



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

6/13/23 @ 3:30 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, Haynes 2nd*
- II. **Roll Call** *Grodecky, Brown, Rozynski, Haynes, Costa, Becka present online, Sviben in person*
- III. **Reports and Presentations:** *Brown motioned to adopt the agenda, Haynes 2nd*
 1. **Financial Update**
 - i. BVA discussed Budget to Actual and Becka discussed the board will need to review and amend the final budget since we did not have all of the information regarding the cost of the parking piece of construction, etc. She pointed out that the budget is over in other purchased services due to the pay out to Glatz that was not planned. At this point showing a deficit because of the capital projects and will need to utilize the reserve funds. Brown asked if it is okay to have a deficit and Becka said that statutorily the charter school can have a deficit as long as there are reserves to use, that is the point of the reserves. Brown wanted to add discussing procedures around use of reserves. She said will review much more in detail when the board meets next once final revenues are received. Brown asked that once year numbers are seen that the board discusses a bonus for Sviben and Rodriguez for taking on additional duties because of Sviben being in 5th grade classroom 15 weeks of the year.
 - ii. Balance Sheet did not review at this time
 2. **Admin Update – Sviben**
 - i. BPS Site Visit – review Mrs. Sviben reviewed the attachment. She pointed out there were no deficiencies identified and that the review committee were at the school the same day as one of the Student Led Conference dates so they were able to witness those in action. She got good feedback about the parent participation.
 - ii. Enrollment – see attachment Mrs. Sviben reviewed the attached enrollment chart, at this time there are vacancies in 4th, 5th, 7th and 8th. She commented that typically there are some openings in 4th grade because of the increase in the number of students per class changing from 18 to 22. 5th grade enrollment is low since 4th grade is low this year. She expects the 7th and 8th grade spots to fill up since last year we had large waiting lists for both grade levels once school started.
 - iii. Strategic Plan Mrs. Sviben reviewed the attached Strategic Plan document. She shared with the board that the school no longer qualifies as a Title 1 school (see letter from district) since so many schools qualify now for Community Eligibility Program they are pulling the data solely from Direct Certification data (students that receive services like SNAP, SSI, Foster families) Royal Palm's Direct Certification was at 48% for Spring FTE – the district requirement was 59%. The school historically has had a poverty rate of above 75% utilizing Free/Reduced lunch applications in addition to direct certification. This will be a decrease in revenue of around \$200,000.
 1. Staff Changes only one new hire – Kalyn Wenzlawsh, current parent who received temporary certification for math and working toward adding Science. Brooke Steelman will be going back to paraprofessional position focusing on ESE. Mrs. Teixeira moving to

2nd, Mrs. Todd to 4th. Rexach to VPK and Noel and Vega to K in order to spiral with their students.

2. Curriculum
3. Purchases, etc
4. 23-24 Preliminary Budget *Becka reviewed the detailed preliminary budget adding in the estimation for the district capital millage sharing and the district millage sharing, with a 5% for FEFP. The budget based on a conservative number of students at 330. This is the final year to utilize some of the ESSER Cares Funds as well. The district did an approximate increase of 4% and the strategic plan and budget include that 4% increase for all staff in addition to the longevity bonuses in Nov/Dec timeframe. Budget includes plan for construction phase of new building as well as mortgage payments beginning in June. Profit projection at this time \$78,000.*
3. Discuss New Building Progress *Mrs. Sviben finally heard that the Florida USDA office should be approving the loan any day now and that Ameris is already working on the closing packet*
 - i. Funding progress
4. Board Members
 - i. Board Positions – *Re-elect discussed current board positions and whether members will keep same positions or change, all agreed that would prefer to keep same positions*
 - ii. Board Member Suggestions for additional member

IV. Consent Agenda:

1. Approve 22-23 Strategic Plan
 - i. New Hires (Wenzlawsh)
2. Approve 23-24 Preliminary Budget
3. Approve 23-24 Board Meeting Calendar
4. Approve Board Member Re-elections, Grodecky – President, Brown – Vice President, Rozysnki – Secretary, Haynes - Treasurer
5. Approve Board Meeting Minutes 4/12/23

V. Non-Consent Agenda:

1. Next Meeting: Wednesday, August 3, 2023 at 5:30PM

VI. Public Comment: None

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

8/10/2023



Erik Brown

Royal Palm Charter Board

Vice President



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I. Call to Order

II. Roll Call

III. Reports and Presentations:

1. Financial Update
 - i. BVA
 - ii. Balance Sheet
2. Admin Update – Sviben
 - i. BPS Site Visit – review
 - ii. Enrollment – see attachment
 - iii. Strategic Plan
 1. Staff Changes
 2. Curriculum
 3. Purchases, etc
 4. 23-24 Preliminary Budget
3. Discuss New Building Progress
 - i. Funding progress
4. Board Members
 - i. Board Positions – Re-elect
 - ii. Board Member Suggestions for additional member

IV. Consent Agenda:

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V. Non-Consent Agenda:

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VI. Public Comment:

VII. Motion to Adjourn:

Royal Palm Charter
Profit & Loss Budget vs. Actual
July 2022 through April 2023

Accrual Basis	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3200 · Federal through state and local				
3240 · Title I	158,648.35	156,363.00	2,285.35	101.5%
3261 · School Lunch Reimbursement	164,315.13	91,182.00	73,133.13	180.2%
3270 · ESSR CARES	238,269.52	459,315.00	-221,045.48	51.9%
3200 · Federal through state and local - Other	27,496.14			
Total 3200 · Federal through state and local	588,729.14	706,860.00	-118,130.86	83.3%
3300 · State sources				
3310 · FEFP				
3311 · ED Fac Security Grant	1,999,348.07	2,286,270.00	-286,921.93	87.5%
3330 · Classroom Supply Assistance	1,143.90			
3361 · School Recognition Funds	5,689.89			
3371 · VPK	61,528.00			
3397 · Capital Outlay Funds	116,985.87			
3399 · Miscellaneous State Sources	176,125.00	188,739.00	-12,614.00	93.3%
Total 3300 · State sources	2,360,820.73	2,475,009.00	-114,188.27	95.4%
3400 · Revenue from Local Sources				
3398 · Sales surtax	231,205.42	259,720.00	-28,514.58	89.0%
3440 · Donations	500.00			
3451 · Student Lunches	688.84			
3473 · School-Age Child Care Fees	70,849.88	60,332.00	10,517.88	117.4%
3474 · PTO	10,028.64			
3477 · Clubs & Sports	4,723.13			
3490 · Miscellaneous Local Sources				
3495 · Other Misc Local Sources	7,777.72			
3490 · Miscellaneous Local Sources - Other	19,245.91	17,133.00	2,112.91	112.3%
Total 3490 · Miscellaneous Local Sources	27,023.63	17,133.00	9,890.63	157.7%
Total 3400 · Revenue from Local Sources	345,019.54	337,185.00	7,834.54	102.3%
Total Income	3,294,569.41	3,519,054.00	-224,484.59	93.6%
Gross Profit	3,294,569.41	3,519,054.00	-224,484.59	93.6%
Expense				
100 · Salaries				
110 · Administrator	420,951.84	328,750.00	92,201.84	128.0%
111 · Administrator - Bonus	2,500.00			
120 · Classroom Teacher	1,290,715.98	1,243,619.00	47,096.98	103.8%
121 · Classroom Teacher - Bonus	1,087.82			
130 · Other Certified	-1,652.33	48,689.00	-50,341.33	-3.4%
160 · Other Support Personnel	97,925.13	167,825.00	-69,899.87	58.3%
Total 100 · Salaries	1,811,528.44	1,788,883.00	22,645.44	101.3%

