUALS 03/31/2026 | VARIANCE | % |
|---|---|---|---|---|---|---|---|---|---|
| **5200 Exceptional Education** | | | | | | | | | |
| **100 Salaries** | | | | | | | | | |
| 120 Classroom Teacher | 263,372 | | | | | 263,372 | 194,274 | 69,098 | 74% |
| 121 Classroom Teacher - Bonus | 3,700 | | | | | 3,700 | 3,750 | (50) | 101% |
| 121.1PTO PAYOUT | | | | | | | 5,762 | | |
| 122 Ad Valorem Millage | 40,418 | | | | | 40,418 | 43,195 | (2,777) | 107% |
| **200 Employee Benefits** | | | | | | | | | |
| 210 Retirement | 6,150 | - | | | | 6,150 | 4,958 | 1,192 | 81% |
| 220 Social Security | 15,864 | | | | | 15,864 | 15,098 | 766 | 95% |
| 230 Group Insurance | 33,824 | | | | | 33,824 | (1,686) | 35,510 | -5% |
| 240 Worker's Compensation | 1,244 | | | | | 1,244 | 1,003 | 241 | 81% |
| 250 Unemployment Compensation | 1,890 | | | | | 1,890 | 32 | 1,858 | 2% |
| **300 Purchased Services** | | | | | | - | | | |
| 310 Professional & Technical Services | - | | | | | - | - | - | 0% |
| **Sub Total 5200** | **366,463** | **-** | **-** | **-** | **-** | **366,463** | **266,386** | **105,839** | 73% |
| **6120 Guidance Services** | | | | | | | | | |
| **100 Salaries** | | | | | | | | | |
| 130 Other Certified Personnel | 65,397 | | | | | 65,397 | 47,538 | 17,859 | 73% |
| 131 Other Certified Personnel-Bonus | 100 | | | | | 100 | 100 | - | 100% |
| 122 Ad Valorem Millage | 13,473 | | | | | 13,473 | 1,800 | 11,673 | 13% |
| **200 Employee Benefits** | | | | | | | | | |
| 210 Retirement | 1,308 | - | | | | 1,308 | - | 1,308 | 0% |
| 220 Social Security | 4,576 | | | | | 4,576 | 3,782 | 794 | 83% |
| 230 Group Insurance | 5,982 | | | | | 5,982 | (204) | 6,186 | -3% |
| 240 Worker's Compensation | 359 | | | | | 359 | 231 | 128 | 64% |
| 250 Unemployment Compensation | 378 | | | | | 378 | 7 | 371 | 2% |
| **Sub Total 6120** | **91,573** | **-** | **-** | **-** | **-** | **91,573** | **53,254** | **38,319** | 58% |
| **6400 Staff Development** | | | | | | | | | |
| **300 Purchased services** | | | | | | | | | |
| 330 Travel & Training | 13,000 | | | | | 13,000 | 5,210 | 7,790 | 40% |
| **Sub Total 6400** | **13,000** | **-** | **-** | **-** | **-** | **13,000** | **5,210** | **7,790** | 40% |
| **6500 Instructional Technology** | | | | | | | | | |
| **300 Purchased services** | | | | | | | | | |
| 360 Rentals | 61,392 | | | | | 61,392 | 45,365 | 16,027 | 74% |
| **500 Materials & Supplies** | | | | | | | - | | |
| 510 Supplies | 32,488 | - | | | | 32,488 | 9,509 | 22,979 | 29% |
| **600 Capital Outlay** | | | | | | - | | | |
| 642 Noncapital FF & E | 9,000 | | | | | 9,000 | 7,253 | 1,747 | 81% |
| 644 Capital FF&E | | - | | | | - | - | | |
| **Sub Total 6500** | **102,880** | **-** | **-** | **-** | **-** | **102,880** | **62,127** | **40,753** | 60% |

