



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

6/23/21 @ 5:30 PM

Board of Directors Meeting Agenda

Directors:

Lori Grodecky, President

Erik Brown, Vice President

Alisha D'Alessandro Rozynski, Secretary

Kyley Haynes, Treasurer

- I. Call to Order** *Haynes motioned to begin meeting at 5:35pm, Rozynski 2nd Brown motioned to adopt agenda moving investment policy to next meeting, Haynes 2nd*
- II. Roll Call** *Grodecky, Brown, Rozynski, Haynes Becka, Shupe present via Zoom*
- III. Reports and Presentations:**
 1. Budget Update *Becka reviewed balance sheet and BVA documents (see attachment) On target with projections, the few areas over were unplanned Covid expenditures, additional ESSIR funds received to cover purchases plus CSP grant received for computers*
 - i. Balance Sheet
 - ii. BVA
 2. Admin Update – Shupe
 - i. Enrollment *See attachment*
 - ii. New Building Update *moving along, current hurdle is water meter*
 - iii. LEAD Brevard *Mrs. Shupe registered to participate in LEAD Brevard – a networking professional development year long course – hoping to make community connections, also way to recruit new board members*
 - iv. Site Visit *Reviewed site visit (see attachment) Visit was great, no areas of concern*
 3. Discuss Board Members
 - i. Candidates for Board Member *Discussed the need to add additional board member(s) – board members tasked to think about possible options*
 4. 21-22 Strategic Plan *Mrs. Shupe discussed attached Strategic plan*
 - i. Curriculum – *updated reading curriculum – CKLA major purchase for this year*
 - ii. Technology
 - iii. Staff – *proposed 2% increase for all returning staff*
 5. 21-22 Preliminary Budget *Discussed attached preliminary budget with Strategic Plan items already included*
 6. Discuss tax bill and options *2019 tax bill for 7145 building – the exemption was not filed by SCCU, school's attorney is going to request the tax bill be prorated – Mrs. Shupe was previously told deadline for review had already passed, but attorney believes it is not too late for request. Exemption was due 3/1 and closed on building purchase 3/19*
 7. Discuss Investment Policy – *moved to next meeting*
 8. Proposal of updated Drug Use Policy – *Medical Marijuana reviewed attachment*
 9. Discuss Request for Extension of Temporary Certificate *Nathan Smith reviewed attachments*
- IV. Consent Agenda:** *Haynes motioned to approve the consent agenda, minus #4, Rozynski 2nd*
 1. Approve New Hires (Elliott, Philpott, Graham, Bronson, Heer)
 2. Approve Strategic Plan
 3. Approve 21-22 Preliminary Budget
 4. Approve Investment Policy


5. Approve Drug Use Policy
6. Approve Board Meeting Minutes 5/19/21
7. Approve Board Meeting Calendar 21-22

V. Non-Consent Agenda:

1. Next Meeting: Wednesday, July 21, 2021 at 5:30PM

VI. Public Comment: *None*

VII. Motion to Adjourn: *Brown motioned to adjourn 6:49 pm, Haynes 2nd*



Lori Grodecky, President

7/28/21



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I. Call to Order

II. Roll Call

III. Reports and Presentations:

1. Budget Update
 - i. Balance Sheet
 - ii. BVA
2. Admin Update – Shupe
 - i. Enrollment
 - ii. New Building Update
 - iii. LEAD Brevard
 - iv. Site Visit
3. Discuss Board Members
 - i. Candidates for Board Member
4. 21-22 Strategic Plan
 - i. Curriculum
 - ii. Technology
 - iii. Staff
5. 21-22 Preliminary Budget
6. Discuss tax bill and options
7. Discuss Investment Policy
8. Proposal of updated Drug Use Policy – Medical Marijuana
9. Discuss Request for Extension of Temporary Certificate Nathan Smith

IV. Consent Agenda:

1. Approve New Hires (Elliott, Philpott, Graham, Bronson, Heer)
2. Approve Strategic Plan
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5. Approve Drug Use Policy
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7. Approve Board Meeting Calendar 21-22

V. Non-Consent Agenda:

1. Next Meeting: Wednesday, June 23, 2021 at 5:30PM

VI. Public Comment:

VII. Motion to Adjourn:

Royal Palm Charter
Balance Sheet
As of April 30, 2021

Accrual Basis

	Apr 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 - Chase Bank - Operating	721,236.44
1103 - Chase Bank - PTO	2,315.36
Total Checking/Savings	723,551.80
Accounts Receivable	
1130 - Accounts receivable	66,442.30
Total Accounts Receivable	66,442.30
Other Current Assets	
1234 - Deposits - FPL	5,022.00
1235 - Prepaid expenses	12,329.90
1240 - Deposit - Rent	14,000.00
Total Other Current Assets	31,351.90
Total Current Assets	821,346.00
TOTAL ASSETS	821,346.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 - Accounts Payable	7,597.29
Total Accounts Payable	7,597.29
Total Current Liabilities	7,597.29
Total Liabilities	7,597.29
Equity	
Retained Earnings	698,186.63
2705 - Prior Period Adjustment	14,000.00
Net Income	101,562.08
Total Equity	813,748.71
TOTAL LIABILITIES & EQUITY	821,346.00