Royal Palm Charter

Profit & Loss Budget vs. Actual

July 2022 through April 2023

Accrual Basis

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
200 • Employee Benefits				
210 • Retirement	26,573.25	52,858.00	-26,284.75	50.3%
220 • Social Security	130,190.44	133,661.00	-3,470.56	97.4%
230 • Group Insurance	196,962.24	228,986.00	-32,023.76	86.0%
240 • Worker's Compensation	488.25	9,849.00	-9,360.75	5.0%
250 • Unemployment Compensation	359.66			
Total 200 • Employee Benefits	354,573.84	425,354.00	-70,780.16	83.4%
300 • Purchased Services				
310 • Professional & Technical Svcs	104,755.25	211,091.00	-106,335.75	49.6%
320 • Insurance and Bond Premiums	55,862.17	38,200.00	17,662.17	146.2%
330 • Travel	5,933.87	4,800.00	1,133.87	123.6%
350 • Repairs and Maintenance	16,736.31	10,500.00	6,236.31	159.4%
360 • Rentals	80,512.25			
365 • Software Subscriptions	20,389.88			
370 • Communications	2,871.46			
380 • Public Utility Services	11,843.00			
390 • Other Purchased Services	119,439.89	66,200.00	53,239.89	180.4%
Total 300 • Purchased Services	418,344.08	330,791.00	87,553.08	126.5%
400 • Energy Services				
430 • Electricity	44,997.95	47,980.00	-2,982.05	93.8%
Total 400 • Energy Services	44,997.95	47,980.00	-2,982.05	93.8%
500 • Materials & Supplies				
510 • Supplies	112,528.99	39,640.00	72,888.99	283.9%
520 • Textbooks	99,660.32	166,867.00	-67,206.68	59.7%
570 • Food	63,328.64	65,488.00	-2,159.36	96.7%
Total 500 • Materials & Supplies	275,517.95	271,995.00	3,522.95	101.3%
513 • Yearbook				
600 • Capital Outlay	150.00			
640 • Furniture, Fixtures & Equipment				
641 • Capitalized F F & E	9,492.77	88,500.00	-79,007.23	10.7%
642 • Noncapitalized F F & E	3,512.90	11,000.00	-7,487.10	31.9%
644 • Noncap Computer Hardware	0.00			
640 • Furniture, Fixtures & Equipment - Other	8,400.00			
Total 640 • Furniture, Fixtures & Equipment	21,405.67	99,500.00	-78,094.33	21.5%
672 • WIP	214,869.63			
Total 600 • Capital Outlay	236,275.30	99,500.00	136,775.30	237.5%

Royal Palm Charter
Profit & Loss Budget vs. Actual
 July 2022 through April 2023

Accrual Basis

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
700 - Other Expenses				
710 - Redemption of Principal	45,449.63	233,496.00	-188,046.37	19.5%
720 - Interest	149,129.77	100,000.00	49,129.77	149.1%
730 - Dues & Fees	39,614.90	81,336.00	-41,721.10	48.7%
79017 - Student Activity - Clubs	605.00			
Total 700 - Other Expenses	234,799.30	414,832.00	-180,032.70	56.6%
Total Expense	3,376,186.86	3,379,335.00	-3,148.14	99.9%
Net Ordinary Income	-81,617.45	139,719.00	-221,336.45	-58.4%
Net Income	-81,617.45	139,719.00	-221,336.45	-58.4%

SCHOOL VISIT REVIEW REPORT

School: Royal Palm Charter School

Prepared By:

Brevard Public Schools

Leading & Learning

School Board of Brevard County 2700
Judge Fran Jamieson Way
Viera, FL 32940

Phone: 321-633-1000
Fax: 321-877-0914

Released By: Melinda Maier

Signed By:

1. School Mission and Innovative Design

Visit Date: February 23, 2023

1.1	<p>The school implements its mission and the innovative design elements in the approved charter and any subsequently approved amendments. Note: Innovative design elements are elements of the school, originally articulated in the charter application or subsequent amendments that make it unique and distinct from other district or charter schools, while still being consistent with the state education goals established by Florida Statute 1000.03(5).</p> <p>Monitor Comments: Charter Innovation: Core Knowledge School, Year Round School</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Yes
1.2	<p>The school is meeting/making progress toward the goals established in the charter or in the annual Academic Achievement Goals as outlined in the charter. (These goals will be reviewed during the visit, but the actual rating for this benchmark will not be finalized until the end of the school year.)</p> <p>Monitor Comments: The school implements a year round calendar.</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Yes
1.3	<p>The school is meeting/making progress toward the goals established in the annual School Improvement Plan. (These goals will be reviewed during the visit, but the actual rating for this benchmark will not be finalized until the end of the school year.)</p> <p>Monitor Comments: The school is making progress by having monthly data chats and administrative team meetings.</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Yes
1.4	<p>Commendations:</p> <p>Monitor Comments: Royal Palm Charter School implements Core Knowledge and a year round calendar with fidelity..</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Not Applicable
1.5	<p>Recommendations</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Not Applicable