**ROYAL PALM CHARTER SCHOOL**
**Preliminary Operating Budget 2025-2026 VS Actuals 03/31/2026**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | **FTE** | **340** | | | | | | | |
| | | | **General** | **Title I** | **Food Service** | **Debt Service** | **Capital Outlay** | **Total Operating Budget** | **ACTUALS 03/31/2026** | **VARIANCE** | **%** |
| **7300 School Administrative** | | | | | | | | | | | |
| | **100 Salaries** | | | | | | | | | | |
| | | 110 Administrator | 189,478 | | | | | 189,478 | 148,900 | 40,578 | 79% |
| | | 160 Support Personnel | 90,790 | | | | | 90,790 | 65,045 | 25,745 | 72% |
| | | 121 Admin Bonus | 5,200 | | | | | 5,200 | 5,600 | (400) | 108% |
| | | 121.1PTO PAYOUT | | | | | | | 1,219 | | |
| | | 122 Ad Valorem Millage | 50,522 | | | | | 50,522 | 43,768 | 6,754 | 87% |
| | **200 Employee Benefits** | | | | | | | | | | |
| | | 210 Retirement | 10,080 | | | | | 10,080 | 10,190 | (110) | 101% |
| | | 220 Social Security | 20,982 | | | | | 20,982 | 19,260 | 1,722 | 92% |
| | | 230 Group Insurance | 36,959 | | | | | 36,959 | 13,280 | 23,679 | 36% |
| | | 240 Worker's Compensation | 1,646 | | | | | 1,646 | 1,157 | 489 | 70% |
| | | 250 Unemployment Compensation | 1,512 | | | | | 1,512 | 28 | 1,484 | 2% |
| | **300 Purchased Services** | | | | | | | | | | |
| | | 310 Professional & Technical Services | 16,031 | | | | | 16,031 | 4,002 | 12,029 | 25% |
| | | 320 Insurance and Bond Premiums | 29,545 | | | | | 29,545 | 26,023 | 3,522 | 88% |
| | | 330 Travel | 3,120 | | | | | 3,120 | | 3,120 | 0% |
| | | 365 Software Subscriptions | 8,953 | | | | | 8,953 | 668 | 8,285 | 7% |
| | | 370 Communications | 9,471 | | | | | 9,471 | 3,704 | 5,767 | 39% |
| | | 390 Other Purchased Services | 1,152 | | | | | 1,152 | 3,094 | (1,942) | 269% |
| | **500 Supplies** | | | | | | | | | | |
| | | 510 Supplies | 6,300 | | | | | 6,300 | 8,675 | (2,375) | 138% |
| | **600 Capital Outlay** | | | | | | | - | | | |
| | | 642 Noncapital FF & E | 1,000 | | | | | 1,000 | | 1,000 | 0% |
| | | 644 Noncap Computer Hardware | 1,000 | | | | | 1,000 | | 1,000 | 0% |
| | **700 Other Expense** | | | | | | | | | | |
| | | 730 Dues & Fees | 46,500 | | | | | 46,500 | 25,412 | 21,088 | 55% |
| **Sub Total 7300** | | | **530,240** | - | - | - | - | **530,240** | **380,025** | **151,434** | 72% |
| **7500 Fiscal Services** | | | | | | | | | | | |
| | **300 Purchased Services** | | | | | | | | | | |
| | | 310 Professional & Technical Services | 72,000 | | | | | 72,000 | 58,680 | 13,320 | 82% |
| **Sub Total 7500** | | | **72,000** | - | - | - | - | **72,000** | **58,680** | **13,320** | 82% |
| **7600 Food Service** | | | | | | | | | | | |
| | **100 Salaries** | | | | | | | | | | |
| | | 160 Cafeteria - Other Support Personnel | | | 89,315 | | | 89,315 | 53,254 | 36,061 | 60% |
| | | 161 Cafeteria - Other Support Bonus | | | 1,000 | | | 1,000 | 500 | 500 | 50% |
| | | 122 Ad Valorem Millage | | | 16,841 | | | 16,841 | 4,135 | 12,706 | 25% |
| | **200 Employee Benefits** | | | | | | | - | | | |
| | | 210 Retirement | | | | | | | | - | |
| | | 220 Social Security | | | 6,699 | | | 6,699 | 3,739 | 2,960 | 56% |
| | | 230 Group Insurance | | | 8,572 | | | 8,572 | 6,917 | 1,655 | 81% |
| | | 240 Worker's Compensation | | | 525 | | | 525 | 539 | (14) | 103% |
| | | 250 Unemployment | | | 1,134 | | | 1,134 | 12 | 1,122 | 1% |
| | **500 Materials & Supplies** | | | | | | | - | | | |
| | | 570 Food Supplies | | | 75,000 | | | 75,000 | 66,610 | 8,390 | 89% |
| | **600 Capital Outlay** | | | | | | | - | | | |
| | | 642 Noncapital FF & E | | | 2,200 | | | 2,200 | 1,341 | 859 | 61% |
| **Sub Total 7600** | | | | - | **201,286** | - | - | **201,286** | **137,047** | **64,239** | 68% |