Royal Palm Charter
Profit & Loss Budget vs. Actual
July 2020 through April 2021

Accrual Basis

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3200 - Federal through state and local				
3230 - IDEA Funds	0.00	4,500.00	-4,500.00	0.0%
3240 - Title I	171,624.05	194,577.00	-22,952.95	88.2%
3261 - School Lunch Reimbursement	65,312.24	48,000.00	17,312.24	136.1%
3270 - ESSR CARES	76,118.99			
Total 3200 - Federal through state and local	313,055.28	247,077.00	65,978.28	126.7%
3300 - State sources				
3310 - FEFP	1,999,020.14	2,359,911.00	-360,890.86	84.7%
3311 - ED Fac Security Grant	5,007.38			
3330 - Classroom Supply Assistance	6,226.78			
3363 - Teacher Salary Allocation	47,238.94			
3371 - VPK	39,402.19			
3397 - Capital Outlay Funds	142,569.00	181,297.00	-38,728.00	78.6%
3399 - Miscellaneous State Sources	37,255.96			
Total 3300 - State sources	2,276,720.39	2,541,208.00	-264,487.61	89.6%
3400 - Revenue from Local Sources				
3398 - Sales surtax	15,642.99			
3440 - Donations	0.00	1,000.00	-1,000.00	0.0%
3451 - Student Lunches	178.50	10,000.00	-9,821.50	1.8%
3473 - School-Age Child Care Fees	8,236.57			
3477 - Clubs & Sports	170.00			
3490 - Miscellaneous Local Sources				
3495 - Other Misc Local Sources	4,475.56			
3490 - Miscellaneous Local Sources - Other	2,836.61			
Total 3490 - Miscellaneous Local Sources	7,312.17			
Total 3400 - Revenue from Local Sources	31,540.23	11,000.00	20,540.23	286.7%
3474 - PTO	1,840.32			
Total Income	2,623,156.22	2,799,285.00	-176,128.78	93.7%
Gross Profit	2,623,156.22	2,799,285.00	-176,128.78	93.7%
Expense				
100 - Salaries				
110 - Administrator	265,923.56	306,896.00	-40,972.44	86.6%
111 - Administrator - Bonus	5,405.88			
120 - Classroom Teacher	1,086,803.73	1,249,444.00	-162,640.27	87.0%
121 - Classroom Teacher - Bonus	18,587.05			
160 - Other Support Personnel	81,219.27	89,339.00	-8,119.73	90.9%
Total 100 - Salaries	1,457,939.49	1,645,679.00	-187,739.51	88.6%

**Royal Palm Charter
Profit & Loss Budget vs. Actual
July 2020 through April 2021**

Accrual Basis

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
200 - Employee Benefits				
210 - Retirement	-1,700.96	34,915.00	-36,615.96	-4.9%
220 - Social Security	104,225.44	122,682.00	-18,456.56	85.0%
230 - Group Insurance	180,115.87	131,733.00	48,382.87	136.7%
240 - Worker's Compensation	1,944.97	8,875.00	-6,930.03	21.9%
250 - Unemployment Compensation	1,664.11	8,441.00	-6,776.89	19.7%
200 - Employee Benefits - Other	16.57			
Total 200 - Employee Benefits	286,266.00	306,646.00	-20,380.00	93.4%
300 - Purchased Services				
310 - Professional & Technical Svcs	61,746.93	114,600.00	-52,853.07	53.9%
320 - Insurance and Bond Premiums	29,097.81	12,360.00	16,737.81	235.4%
330 - Travel	0.00	3,400.00	-3,400.00	0.0%
350 - Repairs and Maintenance	4,862.51	6,275.00	-1,412.49	77.5%
360 - Rentals	77,836.56	44,058.00	33,778.56	176.7%
365 - Software Subscriptions	1,018.96			
370 - Communications	14,696.12			
380 - Public Utility Services	5,773.89	6,600.00	-826.11	87.5%
390 - Other Purchased Services	98,693.84	75,050.00	23,643.84	131.5%
Total 300 - Purchased Services	293,726.62	262,343.00	31,383.62	112.0%
400 - Energy Services				
430 - Electricity	23,985.64	32,000.00	-8,014.36	75.0%
Total 400 - Energy Services	23,985.64	32,000.00	-8,014.36	75.0%
500 - Materials & Supplies				
510 - Supplies	77,689.66	105,020.00	-27,330.34	74.0%
511 - Parental involvement materials	0.00	6,000.00	-6,000.00	0.0%
520 - Textbooks	73,684.89	56,315.00	17,369.89	130.8%
570 - Food	49,299.56			
Total 500 - Materials & Supplies	200,674.11	167,335.00	33,339.11	119.9%
600 - Capital Outlay				
620 - Audio-Visual Materials				
621 - Capitalized AV Materials	1,043.00			
622 - Noncapitalized AV Materials	688.00			
620 - Audio-Visual Materials - Other	1,199.00			
Total 620 - Audio-Visual Materials	2,930.00			
640 - Furniture, Fixtures & Equipment				
641 - Capitalized F F & E	0.00	12,384.00	-12,384.00	0.0%
642 - Noncapitalized F F & E	1,599.96			
643 - Capitalized Computer Hardware	38,720.00			
Total 640 - Furniture, Fixtures & Equipment	40,319.96	12,384.00	27,935.96	325.6%
Total 600 - Capital Outlay	43,249.96	12,384.00	30,865.96	349.2%
630 - Buildings & Fixed Equipment	0.00	30,000.00	-30,000.00	0.0%

Royal Palm Charter
Profit & Loss Budget vs. Actual
 July 2020 through April 2021

Accrual Basis

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
700 - Other Expenses				
710 - Redemption of Principal	28,716.16	34,585.00	-5,868.84	83.0%
720 - Interest	165,863.24	198,922.00	-33,058.76	83.4%
730 - Dues & Fees	19,721.85	8,900.00	10,821.85	221.6%
790 - Miscellaneous Expense	679.69			
79017 - Student Activity - Clubs	742.53			
700 - Other Expenses - Other	28.85			
Total 700 - Other Expenses	215,752.32	242,407.00	-26,654.68	89.0%
Total Expense	2,521,594.14	2,698,794.00	-177,199.86	93.4%
Net Ordinary Income	101,562.08	100,491.00	1,071.08	101.1%
Net Income	101,562.08	100,491.00	1,071.08	101.1%