2. Governance

Visit Date: February 23, 2023

2.1	<p>All governing board members have a current board disclosure form (updated within the last year). Copies of all disclosure forms are on file at the school.</p> <p>Monitor Comments: Royal Palm is governed by a board consisting of 5 members.</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Yes
2.2	<p>All governing board members have been fingerprinted and documentation is on file at the school.</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Yes
2.3	<p>All governing board members have participated fully in the FDOE requirement board training. (SBE Rule 6A-6.0784)</p> <p>Monitor Comments: All Board members have a certificate of completion of training.</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Yes
2.4	<p>Announcements for upcoming board meetings are publicly noticed and are posted in a public location at the school.</p> <p>Monitor Comments: Board meeting dates and times are advertised at the school on the front board and on the school website.</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Yes
2.5	<p>A set of documents, organized chronologically, include governing board announcements, meeting agendas and minutes signed and dated by the chairperson or board secretary, and are readily accessible.</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Yes
2.6	<p>There is evidence of at least two public meetings held in the district during the school year. These meetings are held at a location and time when stakeholders, including parents and community members, can attend the meetings.</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Yes
2.7	<p>The governing board receives monthly financial reports, as evidenced in the board minutes.</p> <p>Monitor Comments: The board is presented with financial reports and is evidenced in the Board Meeting minutes.</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Yes
2.8	<p>The governing board approves the annual budget, all budget amendments, and all purchases over an agreed-upon dollar amount, as evidenced in board policy and demonstrated in the board minutes.</p> <p>Monitor Comments: The board meeting minutes prove that the board approves the annual budget.</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Yes
2.9	<p>The school administrator is evaluated annually by the governing board and evidence is provided. (Most recent performance evaluation is available at the school.)</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Yes

Visit Review Report for Royal Palm Charter School

2.10	The state-required Charter School Annual Accountability Report was submitted on time and was accurate and complete.	Reviewed by Melinda Maier on 2/23/2023	Yes
2.11	Commendations Monitor Comments: The governing board members are all up to date on training and fingerprints.	Reviewed by Melinda Maier on 2/23/2023	Not Applicable
2.12	Recommendations	Reviewed by Melinda Maier on 2/23/2023	Not Applicable

3. Health, Safety and Welfare

Visit Date: February 23, 2023

3.1	A safety and emergency plan has been written and is on file at the school.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.2	The school has evidence that it has conducted Active Shooter Drills as required by law.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.3	A copy of the annual Fire Safety Inspection is on file at the school.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.4	A copy of the annual County Health Department sanitation inspection is on file at the school.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.5	A copy of the current building floor plans including all rooms, corridors, doors, windows, and fire exits are posted in every occupied room. All rooms are labeled, and a Fire Exiting Path is indicated for each occupied space.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.6	Fire drills are performed monthly. Logs are on file at the school. Note: The school is required to perform a fire drill in the first and second weeks of school, in addition to its monthly drills (FL Fire Prevention Code).	Reviewed by Melinda Maier on 2/23/2023	Yes
3.7	There is documentation that all volunteers have been properly screened and cleared to work with students.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.8	There is a sign-in and sign-out process for visitors, including volunteers and outside staff.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.9	All property is annually inventoried, and the inventory record submitted to the district is current. The reviewer will conduct a spot check of the school's property inventory. Monitor Comments: The school has submitted a property inventory, and a spot check was completed in the Principal's office.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.10	A copy of the School's Bio-Hazard Plan is on file at the school and there is evidence that key personnel have been appropriately trained.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.11	Current emergency contact information for a student is on file, and it includes medical information, medical provider preferences and authorized adult contact persons.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.12	Medication is counted and a log is maintained that includes the date, time and quantity. The log is initialed by the trained staff member conducting the count.	Reviewed by Melinda Maier on 2/23/2023	Yes

3.13	Medications are kept in a locked, secure location. Key is accessible to assigned staff only. Key is NOT accessible to students, unauthorized personnel, parents, or visitors.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.14	A log of the administration of prescribed medications includes date, time and dosage administered, and is initialed by the trained staff member.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.15	A log of student visits to the clinic includes date, time, and reason for visit and outcome, and is initialed by trained staff assigned to monitor the clinic.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.16	There is documentation that parents are notified of clinic visits which includes date, time, and reason for visit and outcome.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.17	There is documentation that all students with health concerns, allergies, etc. have been identified, confidentiality has been maintained, and all staff who have a need to know have been informed.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.18	A list of staff certified in CPR is available onsite and is easy to access in case of an emergency.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.19	The school has an automated external defibrillator (AED machine) available in case of an emergency. Monitor Comments: Royal Palm Charter school has an AED machine in the office.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.20	The school has completed the FSSAT on time. Monitor Comments: Royal Palm completed the FSSAT and it was approved on October 19, 2022.	Reviewed by Melinda Maier on 2/23/2023	Yes
3.21	The school maintains a safe -school officer contracted daily while students are present on campus	Reviewed by Melinda Maier on 2/23/2023	Yes
3.22	Commendations Monitor Comments: Royal Palm employs their own hired Safe-school Officer.	Reviewed by Melinda Maier on 2/23/2023	Not Applicable
3.23	Recommendations	Reviewed by Melinda Maier on 2/23/2023	Not Applicable

4. Human Resources

Visit Date: February 23, 2023

4.1	Staff contracts, resumes, job descriptions and salaries are on file.	Reviewed by Melinda Maier on 2/23/2023	Yes
4.2	All employees have been fingerprinted at the District School and Security office, Brevard Public Schools, and verification is on file at the school.	Reviewed by Melinda Maier on 2/23/2023	Yes
4.3	Teachers are in compliance with state and federal certification requirements and certificates are on file. Monitor Comments: At Royal Palm, a few teachers are working toward their certification by taking courses.	Reviewed by Melinda Maier on 2/23/2023	Yes
4.4	Teachers assigned to teach out-of-field have been submitted for the charter school governing board for approval.	Reviewed by Melinda Maier on 2/23/2023	Yes
4.5	Out-of-field teachers are in compliance with previous out-of-field assignments.	Reviewed by Melinda Maier on 2/23/2023	Yes
4.6	The school has evidence that parents have received proper out-of-field notification prior to the FTE survey period.	Reviewed by Melinda Maier on 2/23/2023	Yes
4.7	If the charter school is contracting with outside agencies for ESE services, the contract is on file at the school. (These include Speech/Language Pathologists, Physical Therapists and Occupational Therapists.)	Reviewed by Melinda Maier on 2/23/2023	Yes
4.8	The qualifications of the teachers have been disclosed to the parents. [?1002.33(12)(f), F.S.]	Reviewed by Melinda Maier on 2/23/2023	Yes
4.9	Training/Staff Development activities, outside of what is offered by the district through ProGOE, have been documented, including topic, date, and list of participants.	Reviewed by Melinda Maier on 2/23/2023	Yes
4.10	Commendations Monitor Comments: Royal Palm has very organized employee files with all necessary documents.	Reviewed by Melinda Maier on 2/23/2023	Not Applicable
4.11	Recommendations	Reviewed by Melinda Maier on 2/23/2023	Not Applicable