**ROYAL PALM CHARTER SCHOOL**
**Preliminary Operating Budget 2025-2026 VS Actuals 03/31/2026**

**FTE** 340

| | General | Title I | Food Service | Debt Service | Capital Outlay | Total Operating Budget | ACTUALS 03/31/2026 | VARIANCE | % |
|---|---|---|---|---|---|---|---|---|---|
| **7900 Operation of Plant** | | | | | | | | | |
| **300 Purchased Services** | | | | | | | | | |
| 320 Insurance and Bond | 29,545 | | | | - | 29,545 | 26,023 | 3,522 | 88% |
| 350 · Repairs | 3,367 | | | | - | 3,367 | - | 3,367 | 0% |
| 380 · Public Utility Services | 9,317 | | | | | 9,317 | 9,667 | (350) | 104% |
| 390 · Other Purchased Services | 96,920 | | | | | 96,920 | 76,242 | 20,678 | 79% |
| **400 Energy Services** | | | | | | - | | | |
| 430 Electricity | 51,382 | | | | | 51,382 | 44,789 | 6,593 | 87% |
| **500 Supplies** | | | | | | - | | | |
| 510 Supplies | 12,500 | | | | | 12,500 | 7,740 | 4,760 | 62% |
| **600 Capital Outlay** | | | | | | | | | |
| 630 Building and Fixed Equipment | - | | | - | 130,520 | 130,520 | 18,761 | 111,759 | 14% |
| **700 Other Expenses** | | | | | | - | | | |
| 700 Other expenses | | | | | | - | | - | 0% |
| **Sub Total 7900** | **203,031** | - | - | - | **130,520** | **333,551** | **183,222** | **150,329** | 55% |
| **9100 Community Services** | | | | | | | | | |
| **100 Salaries** | | | | | | | | | |
| 160 Other Support Personnel | 12,171 | | | | | 12,171 | 10,421 | 1,750 | 86% |
| 161 Other Support Personnel-Bonus | | | | | | - | 400 | (400) | 0% |
| 121.1PTO PAYOUT | | | | | | | 223 | | |
| 122 Ad Valorem Millage | 3,368 | | | | | 3,368 | 2,067 | 1,301 | 61% |
| **200 Employee Benefits** | | | | | | | | | |
| 210 Retirement | | | | | | | 291 | (291) | |
| 220 Social Security | 913 | | | | | 913 | 2,183 | (1,270) | 239% |
| 230 Group Insurance | 1,339 | | | | | 1,339 | 6,944 | (5,605) | 519% |
| 240 Worker's Compensation | 72 | | | | | 72 | 7 | 65 | 10% |
| 250 Unemployment Compensation | 756 | | | | | 756 | | 756 | 0% |
| **500 Supplies** | | | | | | | | | |
| 510 Supplies | 500 | | | | | 500 | | 500 | 0% |
| **Sub Total 9100** | **19,119** | - | - | - | - | **19,119** | **22,536** | **(3,194)** | 118% |
| **9200 Debt Service** | | | | | | | | | |
| **700 Other Expense** | | | | | | | | | |
| 710 Redemption of Principal | - | | | 30,921 | - | 30,921 | 26,922 | 3,999 | 87% |
| 720 Interest | - | | | 270,369 | - | 270,369 | 175,638 | 94,731 | 65% |
| 710 Redemption of Principal-new | - | | | 13,780 | - | 13,780 | | 13,780 | 0% |
| 720 Interest-new | - | | | 154,413 | - | 154,413 | 117,050 | 37,363 | 76% |
| **Sub Total 9200** | - | - | - | **469,483** | - | **469,483** | **319,610** | **149,873** | 68% |
| TOTAL EXPENSE | **3,441,766** | - | **201,286** | **469,483** | **152,520** | **4,265,055** | **2,939,985** | **1,359,688** | 69% |
| EXCESS REVENUES OVER EXPENDITURES | **(184,598)** | - | **(29,592)** | **(469,483)** | **383,430** | **(300,243)** | **81,587** | **381,830** | -27% |
| BEGINNING FUND BALANCE | 1,280,885 | | - | - | - | 1,280,885 | 1,280,885 | - | |
| **ENDING FUND BALANCE** | **1,096,287** | - | **(29,592)** | **(469,483)** | **383,430** | **980,642** | **1,362,472** | **381,830** | |