Enrollment Update

21-22	Enrolled
VPK	30*
K	36*
1ST	37*
2ND	36*
3RD	31
4TH	36
5TH	30
6TH	44*
7TH	44*
8TH	43
	K-8 337 (367)



	DRAWN BY: F.A.P.
	DATE:
	JUNE 15, 2021
	SCALE 1" = 30'
	PROJECT 201103

SCHOOL VISIT REVIEW REPORT

Royal Palm Charter School (6509)

Prepared By:

Brevard Public Schools
Leading and Learning
School Board of Brevard County
2700 Judge Fran Jamieson Way
Viera, FL 32940

Phone: 321-633-1000
Fax: 321-632-1508

Released By:

Christine Davis on 4/27/21

Signed By:

Shannon Shupe on 6/1/21

1. Charter and Operational Compliance

Visit Date: 4/1/21

1.1	Is the School in compliance with its Charter Contract's mission and curricular focus/innovative design? (s. 1002.33(9)(c), F.S., s. 1002.33(7)(a), F.S., s. 1002.33(5)(b)1e, F.S.)	Reviewed by Christine Davis on 4/20/21 6:38 PM	Yes
	<i>Monitor Comments: Charter Innovation: Year Round School, Leader in Me, and Core Knowledge.</i>		
1.2	Is the School in compliance with the requirements in its Charter Contract as reported through Charter Tools (compliance score)? (s. 1002.33(9)(c), F.S., s. 1002.33(7)(a), F.S.)	Reviewed by Christine Davis on 4/20/21 6:42 PM	Yes
	<i>Monitor Comments: Compliant 90% or above for the past 2 years</i>		
1.3	Is the School in good financial standing, as demonstrated by a review of the School's revenues, expenditures, and fund balance? (s. 1002.33(5)(b)1b, F.S.)	Reviewed by Christine Davis on 4/20/21 6:44 PM	Yes
	<i>Monitor Comments: 2019-20 Financial Performance: Revenues = \$3,007,647; Expenditures = \$2,855,227; Fund Balance = \$710,782.</i>		
1.4	Does the School have evidence that all governing board members are up-to-date in the required FLDOE training? (s. 1002.33(9)(j)5, F.S.)	Reviewed by Christine Davis on 4/20/21 6:44 PM	Yes
	<i>Monitor Comments: The School is governed by a 6 member board.</i>		
1.5	Commendations:	Reviewed by Christine Davis on 4/20/21 6:47 PM	Not Applicable
1.6	Recommendations:	Reviewed by Christine Davis on 4/20/21 6:47 PM	Not Applicable

2. Student Academic Performance

Visit Date: 4/1/21

2.1	Do Lesson Plans include the following: a) whole group/small group instruction b) differentiation of instruction; c) student accommodations (ESE/ESOL)? (s. 1002.33(9)(c), F.S., s. 1002.33(7)(a), F.S.)	Reviewed by Christine Davis on 4/27/21 4:38 PM	Yes
2.2	Is the School implementing a 90-minute reading block plus additional intervention time for students? (s. 1002.33(9)(c), F.S., s. 1002.33(7)(a), F.S.)	Reviewed by Christine Davis on 4/20/21 6:48 PM	Yes
2.3	Is the School making progress toward the academic goals established in the Charter Contract/School Improvement Plan (SIP) and has a process for data collection and review? (s. 1002.33(9)(c), F.S., s. 1002.33(7)(a), F.S., s. 1002.33(5)(b)1a, F.S.) <i>Monitor Comments: The School analyzes data to monitor student progress and close gaps in achievement due to challenges in the pandemic.</i>	Reviewed by Christine Davis on 4/20/21 6:48 PM	Yes
2.4	Are the students being taught by appropriately certified teachers (in-field); or, does the school have properly documented governing board approval for out-of-field teacher with copy of parent notification letter for approved out-of-field teachers? (s. 1002.33(12), F.S.)	Reviewed by Christine Davis on 4/20/21 6:48 PM	Yes
2.5	Commendations:	Reviewed by Christine Davis on 4/20/21 6:48 PM	Not Applicable
2.6	Recommendations: <i>Monitor Comments: Accommodations are noted in lessons plans by student initials; however, differentiation/Tier grouping is not apparent. It is recommended that the school address this concern.</i>	Reviewed by Christine Davis on 4/20/21 6:48 PM	Not Applicable