5. Registration, Record Keeping and Student Record Management

Visit Date: February 23, 2023

5.1	Cumulative records are maintained for every student and include pertinent documents such as birth certificates, up to date immunization records and physicals, etc. These records are stored in a locked, fireproof file cabinet in a secure location.	Reviewed by Melinda Maier on 2/23/2023	Yes
5.2	There is a list of personnel authorized to access records posted in the records area.	Reviewed by Melinda Maier on 2/23/2023	Yes
5.3	There is an access log in each student's file.	Reviewed by Melinda Maier on 2/23/2023	Yes
5.4	A log of record requests is maintained for both incoming and outgoing records. The log includes the date of request, person and school making the request, date record was sent and to whom, or date record was received and by whom.	Reviewed by Melinda Maier on 2/23/2023	Yes
5.5	The school uses an application form that ensures program access and equity for all students eligible to attend the school. (Please have copies of the school's application available for the reviewer)	Reviewed by Melinda Maier on 2/23/2023	Yes
5.6	Lottery process and documentation are available (if applicable).	Reviewed by Melinda Maier on 2/23/2023	Yes
5.7	The school uses an enrollment form and process that ensures program access and equity for all students. (Please have copies of the school's registration packet available for the reviewer)	Reviewed by Melinda Maier on 2/23/2023	Yes
5.8	Attendance records are entered appropriately in FOCUS.	Reviewed by Melinda Maier on 2/23/2023	Yes
5.9	Discipline records are maintained and are appropriately entered into FOCUS.	Reviewed by Melinda Maier on 2/23/2023	Yes
5.10	There is documentation that parents are notified of discipline concerns (e.g., phone logs, referral, etc.). Monitor Comments: Royal Palm utilizes the FOCUS software to notify parents of discipline concerns.	Reviewed by Melinda Maier on 2/23/2023	Not Applicable
5.11	There is evidence of any involuntary withdrawal of a student (i.e. not offer a seat for the upcoming school year). All evidence must be in accordance with the Student Code of Conduct, Charter Contract, and applicable Due Process Rights laws.	Reviewed by Melinda Maier on 2/23/2023	Yes

Visit Review Report for Royal Palm Charter School

5.12	Recommendations Monitor Comments: Please ensure that all student files have a home language survey completed.	Reviewed by Melinda Maier on 2/23/2023	Not Applicable
5.13	Commendations Monitor Comments: Royal Palm is up to date on attendance and discipline input into FOCUS..	Reviewed by Melinda Maier on 2/23/2023	Not Applicable

6. Curriculum and Instructional Strategies

Visit Date: February 23, 2023

6.1	Teacher lesson plans address BEST Standards, ELL, ESE/504, differentiated instruction, and small group.	Reviewed by Melinda Maier on 2/23/2023	Yes
6.2	The curriculum and instructional strategies for reading are consistent with state standards and grounded on scientifically based research.	Reviewed by Melinda Maier on 2/23/2023	Yes
6.3	Resources are being utilized to identify and give specialized instruction for students who are reading below grade level. Monitor Comments: Royal Palm utilizes FAST for progress monitor and informs the parents of the student's results..	Reviewed by Melinda Maier on 2/23/2023	Yes
6.4	There is evidence that the reading curriculum has differentiated strategies that will be used for students reading at grade level, below grade level, and above grade level.	Reviewed by Melinda Maier on 2/23/2023	Yes
6.5	Evidence that PMPs or other progress monitoring for possible retention students have been communicated to parents and are being implemented with fidelity.	Reviewed by Melinda Maier on 2/23/2023	Yes
6.6	There is evidence that parents/guardians have been informed of guidelines for mandatory retention of third grade students.	Reviewed by Melinda Maier on 2/23/2023	Yes
6.7	All 12th grade students have an accurate Graduation Plan in place.	Reviewed by Melinda Maier on 2/23/2023	Not Applicable
6.8	Commendations Monitor Comments: The lesson plans provided were inclusive of accommodations and BEST standards.	Reviewed by Melinda Maier on 2/23/2023	Not Applicable
6.9	Recommendations	Reviewed by Melinda Maier on 2/23/2023	Not Applicable

7. Assessment and Program Evaluation

Visit Date: February 23, 2023

7.1	A test coordinator is identified at the school. Monitor Comments: Ms. Amy Rodriguez is the appointed testing coordinators.	Reviewed by Melinda Maier on 2/23/2023	Yes
7.2	There is evidence that the test coordinator has received training in administering standardized tests.	Reviewed by Melinda Maier on 2/23/2023	Yes
7.3	The school's testing material is stored in a secure location.	Reviewed by Melinda Maier on 2/23/2023	Yes
7.4	There is documentation of instructional staff testing administration training.	Reviewed by Melinda Maier on 2/23/2023	Yes
7.5	Students participate in all age-appropriate state assessment programs as evident by the percent (%) tested. Monitor Comments: Royal Palm had 99% of their students tested in 2021-22 School Year.	Reviewed by Melinda Maier on 2/23/2023	Yes
7.6	Students state assessment results are shared with teachers and parents/guardians.	Reviewed by Melinda Maier on 2/23/2023	Yes
7.7	Parents/guardians are informed of student progress through quarterly progress reports and report cards. Monitor Comments: Since Royal Palm is on a year round schedule they send home reports in October, January, April, and June.	Reviewed by Melinda Maier on 2/23/2023	Yes
7.8	Commendations Monitor Comments: Royal Palm attends all training for testing through BPS and provides training to all teachers involved in the testing process.	Reviewed by Melinda Maier on 2/23/2023	Not Applicable
7.9	Recommendations	Reviewed by Melinda Maier on 2/23/2023	Not Applicable

8. Multi-Tiered System of Support (MTSS)

Visit Date: February 23, 2023

8.1	There is a designated staff member to review all incoming student records for 504, ESE, PMP and/or LEP eligibility.	Reviewed by Candice Gibbs on 2/23/2023	Yes
8.2	There is a process for notifying the appropriate staff and implementing needed procedures, interventions or educational plans for incoming students already identified as 504, ESE, PMP, LEP or IEP.	Reviewed by Candice Gibbs on 2/23/2023	Yes
8.3	There is an MTSS documentation process in place for providing developmentally appropriate interventions for students who begin to exhibit a pattern of difficulty with academics, behavioral and attendance.	Reviewed by Candice Gibbs on 2/23/2023	Yes
8.4	Procedures are in place for determining eligibility and placement in the least restrictive environment and the provision of special education and related services to Exceptional Student Education students, including gifted.	Reviewed by Candice Gibbs on 2/23/2023	Yes
8.5	Commendations : All red folders had parent invitations, IPST paperwork	Reviewed by Candice Gibbs on 2/23/2023	Not Applicable
8.6	Recommendations: If IPST is convened and parent has requested an IDEA evaluation and parent and team determines not to open an evaluation, a Prior Written Notice should be provided at conclusion of meeting indicating this information.	Reviewed by Candice Gibbs on 2/23/2023	Not Applicable