**Erik Brown, Board President**

**ROYAL PALM CHARTER SCHOOL**
**AMENDED Budget 2025-2026 VPK vs ACTUALS**

| | | BUDGET 2025-2026 | ACTUALS 03/31/2026 | VARIANCE | PERCENTAGE |
|---|---|---|---|---|---|
| | **REVENUES** | | | | |
| | State revenue | $ 92,571 | $ 36,780 | $ (55,791) | 39.73% |
| | Wrap program | 59,000 | 63,905 | 4,905 | 108.31% |
| | **TOTAL REVENUES** | **151,571** | **100,685** | **(50,886)** | 66.43% |
| | **EXPENDITURES** | | | | |
| 5500 | **VPK** | | | | |
| | Other certified personnel | 117,549 | 85,947 | 163,119 | 73.12% |
| | **Total Instruction Salaries** | **117,549** | **85,947** | **163,119** | 73.12% |
| | Retirement | 2,351 | 1,198 | 2,795 | 50.96% |
| | Payroll taxes | 10,328 | 6,035 | 12,962 | 58.43% |
| | Health insurance | 17,761 | 13,070 | 13,768 | 73.59% |
| | Workers compensation | 691 | 279 | 652 | 40.35% |
| | **Total Instruction Benefits** | **31,132** | **20,582** | **30,177** | 66.11% |
| | | | - | - | |
| | Supplies | **750** | - | - | |
| | **Total VPK Other** | **750** | - | - | |
| | **TOTAL EXPENDITURES** | **149,431** | **106,529** | **193,296** | 71.29% |
| | **EXCESS REVENUE OVER EXPENDITURES** | **2,140** | **(5,844)** | **(244,182)** | -273.09% |
| | **FUND BALANCE, BEGINNING** | $ (332,595) | $ (326,751) | $ (82,569) | |
| | **FUND BALANCE, ENDING** | **$ (330,456)** | **$ (332,595)** | **$ (326,751)** | |

CARR, RIGGS & INGRAM, L.L.C.

To Management and Those Charged with Governance
of Royal Palm Charter School

This Engagement Letter and its attachments, if any, are governed by the Master Services Agreement 2.0 or 2.1 ("MSA") between Carr, Riggs & Ingram, L.L.C. ("CRI CPA", "we", "us", or "our") and the Client; the terms of which are hereby incorporated into this Engagement Letter by reference. By executing this Engagement Letter, the parties agree to and intend to be bound by the terms of the MSA.

"Carr, Riggs & Ingram" and "CRI" are the brand names under which CRI CPA and CRI Advisors, LLC ("CRI Advisors" or "Advisors") provide professional services. CRI CPA, CRI Advisors, Carr, Riggs & Ingram Capital, LLC and their respective subsidiaries operate as an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable law, regulations and professional standards. CRI CPA is a licensed independent CPA firm that provides attest services, as well as additional ancillary services, to its clients. CRI Advisors provides tax and business consulting services to its clients. CRI Advisors and its subsidiaries are not licensed CPA firms and will not provide any attest services. The entities falling under the Carr, Riggs & Ingram or CRI brand are independently owned and are not responsible or liable for the services and/or products provided, or engaged to be provided, by any other entity under the Carr, Riggs & Ingram or CRI brand. Our use of the term "CRI," and terms of similar import, denote the alternative practice structure conducted by CRI CPA, CRI Advisors, their subsidiaries and affiliates, as appropriate.

This Engagement Letter confirms and specifies the terms of our engagement and clarifies the nature and extent of the services we will provide for Royal Palm Charter School ("Client", "Entity", "you", or "your") as of and for the year ended June 30, 2026 (the "Selected Period(s)"). Except as otherwise expressly set forth herein, this Engagement Letter only governs attest services, provided to you by CRI CPA. Except as otherwise expressly set forth herein, any non-attest services, including any non-attest services provided by CRI Advisors or any other entities within the Carr, Riggs & Ingram alternative practice structure, will be governed by (a) separate Engagement Letter(s) between such entity and the Client.

In connection with the alternative practice structure, CRI Advisors maintains custody of client files for CRI CPA and CRI Advisors. By executing this engagement letter, you hereby consent to the transfer to CRI Advisors of all your client files, work papers and work product. Unless you indicate otherwise, your acceptance of the terms of this engagement shall be understood by us as your consent to transfer such files and records.

## A. SCOPE AND OBJECTIVES

We will audit the financial statements and the disclosures, which collectively comprise the basic financial statement(s) of the Entity for the Selected Period(s) ended for the following: governmental activities, each major fund and the related disclosures to the financial statements, otherwise known as the notes to the financial statements (collectively, the "Financial Statements").

The Financial Statements are prepared in accordance with accounting principles generally accepted in the United States of America ("GAAP") (the "Selected Basis").