3. Exceptional Student Education (ESE)

Visit Date: 4/1/21

3.1	Did the School complete the ESE Audit/Self-Assessment Activity and have the information available for district review during the site visit? <i>Monitor Comments: The school provided a narrative identifying areas of growth in procedures.</i>	Reviewed by Christine Davis on 4/20/21 6:49 PM	Yes
3.2	In the random sample of audit files pulled by the district during the site visit:	Reviewed by Christine Davis on 4/20/21 6:49 PM	Not Applicable
3.3	- - - Is the IEP/EP current on day of site visit? (s. 1002.33(16)(a)3, F.S.)	Reviewed by Christine Davis on 4/20/21 6:49 PM	Yes
3.4	- - - Was the IEP/EP current during the last Survey period (Survey 2, February 8-12, 2021)? (s. 1002.33(16)(a)3, F.S.)	Reviewed by Christine Davis on 4/20/21 6:49 PM	Yes
3.5	- - - Did the school provide the parent with the required 10-day advance notice/invitation to the IEP meeting? (s. 1002.33(16)(a)3, F.S., s. 1003.5715(4), F.S.)	Reviewed by Christine Davis on 4/20/21 6:49 PM	Yes
3.6	- - - Does the student's audit folder contain an EP plan with two (2) committee member signatures (if applicable)? (s. 1002.33(16)(a)3, F.S.)	Reviewed by Christine Davis on 4/20/21 6:49 PM	Yes
3.7	Do student's schedule reflect direct ESE services (as applicable)? (s. 1002.33(16)(a)3, F.S.)	Reviewed by Christine Davis on 4/20/21 6:49 PM	Yes
3.8	Does the school have attendance records from 3rd party Speech/OT/PT Therapy services (if applicable)? (s. 1002.33(16)(a)3, F.S.)	Reviewed by Christine Davis on 4/20/21 6:49 PM	Yes
3.9	Do teacher lesson plans document instruction appropriate ESE instructional strategies? (1002.33(16)(a)3, F.S.) <i>Monitor Comments: Accommodations are noted in lessons plans by student initials and documented on student work.</i>	Reviewed by Christine Davis on 4/20/21 6:49 PM	Yes
3.10	Commendations: <i>Monitor Comments: The School is to be commended for its audit file documentation, which was very organized and thorough.</i>	Reviewed by Christine Davis on 4/20/21 6:51 PM	Not Applicable
3.11	Recommendations: <i>Monitor Comments: It is recommended that the Participant Signature Page reflect meetings held in a virtual platform.</i>	Reviewed by Christine Davis on 4/20/21 6:51 PM	Not Applicable

4. English for Speakers of Other Languages (ESOL)

Visit Date: 4/1/21

4.1	Does the School have one teacher proficient in the same language dedicated and available to assist the ELLs in ESOL basic subject area classrooms as required? (F.A.C. Rule 6A-6.0902 and State-approved district ELL Plan)	Reviewed by Christine Davis on 4/20/21 6:56 PM	Not Applicable
4.2	In schools with 15 or more students who speak the same native language, is there a dedicated ESOL bilingual assistant assigned to help students in core subject areas and computer literacy? (F.A.C. Rule 6A-6.0902 and State-approved district ELL Plan)	Reviewed by Christine Davis on 4/20/21 6:56 PM	Not Applicable
4.3	Does the school have a current and complete ESOL Audit Binder documenting the various program components for district and state reviews? <i>Monitor Comments: It is recommended that the School add teacher out-of-field documentation (e.g. agreement or Board approval) to the audit binder.</i>	Reviewed by Christine Davis on 4/20/21 6:56 PM	Yes
4.4	Are teachers who have ELL student assignments either ESOL Endorsed or on track with the ESOL training requirements? (s. 1002.33(12), F.S.)	Reviewed by Christine Davis on 4/20/21 6:56 PM	Yes
4.5	In the random sample of audit files pulled by the district during the site visit, does the student's audit folder contain the following:	Reviewed by Christine Davis on 4/20/21 6:56 PM	Not Applicable
4.6	- - - Identification information: a) Home Language Survey; (b) Programmatic Assessment; c) Notification to Test; d) Documentation of test results; e) Delay of testing (if applicable)? (F.A.C. Rule 6A-6.0902 and State-approved district ELL Plan)	Reviewed by Christine Davis on 4/20/21 6:56 PM	Yes
4.7	- - - Placement information: a) Letter of Eligibility; b) Entry Date; c) Current Plan Date; d) Current schedule; e) Classroom Teacher (Reading/ELA); f) Out of Field Approval; g) Out of Field Notification; h) 30-Day Continuation of Services; i) ELL Minutes (concerns)? (F.A.C. Rule 6A-6.0902 and State-approved district ELL Plan)	Reviewed by Christine Davis on 4/20/21 6:57 PM	Yes
4.8	- - - Extension of Services information: a) Date of Retest; b) Re-Eval Date; c) ELL Minutes? (F.A.C. Rule 6A-6.0902 and State-approved district ELL Plan)	Reviewed by Christine Davis on 4/20/21 6:57 PM	Yes
4.9	- - - An Exit Letter (if applicable)? (F.A.C. Rule 6A-6.0902 and State-approved district ELL Plan)	Reviewed by Christine Davis on 4/20/21 6:57 PM	Yes
4.10	- - - Post Classification information: a) Parent Notification; b) Reclass. Date? (F.A.C. Rule 6A-6.0902 and State-approved district ELL Plan)	Reviewed by Christine Davis on 4/20/21 6:57 PM	Yes
4.11	Commendations:	Reviewed by Christine Davis on 4/20/21 6:58 PM	Not Applicable

Monitor Comments: Individual student tabs were included in the binder which contained specific student information and documentation.