9. Exceptional Student Education (ESE)

Visit Date: February 23, 2023

9.1	Lesson plans reflect appropriate instruction for students and/or accommodations.	Reviewed by Candice Gibbs on 2/23/2023	Yes
9.2	Exceptional Student Education records are maintained in a secure location in accordance with the law.	Reviewed by Candice Gibbs on 2/23/2023	Yes
9.3	There is evidence that personnel are trained in IEP development (PEER).	Reviewed by Candice Gibbs on 2/23/2023	Yes
9.4	Exceptional Student Education and related services are being delivered as indicated on students' IEPs, 504 and AS400 schedules.	Reviewed by Candice Gibbs on 2/23/2023	Somewhat
9.5	254/255 (if applicable): There is a matrix of service form completed for every IEP that earned a matrix level of 254 or 255 (Domains reflect level of service; Access points, where applicable).	Reviewed by Candice Gibbs on 2/23/2023	Yes
9.6	All Exceptional Student Education (ESE) Files were up to date and in compliance with ESE compliance audit guidelines.	Reviewed by Candice Gibbs on 2/23/2023	Somewhat
9.7	10-day notice is given to parent/guardian to attend IEP's and Child Study Team Meetings.	Reviewed by Candice Gibbs on 2/23/2023	Somewhat
9.8	Commendations:	Reviewed by Candice Gibbs on 2/23/2023	Not Applicable
9.9	Recommendations: A review of IEP/student schedule shows student enrolled 7/14, services started on schedule 10/10. A review of audits note that some transition elements not included in IEP, transition survey not included in audit. In one audit reviewed, parent was not provided 10 day written notice and there was not an indication that parent waived the 10 days.	Reviewed by Candice Gibbs on 2/23/2023	Not Applicable

10. English Speakers of Other Languages (ESOL)

Visit Date: February 23, 2023

10.1	Identification and Placement: The school is meeting all requirements to ensure compliance with the META Consent Decree and the District ELL Plan for determining student eligibility and placement within the mandated timeline (Home Language Survey, Parent Notification of Testing Procedures, IPT Screener, Programmatic Assessment, Eligibility Letter).	Reviewed by Anne Skinner on 2/23/2023	yes
10.2	Monitoring: All ELL students (LY and LF) have an updated ELL monitoring folder (self-audit completed yearly, plan date updated, schedule, eligibility documents, copy of annual assessment (CELLA/WIDA), continuation of services letter, ELL committee minutes).	Reviewed by Anne Skinner on 2/23/2023	yes
10.3	Monitoring: The school has assigned set personnel for the following roles: ESOL Contact; ELL Committee	Reviewed by Anne Skinner on 2/23/2023	yes
10.4	Staffing: There is evidence of administrative monitoring of ESOL certification/endorsement (certification report, out of field board approval and notification to parents prior to Survey 2).	Reviewed by Anne Skinner on 2/23/2023	yes
10.5	Staffing: The school follows staffing mandates and district guidelines regarding ESOL teachers and assistants.	Reviewed by Anne Skinner on 2/23/2023	n/a
10.6	Instructional Support: ESOL accommodations are in place and documented in lesson plans.	Reviewed by Anne Skinner on 2/23/2023	yes
10.7	Parent Communication & Participation: ESOL parents are provided timely communication regarding student placement and progress (eligibility, continuation, ELL Committee, retention, assessments, etc.).	Reviewed by Anne Skinner on 2/23/2023	yes
10.8	Parent Communication & Participation: ESOL parent participate in all school processes, procedures, and events with language support provided whenever feasible.	Reviewed by Anne Skinner on 2/23/2023	yes
10.9	Title III: All Title III federal materials are labeled and inventoried.	Reviewed by Anne Skinner on 2/23/2023	n/a
10.10	Audit Binder: ESOL contact maintains a yearly audit binder documenting the various program components for district/state reviews.	Reviewed by Anne Skinner on 2/23/2023	yes
10.11	Commendations:	Reviewed by Anne Skinner on 2/23/2023	Not Applicable
10.12	Recommendations:	Reviewed by Anne Skinner on 2/23/2023	Not Applicable

11. Family Engagement

Visit Date: February 23, 2023

11.1	There is evidence of parents/guardian's involvement (i.e., volunteer logs).	Reviewed by Melinda Maier on 2/23/2023	Yes
11.2	School Improvement Plan is available to parents.	Reviewed by Melinda Maier on 2/23/2023	Yes
11.3	The school maintains a website that enables the public to obtain information regarding the school, including the school's academic performance, the names of the governing board members, the programs at the school, any management companies, service providers, or education management corporations associated with the school, the school's annual budget, the school's fiscal audit, the school's grade pursuant to §1008.34, F.S., the minutes of governing board meetings.	Reviewed by Melinda Maier on 2/23/2023	Yes
11.4	Commendations Monitor Comments: Royal Palm provides family engagement activities to include student led conferences, field trips, invite lighthouse, reading night, success night, and truck or treat.	Reviewed by Melinda Maier on 2/23/2023	Not Applicable
11.5	Recommendations	Reviewed by Melinda Maier on 2/23/2023	Not Applicable

12. Transportation

Visit Date: February 23, 2023

12.1	This charter school has on file information regarding all students transported by school bus.	Reviewed by Melinda Maier on 2/23/2023	N/A
12.2	This charter school has on file information related to any situation where a parent or other driver is contracted by the school to provide student transportation.	Reviewed by Melinda Maier on 2/23/2023	N/A
12.3	This charter school has on file evidence that any vehicle which is owned or leased by the school and is used to transport students is certified and properly insured. There is documentation that the bus driver has current certification and that the required camera(s) are in the buses.	Reviewed by Melinda Maier on 2/23/2023	N/A
12.4	This charter school has documentation of bus evacuation drills for October and/or February as appropriate.	Reviewed by Melinda Maier on 2/23/2023	N/A
12.5	This charter school has documentation of monthly inspections of bus(es) owned by the school.	Reviewed by Melinda Maier on 2/23/2023	N/A
12.6	<p>Commendations</p> <p>Monitor Comments: Royal Palm does not offer transportation.</p>	Reviewed by Melinda Maier on 2/23/2023	Not Applicable
12.7	Recommendations	Reviewed by Melinda Maier on 2/23/2023	Not Applicable