We will perform an audit engagement with respect to the Financial Statements of the Entity. As and if applicable and indicated in the following paragraphs, we will also perform the appropriate procedures related to either supplementary information ("Supplementary Information") and/or required supplementary information ("RSI").

The objectives of our audit are to obtain reasonable assurance about whether the Financial Statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your Financial Statements are fairly presented, in all material respects, in conformity with the Selected Basis. 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 auditing standards generally accepted in the United States of America ("GAAS") will always detect a material misstatement when it exists. Misstatements 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 judgment of a reasonable user made based on the Financial Statements.

The Selected Basis provides for certain RSI, such as management's discussion and analysis ("MD&A"), to supplement Entity's Financial Statements. Such information, although not a part of the Financical Statements, is required by the Governmental Accounting Standards Board ("GASB") who considers it to be an essential part of the financial reporting for placing the Financial Statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Entity's RSI in accordance with GAAS. These limited proceedures will consist of inquires of management regarding methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the Financial Statements, and other knowledge we obtained during our audit of the 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 appropriate evidence to express an opinion or provide any assurance. This RSI is required by the Selected Basis and will be subjected to certain limited procedures, but will not be audited: MD&A, the following, and Budgetary Comparison Schedules.

**B. OUR RESPONSIBILITIES**

We will conduct our audit in accordance with GAAS. We will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. 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 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 Entity or to acts by management or employees acting on behalf of the Entity.

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 . 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 come 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 obtain an understanding of the Entity and its environment, including the system of internal control, 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 opinion. 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 internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning: management override of controls and improper revenue recognition due to fraud.

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 Entity's ability to continue as a going concern for a reasonable period of time.

**C. 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 Entity's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Our audit does not relieve you of your responsibilities.

**D. OTHER SERVICES**

We will only perform the following non-attest services for the Entity, based upon information provided by you and in accordance with professional standards:

- Assist management in preparing the Financial Statements
- Assist management in preparing the RSI

These non-audit services do not constitute an audit under GAGAS and such services will not be conducted in accordance with GAGAS.

For any non-attest services provided by CRI, you agree to assume all management responsibilities for these non-attest services and any other non-attest services we provide; oversee the services by designating an individual with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

The non-attest services, if any, are limited to those previously defined in this letter, or as identified in a separate Engagement Letter. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**E. CLIENT RESPONSIBILITIES**

In addition to your responsibilities identified in the MSA, our engagement 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 monitoring ongoing activities

- the selection and application of accounting principles; for the preparation and fair presentation of the Financial Statements and all accompanying information in conformity with the Selected Basis

- the preparation and fair presentation of the Financial Statements in conformity with the Selected Basis

- 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)

- evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the Entity's ability to continue as a going concern within one year after the date that the financial statements are available to be issued

- 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 Entity from whom we determine it necessary to obtain audit evidence (4) if applicable, you will provide us with the final version of all documents

comprising the annual report which includes other information, prior to the date of our auditor's report. If the final version of these documents are not available prior to the date of our auditor's report, they will be provided as soon as practical and the Entity will not issue the annual report prior to providing them to the auditor

- required written representations from you about the Financial Statements and related matters,at the conclusion of our audit

- 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 taken as a whole

- 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 Entity 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

- 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, contracts, agreements, and grants

- if publishing Financial Statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document

- disclosing the date through which subsequent events have been evaluated and whether that date is the date the Financial Statements were issued or were available to be issued

- informing, in writing, the engagement partner before entering into any substantive employment discussions with any CRI CPA or CRI Advisors personnel, to ensure our independence is not impaired under the AICPA Code of Professional Conduct

- informing us on a timely basis of the name of any single investor in you that owns 20% or more of your equity at any point in time

- informing us on a timely basis of any investments held by you which constitutes 20% or more of the equity/capital of the investee entity at any point in time

**F. ENGAGEMENT ADMINISTRATION**

We understand that your employees will prepare all confirmations and schedules we request and will locate any documents selected by us for testing. A request list of information we expect to need for our audit will be provided to you. Your prompt attention to and timely return of the requested items will significantly contribute to the efficiency of our audit process.

In accordance with certain regulations, we, as your auditors, are required to make the following commitments:

- The documentation for this engagement is the property of CRI and constitutes confidential information. However, we may be requested to make certain documentation available to regulators, federal or state agencies, governmental agencies, etc. ("regulators" or "agencies") pursuant to authority given to it by law or regulation. If requested, access to such documentation will be provided under the supervision of CRI CPA personnel. Furthermore, upon request, we may provide copies of selected documentation to these regulators or agencies. These regulators or agencies may intend, or decide, to distribute the copies or information contained therein to others.