4.12 Recommendations:

Reviewed by
Christine Davis on
4/20/21 6:58 PM

Not Applicable

5. Health, Safety and Welfare

Visit Date: 4/1/21

5.1	Are medications at the School properly stored, counted and information maintained in a log which includes the date, time, quantity of the medication, dosage administered, and initial of trained staff member?	Reviewed by Christine Davis on 4/20/21 7:00 PM	Yes
5.2	Does the school have documentation of at least one (1) employee's completion of the required on-line SESIR training? (s. 1002.33(9)(e), F.S., s. 1002.33(16), F.S.)	Reviewed by Christine Davis on 4/20/21 7:00 PM	Yes
5.3	Does the school have documentation of faculty/staff training on the School Safety Plan, the Mental Health Assistance Plan, the Active Assailant Response Plan, and implementation of all required Drills by deadlines set by the district? (s. 1002.33(9)(e), F.S., s. 1002.33(16), F.S.)	Reviewed by Christine Davis on 4/20/21 7:00 PM	Yes
5.4	Does the school have documentation of their Threat Assessment Team, as prescribed by s. 1006.07, F.S., and the required monthly Team meetings, which utilizes the behavioral threat assessment instrument developed by the Office of Safe Schools? (s. 1002.33(9)(e), F.S., s. 1002.33(16), F.S.)	Reviewed by Christine Davis on 4/20/21 7:00 PM	Yes
5.5	Does the School implement a mobile panic alert system capable of connecting diverse emergency service technologies to ensure real-time coordination between multiple first responder agencies? (s. 1002.33(9)(e), F.S., s. 1002.33(16), F.S.)	Reviewed by Christine Davis on 4/20/21 7:00 PM	Yes
	<i>Monitor Comments: The School uses the RAVE mobile app to comply with Alyssa's law.</i>		
5.6	Commendations:	Reviewed by Christine Davis on 4/20/21 7:00 PM	Not Applicable
5.7	Recommendations:	Reviewed by Christine Davis on 4/20/21 7:00 PM	Not Applicable
	<i>Monitor Comments: It is recommended that the School add specific language related to medical marijuana to their employee policies for implementation no later than next school year.</i>		

6. Other

Visit Date: 4/1/21

6.1	<p>Commendations or Recommendations:</p> <p><i>Monitor Comments: Royal Palm has been in operation for 21 years. The administration and staff are dedicated to their students and families.</i></p>	<p>Reviewed by Christine Davis on 4/20/21 7:00 PM</p>	Not Applicable
6.2	<p>Commendations or Recommendations:</p>	<p>Reviewed by Christine Davis on 4/20/21 7:00 PM</p>	Not Applicable
6.3	<p>Commendations or Recommendations:</p>	<p>Reviewed by Christine Davis on 4/20/21 7:00 PM</p>	Not Applicable

Strategic Planning 2021-22

Staff

Noel return to VPK
Vega return to K
1st grade teachers - Philpott/Elliott
3rd grade teachers - Bronson/Graham
Moved to 4th - Boneta
6th grade teacher - Jenny Heer
Moved to MS Math - N. LaBrecque

Teacher Pay	Proposed 2% increase
Continue paying 100% benefits	
Continue longevity bonuses	
Renew app Observation System	1520

Curriculum

CKLA Reading K-5	41,000
Amplify Reading 6-8	17,580
Brainpop Subscription	2550
Discovery Ed Online Renewal	0
Stemscopes	9,160
Secret Stories	2,000
Go Math Materials	1706.47
FL Ready	4593.6
Measure Up	4527.53
Edgenuity	22000
NWEA (MAPS)	4375
Learning A-Z	4593.6
ESE Materials	
Pearson KTEA	720.5
Multi Health Systems	425
SLP Interventions	550
95% Group	3411

Materials

Art Supplies	1000
PE Supplies	1000
Music Supplies	1000

Social/Emotional

Franklin Covey Materials/Renewal	25000
----------------------------------	-------

Furniture

Rocker Chairs	3426
Standing Tables	1000

Technology

Laptop Cart	10,000
Update Teacher Laptops	

Training

Secret Stories Phonics	5000
CKLA k-5/Amplify ELA	20850
Amplify ELA 6-8	
Reading A-Z	800

Building

Repair Perimeter Fence	
Replace AC Units Building A	50,000

179688.8

ROYAL PALM CHARTER SCHOOL
Preliminary Operating Budget SY 2021-2022

FTE

329

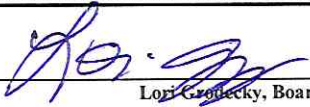
	General	Title I	Food Service	CARES	Capital Outlay	Total Operating Budget
REVENUES						
Lunch Income - Federal Lunch Program			118,202			118,202
Lunch Income - Lunch Program Fees			8,200			8,200
School Board Income Fund	2,358,515					2,358,515
ESSER	-			145,000		145,000
Capital Outlay				-	155,288	155,288
Sales surtax				-	180,000	180,000
Title I		165,000				165,000
IDEA	6,000					6,000
Before/After Care Fees						-
Donations	1,000					1,000
	2,365,515	165,000	126,402	145,000	335,288	3,137,205
EXPENSES						
5100 Basic Education						
100 Salaries						
120 Classroom Teacher	1,073,718	64,000				1,137,718
121 Classroom Teacher - Bonus						-
200 Employee Benefits						
210 Retirement	21,474	1,280				22,754
220 Social Security	80,802	4,896				85,698
230 Group Insurance	88,779	6,837				95,616
240 Worker's Compensation	6,337	-				6,337
250 Unemployment Compensation	5,338	-				5,338
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	-		16,487		45,000
520 Textbooks	-	16,487		128,513		145,000
600 Capital Outlay						
621 AV Materials						-
622 Noncapitalized AV Materials						-
642 Noncapital FF & E	3,426					3,426
Sub Total 5100	1,315,386	93,500	-	145,000	-	1,553,887
5200 Exceptional Education						
100 Salaries						
120 Classroom Teacher	98,955					98,955
121 Classroom Teacher - Bonus						-
200 Employee Benefits						
220 Social Security	7,422					7,422
230 Group Insurance	7,475					7,475
240 Worker's Compensation	582					582
250 Unemployment Compensation	427					427
300 Purchased Services						
310 Professional & Technical Services	36,000					36,000
311 Professional & Technical Services - other						-
390 Other Purchased Services						-
600 Capital Outlay						
643 Capital Computer Hardware	10,000					10,000
Sub Total 5200	150,861	-	-	-	-	150,861
6120 Guidance Services						
100 Salaries						
130 Other Certified Personnel	47,734					47,734
200 Employee Benefits						
220 Social Security	3,580					3,580
230 Group Insurance	319					319
240 Worker's Compensation	281					281
250 Unemployment Compensation	214					214
	52,127	-	-	-	-	52,127
6150 Parental Involvement						