13. Title 1 (If Applicable)

Visit Date: February 23, 2023

13.1	<p>Title I teachers and Instructional Assistants are in compliance with staffing plan and aligned to schedules.</p> <p>Monitor Comments: The schedules in Anvilar must be updated per comments placed in Anvilar.</p> <p>Monitor Comments: All Title 1 teachers were in compliance with the current staffing plan. There are no Title 1 instructional assistants.</p>	<p>Reviewed by Denise Gillich and Dan Keane on 2/23/23</p>	Yes
13.2	<p>The Title I Parent Notebook offers parents in a Title I school the right to review all teachers and paraprofessionals qualifications required in Every Student Succeeds Act (ESSA). This notebook must also contain other Title I program documentation that must be readily available to parents such as notification of school report card, approved school improvement plan, etc.</p> <p>Monitor Comments: The Title 1 notebook had some current documents but others were out of date.</p>	<p>Reviewed by Denise Gillich and Dan Keane on 2/23/23</p>	Partially meets
13.3	<p>Title I audit folder document review. The school must have evidence of a process of conducting an annual comprehensive needs assessment. Evidence of meetings and the data reviewed during this process must be contained in the audit folder.</p> <p>Monitor Comments: The audit folder was not reviewed at the meeting.</p>	<p>Reviewed by Denise Gillich and Dan Keane on 2/23/23</p>	N/A
13.4	<p>The school must have a working form of the Mandatory Notifications for New Students to ensure that all incoming students are receiving required documents.</p>	<p>Reviewed by Denise Gillich and Dan Keane on 2/23/23</p>	No
13.5	<p>Commendations</p> <p>Monitor Comments: Loved seeing all of the parents attending the Student-Led conferences held during the morning session. Royal Palm did a great job offering flexible meeting times for parents and the overall organization of this parent meeting.</p>	<p>Reviewed by Denise Gillich and Dan Keane on 2/23/23</p>	Not Applicable
13.6	<p>Recommendations</p>	<p>Reviewed by Denise Gillich and Dan Keane on 2/23/23</p>	Not Applicable

14. Student Handbook

Visit Date: February 23, 2023

14.1	The Student-Parent Handbook informs parents that medication that must administered at school must be hand-delivered by the parent or other authorized adult and must be in its original prescription bottle. Written permission from the parent authorizing the school to administer the medication must be provided.	Reviewed by Melinda Maier on 2/23/2023	Yes
14.2	The school's Student-Parent Handbook addresses attendance requirements, excused absences, and procedures for parents to follow regarding excused absences.	Reviewed by Melinda Maier on 2/23/2023	Yes
14.3	The school's Student-Parent Handbook addresses the District's Code of Conduct, in addition to the school's unique Code of Conduct as described in the approved application.	Reviewed by Melinda Maier on 2/23/2023	Yes

15. Review of Non-compliance (If Applicable)

Visit Date: February 23, 2023

15.1	<p>Total number of notices sent to school in current school year</p> <p>Monitor Comments: No notices were sent to Royal Palm in the school year 2022-23</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	None
15.2	<p>Current compliance status on Charter Tools</p> <p>Monitor Comments: Royal Palm currently has a Partially Compliant score of 82 on Charter Tools.</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Partially Compliant
15.3	<p>Commendations</p> <p>Monitor Comments: Royal Palm has great family engagement and they feel their year round calendar works great for the students.</p>	<p>Reviewed by Melinda Maier on 2/23/2023</p>	Not Applicable
15.4	Commendations		
15.5	Recommendations		
15.6	Recommendations		

Enrollment Update 6/13/23

	23-24 Enrolled	Openings	Applications
VPK	30	0	29
K	36	0	19
1ST	36	0	14
2ND	36	0	10
3RD	36	0	13
4TH	40	4	0
5TH	34	10	0
6TH	44	0	5
7TH	40	4	0
8TH	39	5	0
	341(371)		

Strategic Planning 2023-24

Staff

Vega to K
 Noel to K
 Rexach to VPK
 Teijeiro to 2nd
 Todd to 4th
 5/6 ELA - Katie Boneta
 5/6 SS - Madison Howard
 5/6 Sci - Chris Rizotti
 5/6 Math - Kalyn Wenzlawsh NEW HIRE
 F/T ESE - Suellen Mellott
 Para ESE/Math - Brooke Steelman IDEA (\$6,000)
 K/1 Asst - Darlene McKendrick
 3-5 Asst - Tina Mitchell 20 HRS/WK
 Part Time AP - Marie Turbush

Teacher Schedule

Additional PE Day OR Leadership Class instead of Library

<u>Teacher Pay</u>	48,672 Base (4%) & 4% increase for remainder	Teacher Salary Increase
Continue paying 100% employee benefits		District is going to \$48,725 BASE
Continue longevity bonuses		MILLAGE

Curriculum

Brainpop Subscription	2550	
Discovery Ed Online Renewal	2500	
Stemscopes	11,000	ESSER
Renaissance Freckle	22000	ESSER
Renaissance AR	4375	ESSER
Renaissance STAR		ESSER
Learning A-Z	500	
ESE Materials		
Pearson KTEA	720.5	
Multi Health Systems	425	
Leader in Me	25,000	

Materials

Art Supplies	1000
PE Supplies	1000

Social/Emotional

Franklin Covey Materials/Renewal	25000	ESSER
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Technology

Classroom Printers	2,500
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Training

BEST Reading Standards	11,000	ESSER
Renaissance	2000	ESSER

Building

Repair Perimeter Fence	
Cut down brush around Perimeter	3,000
Install Sink for STEAM Room	

TOTAL	114570.5
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May 11, 2023

Mrs. Shannon Sviben
7135 Babcock St. SE
Palm Bay, FL 32909

Dear Mrs. Sviben:

For the 2023-2024 school year, Brevard Public Schools as the LEA is using direct certification to determine schools to receive Title I. This process ensures a more accurate distribution of federal funds. Royal Palm Charter School for Survey 3 reported a poverty rate of 48.31% based on the number of direct certification students. Brevard Public School's poverty percentage has been set at 59%; any school in the LEA that has a poverty rate of at least 59% is eligible to receive Title I funding. Therefore, this letter is to inform you Royal Palm Charter School does not qualify for Title I funding for the 2023-2024 school year.