- We will file a copy of our most recent peer review report with any applicable regulators or agencies.

- As appropriate, we may meet with those charged with governance before the audit report(s) are filed with any required regulators or agencies.

The information that we obtain in auditing is confidential, as required by the AICPA Code of Professional Conduct. Therefore, your acceptance of this Engagement Letter will serve as your advance consent to our compliance with above commitments.

**G. REPORTING**

As part of our engagement, we will issue a written report upon completion of our audit of the Entity's Financial Statements. Our report will be addressed to management, those charged with governance, or both, as appropriate, of the Entity. 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 opinion, 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 opinion is other than unmodified, we will discuss the reasons with you in advance.

**H. TERMINATION**

If for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We reserve the right and sole discretion to withdraw for any reason from this engagement immediately upon written notice to you. Our withdrawal will release us from any obligation to complete the services covered by this Engagement Letter and will constitute completion of this engagement.

Our engagement with you will terminate upon the earlier of our delivery of your report or withdrawal. In either case, you agree to compensate us for our services, fees, and costs to the date of withdrawal.

**I. OUR FEES**

We estimate that our fees for these services will be $16,500 plus the administrative fees noted below.

Our professional fees for the services described in this engagement letter will be based on the actual time incurred by our professionals at standard hourly rates plus out-of-pocket expenses, such as travel, meals, services from other professionals, and direct administrative costs (courier services, report preparation, copying), as well as an administrative fee of 7% to cover indirect administrative costs associated with the engagement. We may also charge a fee for applications, subscriptions, hosting, or technology we utilize in providing services to you.

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances (such as, but not limited to, difficulty or delays in obtaining requisite responses to necessary or required procedures, significant changes to promulgated standards, time incurred for financial statement adjustment(s) and the related procedures required, or significant changes to your organization or its internal control structure) will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

**CLIENT ACKNOWLEDGEMENT(S)**

If you acknowledge and agree with the terms of our agreement as described in this Engagement Letter, please indicate by executing.

Very truly yours,

Carr, Riggs & Ingram, L.L.C.

CARR, RIGGS & INGRAM, L.L.C.

***Signature***
*Shannon Sviben*
*Royal Palm Charter School*

Shannon Sviben

2026-03-31 17:16:21 (UTC-04:00)

Authorized Signer(s)

| | 25-26 Enrolled | 26-27 |
|---|---|---|
| VPK | 30 | 28 |
| K | 36 | 36 |
| 1ST | 36 | 36 |
| 2ND | 36 | 36 |
| 3RD | 36 | 36 |
| 4TH | 42 | 42 |
| 5TH | 42 | 36 |
| 6TH | 36 | 42 |
| 7TH | 40 | 42 |
| 8TH | 42 | 38 |
| | 345 (375) | 372 |

SCHOOL BOARD OF BREVARD COUNTY
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6699

# ESOL
## OUT-OF-FIELD FOR ELL APPROVAL REQUEST
## for Language Arts/English and Reading Teachers

Cornwell, Katelin
LAST NAME, FIRST (teacher)

Royal Palm Charter
SCHOOL

Employee Identification Number _____

1/09/2026
Date of Out-of-Field Assignment in ESOL (THIS SCHOOL YEAR)
(The date an ELL student is placed in the Language Arts/English OR Reading teacher's class this school year.)

**Check one or both of the statements below:**

☐ **The Language Arts/English and Reading teacher signed pre-service ESOL Training Agreement (Teachers employed beginning with the 1995-96 school year.)**

**AND**

☑ **The Language Arts/English and Reading teacher will be completing ESOL training according to the timeline in State Board Rules.**

[signature] 1/9/26
Signature of Teacher Date

Shannon Sirlen 1/9/26
Signature of Principal Date

## SUPERINTENDENT'S APPROVAL

[signature]
Signature of Superintendent Designee
Erik Brown, Board President

4/16/2026
Date

***Please upload this form (page1) at the link that was provided with the new procedures.***
***(within 30 days of assignment)***

DO NOT SEND IN THE COURIER!
Keep a copy of this form and parent notification at your school for auditing purposes.

Revised 5-12-2025

***Beatrice Carlo, Human Resources***

April 16, 2026

Dear Members of the Board,

After thoughtful reflection and consideration, I am writing to formally resign from my role as Principal of Royal Palm Charter School, effective June 30, 2026.

Serving as Principal has been a profound honor. I am deeply proud of the growth, resilience, and progress we have achieved together through seasons of expansion, challenge, and change.