ROYAL PALM CHARTER SCHOOL
Preliminary Operating Budget SY 2021-2022

FTE		329					Total Operating Budget
		General	Title I	Food Service	CARES	Capital Outlay	
500 Supplies							
	511 Parental involvement materials		6,000				6,000
		-	6,000	-	-	-	6,000
6400 Staff Development							
300 Purchased services							
	330 Travel	26,650					26,650
		26,650	-	-	-	-	26,650
6500 Instructional Technology							
300 Purchased services							
	310 Professional & Tech Svcs						-
	350 Repairs and Maintenance						-
	360 Rentals		62,000				62,000
500 Materials & Supplies							
	510 Supplies	1,500	3,500				5,000
		1,500	65,500	-	-	-	67,000
7300 School Administrative							
100 Salaries							
	110 Administrator	322,304					322,304
200 Employee Benefits							
	220 Social Security	24,173					24,173
	230 Group Insurance	28,944					28,944
	240 Worker's Compensation	1,896					1,896
	250 Unemployment Compensation	1,281					1,281
300 Purchased Services							
	310 Professional & Technical Services	68,000					68,000
	320 Insurance and Bond Premiums	21,821					21,821
	330 Travel						-
	370 Communications	16,600					16,600
500 Supplies							
	510 Supplies	3,000					3,000
	530 Periodicals						-
	590 Other Materials and Supplies						-
700 Other Expense							
	730 Dues & Fees	21,000					21,000
	790 Miscellaneous Expense						-
Sub Total 7300		509,019	-	-	-	-	509,019
7500 Fiscal Services							
300 Purchased Services							
	310 Professional & Technical Services	12,100					12,100
Sub Total 7500		12,100	-	-	-	-	12,100
7600 Food Service							
100 Salaries							
	160 Cafeteria - Other Support Personnel			31,380			31,380
200 Employee Benefits							
	220 Social Security			2,353.52			2,354
	230 Group Insurance			319.08			319
	240 Worker's Compensation			184.59			185
	250 Unemployment			213.50			214
500 Materials & Supplies							
	570 Food Supplies			60,000			60,000
600 Capital Outlay							
	642 Noncapital FF & E						-
Sub Total 7600			-	94,451	-	-	94,451
7900 Operation of Plant							
300 Purchased Services							
	320 Insurance and Bond	15,600					15,600
	360 Rentals	1,398					1,398
	380 Public Utility Services	6,600					6,600
	390 Other Purchased Services	105,000					105,000
400 Energy Services							
	430 Electricity	28,985					28,985
500 Supplies							
	510 Supplies	25,500					25,500
600 Capital Outlay							

ROYAL PALM CHARTER SCHOOL
Preliminary Operating Budget SY 2021-2022

FTE		329					Total Operating Budget
		General	Title I	Food Service	CARES	Capital Outlay	
	621 Capitalized AV Materials						-
	630 Building and Fixed Equipment	-				50,000	50,000
Sub Total 7900		183,083	-	-	-	50,000	233,083
8100 Maintenance of Plant							
	300 Purchased Services						
	350 Repairs and Maintenance	5,300					5,300
Sub Total 8100		5,300	-	-	-	-	5,300
9200 Debt Service							
	700 Other Expense						
	710 Redemption of Principal	233,496			-	-	233,496
	720 Interest	-			-	-	-
	Transfers to General Fund	285,288		-		(285,288)	-
	Transfers from Food Service Fund	-					-
TOTAL EXPENSE		2,204,235	165,000	94,451	145,000	335,288	2,943,974
TOTAL EXCESS REVENUE OVER EXPENDITURES		161,280	(0)	31,951	-	-	193,231



Lori Grombecky, Board President



LISA CULLEN, CFC
BREVARD COUNTY TAX COLLECTOR

TAX ACCOUNT NUMBER
2932769

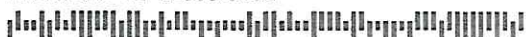
**REMINDER NOTICE OF CURRENT AND DELINQUENT REAL ESTATE
AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS**
PAY TAXES ONLINE AT WWW.BREVARDTC.COM



89
7 - 27033

ROYAL PALM CHARTER SCHOOL INC
7145 BABCOCK ST SE
PALM BAY FL 32909-5462

7145 SE BABCOCK ST GRANT VALKARIA
W 1/2 OF S 400 FT OF N 1000 FT OF
LOT 25 OF PB 1 PG 165 EXC W 50 FT



Payable in U.S. funds to: Brevard County Tax Collector, PO Box 2500, Titusville, FL 32781-2500. The month of payment determines the amount due. If payment has been remitted, please disregard. To check the status of this account, go to www.brevardtc.com.

TAX YEAR(S)	IF PAID BY March 31, 2021	IF PAID BY April 30, 2021	IF PAID BY May 28, 2021
2020 2019	\$2,455.68 \$21,875.13	\$2,529.35 \$21,875.13	\$2,569.35 \$21,875.13
TOTAL AMOUNT DUE	\$24,330.81	\$24,404.48	\$24,444.48

Current year taxes become delinquent on April 1st. If real estate taxes remain unpaid, a Tax Certificate may be sold on or before June 1st. **Postmark accepted on current taxes ONLY.**

Delinquent tax payments must be made by cash, cashier's check, or money order. Outstanding certificates of two or more years are eligible for a Tax Deed; failure to pay could result in loss of property at a Tax Deed Sale. Tax years may be paid separately unless a tax deed application has been made. Please note that the amounts due could change based on the status of your account.