Sincerely,



Dr. Carol Mela
Director of Title I

Dr. Carol Mela, Ed.D., Director
Elementary Leading & Learning
Phone: (321) 633-1000, ext. 11350



Expectations of Royal Palm Teachers

The mission of Royal Palm Charter School is to create a community of leaders that are equipped with the skills and knowledge needed to excel in any and all academic and social challenges they encounter throughout their educational careers.

Royal Palm was created to be a small community school that focuses on individual students. Proactive communication and family engagement are the foundation. Royal Palm teachers are willing to put in the extra effort to build relationships – with staff, students, and families.

Royal Palm teachers will be familiar with the 7 Habits of Highly Effective Leaders and model and teach these habits to their students. At a minimum:

- Teachers will facilitate learning opportunities during DEAL time by utilizing the LIM website and workbooks.

- Teachers will share LIM/Habit learning with their families.

- Teachers will set up Leadership Roles within their classrooms for all students to have a role.

- Teachers will set quarterly personal and academic WIGs (goals) with their students and celebrate WIGs.

- Teachers will model goal setting by sharing their own WIG and lead measures.

Royal Palm teachers will partner with families to ensure student success. At a minimum:

- Teachers will send a monthly calendar home electronically/on paper.

- Teachers will send a weekly email home to families with details of curriculum, expectations, etc.

- Teachers will communicate in Planner/RenWeb what is being taught, HW, and ELOs.

- Teachers will be proactive in the communication of events, holidays, field trips, etc.

- Teachers will call home when students are behaviorally or academically below expectations.

- Teachers will respond to parent emails within 24 hours.

Royal Palm teachers will support students to ensure growth/build relationships.

- Teachers will offer to tutor students in Math and Reading as needed/applicable.

- Tutoring should be no less than 30 minutes after school.

- Attend family events. (There are contracted events and events comp time eligible)

- Sponsor a minimum of one club/sport. (Can be student-led, 6-8 weeks, can charge a fee)

Royal Palm teachers will work collaboratively with staff.

- Teachers will collaborate with co-teacher at least weekly.

- Teachers will attend and participate in staff meetings on Tuesdays.

- Teachers will attend and participate in Grade-Level Meetings monthly.

- Respond to staff emails within 24 hours.

- Attend Data Team Meetings Monthly Prepared with Student Data/Completed Documentation

Royal Palm teachers will support Royal Palm rules and procedures.

Teachers will enforce cell phone contract. (Students should not have/use technology – use lockers)

Teachers will enforce uniform policy. (Enforce tucking in shirts, jackets, pants/shorts/skirts, etc.)

Teachers will complete Lesson Plans by Monday of the current week.

Teachers will enter grades into RenWeb within 1 week of the assignment's due date.

Teachers will turn in interims/report cards on time to be reviewed.

Teachers will keep accurate records for MTSS, ESE, and ESOL students.

STUDENT DAYS	180	
TEACHER WORK DAYS	192	Other Events - comp time eligible*
6.5	July 10-15, 17 (15th half day)	July 29 - 7 Habits Parent Bootcamp
1	Oct 10 Teacher Workday	Oct 16-20 Student Led Conferences - school day
0.5	Oct 27 Trunk of Treat	Nov. 13-17 Genius Wax Museum - school day
0.25	Dec 8 Holiday Concert/Santa	Jan 31 - Math Night*
1	Jan 9 Teacher Workday	Feb 12-16 - Student Led Conferences - school day
0.5	Feb 24 Lighthouse Day (half day)	May 2 - Science Night*
1	April 2 Teacher Workday	<i>additional PD/events may be planned</i>
0.25	April 23 Success Night	
0.25	Feb 16/May 10 MS Dance/4-6 Dance for Babies	
0.75	June 6 Teacher Workday	
12		Teachers earn 8 hours PTO / month until 56 hrs

I understand the expectations of a Royal Palm teacher and I am committed to meeting these standards at a minimum.

Name	Signature	Date
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ROYAL PALM CHARTER SCHOOL
Preliminary Operating Budget SY 2023-2024

	FTE		General	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget
	330							
REVENUES								
Lunch Income - Federal Lunch Program			180,751					180,751
Lunch Income - Lunch Program Fees			-					-
School Board Income Fund		2,630,794			307,718			2,630,794
ESSER		-						307,718
District capital sharing						-	62,040	62,040
District millage sharing		81,840				-	-	81,840
Capital Outlay						-	221,096	221,096
Sales surtax						-	277,466	277,466
Title I								-
IDEA								-
Before/After Care Fees		85,020						85,020
Donations		1,000						1,000
		2,798,654	180,751		307,718	-	560,602	3,847,725

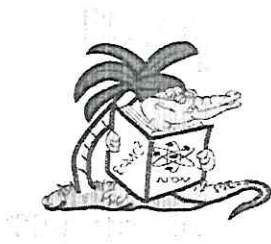
EXPENSES								
5100 Basic Education								
100 Salaries		1,106,163			97,290			1,203,453
120 Classroom Teacher								-
121 Classroom Teacher - Bonus								
200 Employee Benefits								
210 Retirement		22,123						22,123
220 Social Security		90,283			3,352			93,635
230 Group Insurance		59,009						59,009
240 Worker's Compensation		7,081			416			7,497
250 Unemployment Compensation		9,450			319			9,769
300 Purchased Services								
310 Professional & Technical Services		2,500						2,500
330 Travel		1,500						1,500
320 Insurance and Bond Premiums								-
360 Rentals		-						-
390 Other Purchased Services		3,000						3,000
500 Supplies								
510 Supplies		28,513			6,000			34,513
520 Textbooks		31,696			84,307			116,003
600 Capital Outlay								
643 Capital Computer Hardware					9,974			9,974
622 Noncapitalized AV Materials								-
642 Noncapital FF & E		2,500						2,500
Sub Total 5100		1,363,818			201,658	-	-	1,565,476