I remain fully committed to Royal Palm Charter School and its continued success. As such, I would like to propose transitioning into a part-time Head of School role, focused on strategic leadership, governance, long-term planning, and organizational oversight.

**Proposed Head of School Role (Part-Time):**
In this capacity, responsibilities would include:

- Providing strategic leadership and long-term vision aligned to the school's mission and charter
- Supporting governance and serving as liaison to the Board of Directors
- Overseeing organizational planning, growth initiatives, and sustainability efforts
- Managing and advising on financial stewardship, budgeting priorities, and resource allocation
- Ensuring compliance oversight and alignment with authorizer expectations
- Supporting leadership development of the Principal and administrative team
- Assisting with high-level stakeholder relations, partnerships, and community engagement

This role is designed to ensure continuity, preserve institutional knowledge, and provide strategic support while empowering the Principal to lead daily school operations.

I am committed to working closely with the incoming Principal to ensure a strong and seamless transition. Supporting and developing this leadership progression is important to me, and I believe it positions the school for sustained stability and continued growth.

In an effort to support the school financially and ensure a responsible transition, I am proposing compensation equal to 60% of my total earned income for my most recently completed fiscal year (2024–2025).

My goal is to maintain strong leadership stability while thoughtfully transitioning into a structure that supports the next phase of the school's growth.

Thank you for your partnership and thoughtful consideration of this proposal. I am confident this transition will serve the best interests of Royal Palm Charter School and the community we serve.

With respect and gratitude,

Shannon Sviben

Shannon Sviben

April 16, 2026

Dear Members of the Board,

I am writing to formally recommend Assistant Principal Amy Rodriguez for appointment to the position of Principal of Royal Palm Charter School for the 2026–2027 school year.

Ms. Rodriguez has been a dedicated member of the Royal Palm Charter School community for 19 years. Throughout her tenure, she has consistently demonstrated a deep commitment to our students, staff, and families, as well as a strong understanding of the school's mission, culture, and operations.

In her role as Assistant Principal, Ms. Rodriguez has proven herself to be a capable and respected instructional and operational leader. She brings experience in supporting staff development, maintaining a positive school climate, and ensuring high expectations for student achievement. Her leadership is grounded in relationships, consistency, and a clear focus on student success.

Equally important, Ms. Rodriguez possesses the institutional knowledge and leadership stability that will allow for a seamless transition. Her longstanding commitment to Royal Palm Charter School uniquely positions her to lead the school into its next chapter while preserving the values and systems that have contributed to its success.

I am confident in her ability to serve as Principal with integrity, professionalism, and dedication. I respectfully submit this recommendation for your consideration.

Thank you for your time and thoughtful review.

Respectfully,

Shannon Sviben

Shannon Sviben

# Haddow Construction, Inc.

P.O. Box 560870 ~ Rockledge, FL 32956 (321) 631-7063
License #CBC1259694

March 24, 2026

Shannon Sviben, Principle
Royal Palm Charter School
7145 Babcock Street
Palm Bay, FL 32909

**PROPOSAL**
(2) Options for Floor Coverings

Option #1:
Does not include kitchen, HVAC or Electrical rooms.

- Grind and clear coat, polyaspartic top coat
- Carpet removal
- Moisture barrier
- Remove and replace vinyl cove base
- Cracks and pitting filled
- Debris removal

*Note*: All furniture and small items to be moved by School personnel.
**Option #1 Total:**
**One hundred Fifty-Eight thousand Nine hundred Five 31/100 ($158,905.31)**

Option #2:
Does not include kitchen, HVAC or Electrical rooms.

- Supply & install LVT in specified areas
- Supply & install VCB as needed
- Supply & install ceramic tile in bathrooms
- Supply & install cut tile base 3 ¾ high
- Patch floors as needed to accept new flooring base on existing epoxy flooring

*Note*: All furniture and small items to be moved by School personnel.
**Option #2 Total:**
**One hundred Twenty-Five thousand Three hundred Eleven 20/100 ($125,311.20)**

Submitted by,

Joseph W. Haddow
President

ACCEPTANCE OF PROPOSAL:
You are hereby authorized to perform the following selected Option based upon the prices, specifications and conditions as stated above.