LISA CULLEN, CFC
BREVARD COUNTY TAX COLLECTOR

TAX ACCOUNT NUMBER
2932769

**REMINDER NOTICE OF CURRENT AND DELINQUENT REAL ESTATE
AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS**

PAY TAXES ONLINE AT WWW.BREVARDTC.COM

RETURN
WITH
PAYMENT

ROYAL PALM CHARTER SCHOOL INC
7145 SE BABCOCK SE ST
PALM BAY, FL 32909-5462

PAYING ONLINE VIA
E-CHECK IS FREE



"PAY ONLINE, NOT IN LINE"

IF PAID BY PLEASE PAY	March 31, 2021 \$24,330.81	April 30, 2021 \$24,404.48	May 28, 2021 \$24,444.48
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RPCS DRUG AND ALCOHOL USE POLICY

It is Royal Palm Charter School's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on RPCS premises and while conducting business-related activities off RPCS premises, no employee may use, possess distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, RPCS has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Superintendent or designee to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may participate in a rehabilitation or treatment program through RPCS's health insurance benefit coverage.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify RPCS of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Each new employee will be required, as a condition of employment or a condition of continued employment, to sign the Drug Testing Consent Form, which will be provided. Pre-employment drug tests are mandatory.

To enforce the RPCS's alcohol-free policies, candidates for employment and current employees can be required to submit to drug/alcohol testing in accordance with RPCS's Drug and Alcohol-Free Workplace Testing Program. Refusal to submit to drug/alcohol testing will be considered a resignation of employment.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Superintendent or designee without fear of reprisal.

1.9 (a) MEDICAL MARIJUANA USE

The Florida medical marijuana bill signed by into law in 2017, allows residents of the state with “debilitating medical conditions” to use medical marijuana. It is available in Florida, however, remains illegal under federal law. “Debilitating medical conditions” as defined by the state include:

- Cancer, Epilepsy, and Glaucoma
- HIV+ or Acquired Immune Deficiency Syndrome (AIDS)
- Post-traumatic Stress Disorder (PTSD)
- Amyotrophic Lateral Sclerosis (ALS) and Crohn’s Disease
- Parkinson’s disease, Multiple Sclerosis, or other debilitating medical conditions of the same kind or class
-

WHAT DOES THIS MEAN FOR RPCS EMPLOYEES?

RPCS still has the right to have a drug-free workplace policy, as well as the ability to enforce it. An important item that the bill also explains is that the definition of “medical use” excludes the administration or use of marijuana in a patient’s workplace — except when there have been accommodations by his or her employer to allow it.

“This section does not require an employer to accommodate the medical use of marijuana in any workplace or any employee working while under the influence of marijuana.”

This means that under RPCS employee drug testing policy, due to having drug testing or testing spurred by a safety/Injury violation, an employee can be terminated for not adhering to RPCS policy. Whether at the workplace or away from it, RPCS can prohibit employees from smoking or consuming marijuana, or being under the influence, of marijuana in the workplace. If you test positive, the employer can terminate your employment



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

6/23/21

Florida Department of Education,

The Board of Directors and I would like to request that Nathan Smith's temporary teaching certification is extended based on the completion of 2 years of the induction program (mentorship) with Brevard Public Schools.

Sincerely,

Lori Grodecky
Board President



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6/23/21

Royal Palm Board of Directors,

I would like to request that the board of directors recommend to the Department of Education that Nathan Smith's temporary teaching certification is extended based on the completion of 2 years of the induction program (mentorship) with Brevard Public Schools.

Sincerely,

Shannon Shupe
Shannon Shupe

YEAR 1- NEW TEACHER INDUCTION PROGRAM AFFIDAVIT



Teacher Name: Smith, Nathan

Mentor Name: Gordon, Sandy

Administrator Name: Glover, Laura

School: Southwest Middle School

By signing this affidavit, you are confirming, to the best of your knowledge, the following:

- ☒ The mentor has observed the mentee, in their classroom a minimum of two times this year.
- ☒ The mentor and mentee have completed the Inquiry Cycle as a follow up to the classroom observations.
- ☒ The mentee has visited the classroom of a highly effective teacher, a minimum of two times this year.
- ☒ The mentor and mentee have met weekly, for an amount of time decided on by the mentee and mentor. (15 minute minimum for a single meeting) *The mentoring log is attached to this document*
- ☒ The mentee has completed 6 hours of on demand Professional Development, through Sanford Inspire, with support and feedback from their mentor.
- ☒ The teacher has been formally evaluated by administration

Signature of Induction Teacher: Nate Smith

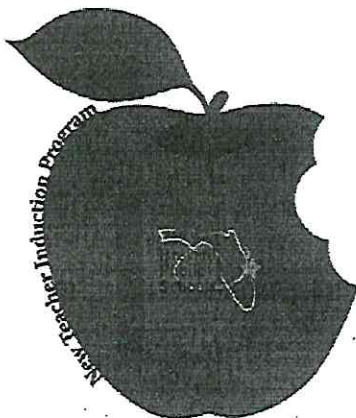
Signature of Mentor: Sandy Gordon

Signature of Administrator: Laura Glover

Date of Year 1 completion: 5/8/19

Induction completion affidavit is due May 16, 2019, Attention: Lynnette Thorstensen – ESF PL&D