ROYAL PALM CHARTER SCHOOL
Preliminary Operating Budget SY 2023-2024

	FTE	330	General	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget
5200 Exceptional Education								
100 Salaries			127,923					127,923
120 Classroom Teacher								-
121 Classroom Teacher - Bonus								-
200 Employee Benefits			9,786					9,786
220 Social Security			6,396					6,396
230 Group Insurance			768					768
240 Worker's Compensation			1,512					1,512
300 Purchased Services			75,000					75,000
310 Professional & Technical Services								-
390 Other Purchased Services								-
600 Capital Outlay			10,000					10,000
643 Capital Computer Hardware			231,384					231,384
Sub Total 5200								
6120 Guidance Services								
100 Salaries			45,573					45,573
130 Other Certified Personnel								-
200 Employee Benefits			3,486					3,486
220 Social Security			2,279					2,279
230 Group Insurance			273					273
240 Worker's Compensation			378					378
250 Unemployment Compensation			51,989					51,989
Sub Total 6120								
6150 Parental Involvement								
500 Supplies								
511 Parental involvement materials								-
Sub Total 6150								
6400 Staff Development								
300 Purchased services			6,000		8,400			14,400
330 Travel & Training			6,000		8,400			14,400
Sub Total 6400								
6500 Instructional Technology								
300 Purchased services								
310 Professional & Tech Svcs								-
350 Repairs and Maintenance					15,581			15,581
360 Rentals			84,431					84,431
500 Materials & Supplies			29,155					29,155
510 Supplies			113,586		15,581			129,167
Sub Total 6500								

ROYAL PALM CHARTER SCHOOL
Preliminary Operating Budget SY 2023-2024

	FTE	330		General	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget
7300 School Administrative									
100 Salaries				208,483					208,483
110 Administrator				65,790					-
160 Support Personnel									20,982
200 Employee Benefits				20,982					13,714
220 Social Security				13,714					1,646
230 Group Insurance				1,646					1,512
240 Worker's Compensation				1,512					-
250 Unemployment Compensation									90,133
300 Purchased Services				90,133					17,575
310 Professional & Technical Services				17,575					20,389
320 Insurance and Bond Premiums				20,389					41,980
364 Software Subscriptions				41,980					-
390 Other Purchased Services									10,379
500 Supplies				10,379					-
510 Supplies									-
530 Periodicals									-
590 Other Materials and Supplies									120,515
700 Other Expense				120,515					-
730 Dues & Fees									547,307
790 Miscellaneous Expense				613,096					-
Sub Total 7300									
7500 Fiscal Services									
300 Purchased Services				-					-
310 Professional & Technical Services				-					-
Sub Total 7500									
7600 Food Service									
100 Salaries					84,419				84,419
160 Cafeteria - Other Support Personnel									-
200 Employee Benefits					6,458				6,458
220 Social Security					4,221				4,221
230 Group Insurance					507				507
240 Worker's Compensation					1,134				1,134
250 Unemployment									-
500 Materials & Supplies					76,629				76,629
570 Food Supplies									-
600 Capital Outlay									-
642 Noncapital FF & E									173,367
Sub Total 7600									173,367



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

Board of Directors Meeting Calendar 2023-2024

All meetings held at Royal Palm Charter School at 5:30 PM unless indicated otherwise

Wednesday, July 26, 2023

Wednesday, October 25, 2023

Wednesday, February 7, 2024

Wednesday, April 10, 2024

Wednesday, June 19, 2023



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

4/12/23 @ 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** *Rozynski called meeting to order, Costa 2nd*
- II. **Roll Call** *Brown, Rozynski, Haynes, Costa, and Becka via Zoom, Sviben in person*
- III. **Reports and Presentations:** *Rozynski motioned to adopt the agenda, Costa 2nd*
 1. Budget Update
 - i. BVA Becka explained some areas that were high because we had expenses that were not planned for like Glatz payout (\$66,200), and the parking lot project. We did not have the exact numbers when we did the preliminary budget. Sviben mentioned that the Surtax funds that we receive can go toward those expenses so it should cover those out-of-pocket costs.
 - ii. Balance Sheet Becka reviewed the attachment.
 - iii. Engagement Letter – Audit Becka informed the board that the prior auditing firm is no longer doing charter school audits. We had two responses to the RFP sent out, HLB Grazer and James Moore – Becka recommended Grazer based on the easiness to work with to get the RFP and much lower cost.
 2. Admin Update – Sviben
 - i. Enrollment – see attachment Sviben reviewed the attachment and explained that the current openings in 7th she anticipated would be filled by the time school started. Last year we had a significant waiting list in the Middle School grade levels. She informed the board that all the K spots were filled by VPK students rolling up or siblings of current students. There was not any available space for incoming new students. Sviben anticipates the largest enrollment in awhile for 23-24 school year
 - ii. Staff Update Sviben discussed staffing updates – Swenson in 5th grade was struggling and Sviben has been in 5th grade since before Spring Break. Mrs. Mellott got her certification for ESE officially so Sviben plans to move her to
 1. Current Staffing
 1. Sviben in 5th
 2. Irizarry/B. Steelman Permanent Sub
 3. Shafer and Rexach received Professional Certificates
 4. Hambidge, Vernon, Mellot, Turbush, Sviben added Reading Endorsement
 5. T. Steelman and Mellot added ESE Endorsement
 6. Discuss Mellot salary
 2. Anticipated openings for 23-24
 3. N. LaBrecque Temporary Extension Request Needs board approval to request 2 year extension
 3. Public Records Request/Annual Meeting – Amendment to By-Laws – Sviben
Sviben discussed the public records request board members received for the annual meeting minutes. This led to a discussion with the attorney because historically the board has not officially re-elected

positions on a yearly basis – This will need to be done moving forward. In discussion, they reviewed the by-laws and made the following suggestions.

From Attorney: (suggested updates to by-laws)

- The term of Directors is not established in Section 4.4. I amended this to put one year
 - I updated Section 4.6 to be compliant with Section 617.0808, Florida Statutes, which requires a two-thirds vote to remove a director without cause.
 - I completely rewrote Section 4.11. This section did not seem to allow Directors to attend meetings telephonically or virtually. I added language that would now allow them to be counted as present even if they are not physically present.
 - I noticed the current Bylaws are not dated nor is there a certification showing that they were actually adopted. For this reason, I am having the Board also ratify the current Bylaws through this Amendment.
 - Changed the number of board meetings from 6 to 4 to agree with charter contract
4. Discuss New Building Sviben discussed the updated LOI and that the loan has gone to the USDA for final approval then it will go back to Ameris for closing. The biggest delay was the County approval of the changes to the carloop to ensure that the back up onto Babcock was significantly reduced, once they agreed to this we had to get updates to the budget because so much time had lapsed. All of the information has been submitted, USDA has a 30-60 day timeline typically.

i. LOI

ii. Progress/Timeline

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

1. Approve LOI
2. Approve RFP – HLB Grazier
3. Approve LaBrecque Extension
4. Approve Amendment to Charter By-Laws
5. Approve RBT Packet
6. Approve Board Meeting Minutes 2/8/23

V. Non-Consent Agenda:

1. Next Meeting: Wednesday, June 13, 2022 at 3:00 PM

VI. Public Comment: *None*

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

Board Approval

Date