_____ **Option #1 Total:**
**One hundred Fifty-Eight thousand Nine hundred Five 31/100 ($158,905.31)**

_____ **Option #2 Total:**
**One hundred Twenty-Five thousand Three hundred Eleven 20/100 ($125,311.20)**

AUTHORIZED SIGNATURE OF ACCEPTANCE: _____ DATE: _____

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

**2/19/26**
**Board of Directors Meeting Minutes**
Directors:
Erik Brown, President
Alisha D'Alessandro Rozynski, Vice President
Kyley Haynes, Treasurer
Rachel Costa, Secretary

**I. Call to Order** *Rozysnki called meeting to order, Costa 2nd*

**II. Roll Call** *Zoom: Brown, Rozynski, Haynes, Costa In person: Sviben*

**III. Reports and Presentations:** *Rozysnki motioned to adopt agenda, Costa 2nd*

1. Financial Update
    i. Budget to Actual *discussed differences from projected noted on the financials, discussed possibility of needing to do an amendment at some point to reflect the PTO payout that was not budgeted and the electricity cost that we were unsure of with the new building*
    ii. Discuss Possible Instructional Bonuses *At the last meeting Brown brought up this agenda item regarding instructional bonuses based on student performance on assessments. Mrs. Sviben mentioned that many years ago there was a "pay for performance" based on assessment results. While the board liked the idea of giving bonuses to teachers whose students score well or who go above and beyond, it was decided to revisit the topic for the next school year.*
2. Admin Update – Sviben
    i. Enrollment Update
        1. Current Enrollment FTE 338 (30 VPK) *Sviben reviewed the current enrollment numbers noting that the school FTE'd at 338 students, below the October FTE number.*
        2. 26-27 Enrollment *She reviewed the numbers of students enrolled for 26-27, noting the numbers look good, but waitlists in upper grades are not strong. Kindergarten had the most applicants. Brown asked about adding an additional K classroom, but Sviben explained that facility space would be an issue, and then what would happen the next year, assuming all K students returned, you'd have to have an additional first-grade class, then second grade, etc.*
            1. VPK Class Structure *Sviben discussed that for VPK for the upcoming school year we are going to try something different with the schedule. While we had a good number of students paying for the wrap program, we had a large number who went home, so we ended up in a situation with more staff than needed, but because of the distribution, it did not work out to combine classes. For 26-27 school year there is going to be one full day class of 15 students and 2 part-time classes, an AM and PM with 11 students each*
    ii. Staff Update *Sviben wanted to let the board know of a couple of staff milestones. She has sent out public requests for pictures, notes, memories to create a memory book for Vernon and Hambidge and has gotten some awards to be presented at a later date.*
        1. Vernon 25 Years
        2. Hambidge/Sviben 20 Years
    iii. Facilities Update *Sviben is getting quotes for floors of building C, Summer project and to redo the Building C bathrooms – Spring Break project hopefully.*
3. Discuss Adoption of School Policies *Sviben said that the adopted attendance and dismissal policies were submitted to BPS and a synopsis with a link to the actual policies emailed to parents and that a document would be created to include in the registration documents from this point forward*
    i. Discuss Adopted Attendance Policy

ii. Discuss Dismissal Policy
iii. Lunch/Deliveries Policy *Sviben explained the need for this new policy based on parents dropping off lunch or a large number of Uber Eats, door dash for students without anyone even knowing*

4. Discuss Possible Board Members *Brown motioned the board is still interested in adding a fifth member, the board mentioned maybe putting a sign up at Lighthouse Day regarding looking for community member to be on the board.*

**IV. Consent Agenda:** *Costa motioned to adopt consent agenda, Haynes 2nd*

1. Approve Policy on Outside Lunches/Deliveries
2. Approve Board Meeting Minutes 11/20/25

**V. Non-Consent Agenda:**

1. Next Meeting: Thursday, April 16, 2026 4:30PM

**VI. Public Comment:** *None*

VII. **Motion to Adjourn:** *Rozynski motioned to adjourn, Haynes 2nd*

_____ _____

Erik Brown, Board President Date

# ROYAL PALM CHARTER

# BOARD MEETING

# NOTICE

# Wed 04/16/26

# 4:30 PM

# PUBLIC INVITED

I. **Reports and Presentations:**

1. **Financial Update**
    i. **Budget to Actual**
2. **Admin Update – Sviben**
    i. **Enrollment Update**
    ii. **Staff Update**
        1. **Out of Field Teachers**
            1. **ESOL: Katelin Cornwell**
        2. **ESE Teacher**
        3. **26-27**
    iii. **Facilities Update**
        1. **Building C Flooring**
3. **Discuss Possible Board Members**

Join Zoom Meeting
https://us06web.zoom.us/j/86566044956?pwd=JCTAAxqAxbj0KBXVSxqP0CwrLaCgkV.1

Meeting ID: 865 6604 4956
Passcode: 8zFsv8