New Teacher Induction Program Affidavit



Teacher Name: Nathan Smith
Employee ID# 10044082
Mentor Name: Suzy Garrett
Administrator Name: Stephanie Woodbury
School: Palm Bay Elem
Certification Type ☐ PROFESSIONAL ☒ TEMPORARY
Year in Program ☐ YEAR 1 ☒ YEAR 2

By signing this affidavit, you are confirming, to the best of your knowledge, the following:

- ☐ The mentor has observed the mentee (Yr. 1 - twice, Yr. 2- once)
- ☐ The mentee has visited the classroom of a highly effective teacher, (Yr. 1- twice, Yr. 2- once)
- ☐ The mentor and mentee have met weekly/bi-monthly (TEMP CERT teachers are mentored Yr. 1-weekly, Yr. 2 twice a month), all others are twice a month both years. ***The mentoring log is attached to this document and sent to the district office by May 15, 2020.***
- ☐ The mentee has attended New Teacher Academy or job specific PD totaling a minimum of 6 hours
- ☐ The teacher has been formally evaluated by administration

Signature of Induction Teacher: Nathan Smith
Signature of Mentor: B. E. Swain
Signature of Administrator: BSW
Date: 5/13/20



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Board of Directors Meeting Calendar 2021-2022

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

Wednesday, July 21, 2021

Wednesday, October 27, 2021

Wednesday, February 9, 2022

Wednesday, April 13, 2022

Wednesday, June 22, 2022

I.



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5/19/21 @ 5:30 PM
Board of Directors Meeting Agenda

Directors:

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

- I. Call to Order** *Haynes motioned to start meeting, 5:39pm, Rozynski 2nd Brown motioned to adopt the agenda, Haynes 2nd*
- II. Roll Call** *D'Alessandro, Haynes and Brown attended via Zoom, also Shupe present*
- III. Reports and Presentations:**
1. Budget Update
 - i. Balance Sheet *See attached – discussed that the school should consider putting some funds in a money market/investment account. Mrs. Shupe is going to reach out to our representative at Chase Bank to see our options as well as Daniel Ciuro with Edward Jones.*
 - ii. BVA through March *see attached – discussed the Before/After Care funds since there was no program b/c of Covid, would have to address that on the budget. Mrs. Shupe discussed the Surtax and ESSER funds that the school will be receiving. At this point, the surtax payments have been similar to Capital Outlay revenue. Additional ESSER funds will be provided to schools in the coming months. Those funds are not yet reflected on the budget.*
 - iii. Audit RFP *Shared RFPs received 1 from McDonough CPA Solutions and Moss & Krusick – Mrs. Shupe pointed out that this year's audit was not turned into the district on time and felt that the board should consider McDonough.*
 2. Admin Update – Shupe
 - i. Enrollment *see attached; full in primary and Middle School – 4th and 5th grades both have lots of room available – this year's fourth grade was small rolling into 5th and the transition from 36 spots to 44 spots in 4th creates a gap.*
 - ii. Staff Update *Discussed concerns about teachers; specifically whether to renew contracts for Dyal, Zeligman and Smith. Hambidge is resigning, she will be moving up north. Mrs. Shupe said that she has already hired for two 1st grade positions*
 - iii. New Building Update *Mrs. Shupe shared the latest site plan, moving through the process*
 3. Discuss Board Members
 - i. Pat Luckey resignation *Discussed resignation letter received by board. Board needs to replace the Vice President position as well as remove Pat from bank. Need to add a signer on the account. Discussed that it makes the most sense for the treasurer to be on the bank account as a signer. Discussed whether Erik would be interested in the VP position or if the board members wanted to shift positions. All agreed that Erik would be voted on as VP and everyone would keep current positions. Haynes motioned to add approving Erik as VP to consent agenda, Rozynski 2nd.*
 - ii. Candidates for Board Member *Discussed a need for one to two additional board members. Haynes said that she had someone that was a parent in the school, but works within the community. She thought she would be a good fit. She is going to bring the resume to the next meeting and see whether she would be interested. Recommended that board members think of a few more possibilities.*

iii. Openings *Mrs. Shupe discussed that there will be openings for 1st, 3rd, and 6th Math*

IV. Consent Agenda:

1. Approve Engagement Letter
2. Approve Board Meeting Minutes 2/17/21
3. Accept Pat Luckey resignation
4. Approve Erik Brown as Vice President
5. Approve treasurer as signer on bank account

V. Non-Consent Agenda:


1. Next Meeting: Wednesday, June 23, 2021 at 5:30PM

VI. Public Comment: *None*

VII. Motion to Adjourn: *Brown motioned to adjourn, Haynes 2nd @ 6:13pm*



Lori Grodecky, President



Date

ROYAL PALM CHARTER

BOARD MEETING

NOTICE

WEDNESDAY, 5/19/21

5:30PM

PUBLIC INVITED

I. Reports and Presentations:

1. Budget Update
 - i. Balance Sheet
 - ii. BVA
2. Admin Update – Shupe
 - i. Enrollment
 - ii. New Building Update
 - iii. LEAD Brevard
3. Discuss Board Members
 - i. Candidates for Board Member
4. 21-22 Strategic Plan
 - i. Curriculum
 - ii. Technology
 - iii. Staff
5. 21-22 Preliminary Budget
6. Candidates for Board Member
7. Discuss tax bill and options
8. Discuss Investment Policy
9. Proposal of updated Drug Use Policy – Medical Marijuana
10. Discuss Request for Extension of Temporary Certificate Nathan Smith

In person or Join Zoom Meeting

<https://us04web.zoom.us/j/74616113793?pwd=OEhud3RZZGtqRmtYV0pqdmYwdytmQT09>

Meeting ID: 746 1611 3793

Passcode: rpcs