

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

7/20/22 @ 5:30 PM

Board of Directors Meeting Agenda

Directors:

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

- I. **Call to Order** *Brown called meeting to order at 5:35pm, Rozynski 2nd*
- II. **Roll Call** *Grodecky, Brown, Rozynski, Haynes present via Zoom; Sviben and Allison in person*
- III. **Reports and Presentations:** *Brown motioned to adopt agenda with addition of Community Resource, Rozynski 2nd*
 1. Budget Update – Becka
 - i. ERTC Credit – the school received \$148,000 returned from IRS because of the tax credit. Allison completed the reports needed to submit the request. The school paid \$1,000 for that labor in addition to Allison's typical monthly fee
 2. Admin Update – Sviben
 - i. Enrollment -Sviben reviewed enrollment numbers, see attached
 - ii. FSA Scores -Sviben reviewed FSA score data, see attached, Lots of excitement about RP's increase from a C to a B letter grade. It was explained by Sviben that this grade will remain for two years while the state figures out the new testing program/progress monitoring. Grodecky mentioned she would like to add to the agenda for the next board meeting the discussion of a bonus for Sviben based on Year End numbers and the increase from a C to a B – she pointed out that the board knows that that was not easy. She said she read that there were only 3 schools in Brevard County to do so and nearly 30 schools decreased. Board members agreed. Rozynski asked Becka to bring to the next meeting a number that she thought would be comfortable for the school financially and comparable to her position if she worked in other schools – Grodecky stated we need to remember, Sviben does multiple jobs when we look at the bonus!
 - iii. Start of the School Year School year started strong. Only in session one week, but new employees are a good fit and everyone is back and working hard.
 - iv. New Building Update Sviben said we are still waiting on concrete to finish Phase 1 – new car loop drive way/entrance – the school needs this to remove the cars from the shoulder for Grant-Valkaria to approve phase 2 permits – Phase 2 is the new building. Hadow says once construction starts, assuming materials are available it should take 6 months. Ideally, it will begin in October.
 - v. Litigation in response to the last round of disclosure requested by Glatz – email communication that referenced Glatz/EMG – the school submitted all docs electronically. After we did offer 28,000 to settle – School attorney told Sviben they have not responded yet. The \$28,000 figure was come up with by taking the 90 day notice management fees in question minus the Sept fees that Glatz transferred to his own account after the board did not sign that check, and the cost the school incurred at his/Country Beginning's expense – especially the playground Glatz purchased for CB in Royal Palm's name, without any board authorization. Since last set of disclosure Glatz requested all emails from Madonna Glatz and FTE Schedules for September, October and November 2015. Sviben received them from the district and already sent them back

to attorney. Computer Experts is working on new request. Brown suggested at the next board meeting Sviben report update from attorney in regards to progress and options for resolution so that litigation can be closed.

- vi. Updated Website Sviben re-vamped the website over the Summer, encouraged board members to take a look!
3. Discuss PEO Options Sviben said during the process of switching to a different insurance broker for Health Insurance and Property, Workers Comp, etc the company discussed some options with collaborating with other PEOs – Sviben asked them to put together a quote since Becka/Sviben are not happy with the way that Heartland's customer service or payroll interface functions.
 - i. Current: Heartland Becka said the school's yearly cost comes in around \$8,000
 - ii. Paychex Paychex' annual cost is \$6,800 for HR system/payroll processing
 - iii. APS Workforce Management Would cost the school \$7,500 – system has more functionality than Heartland and Paychex systems – employee's would complete their own new hire paperwork into the system, enroll in benefits and automatically takes deductions from payroll, Also integrates with John Hancock 401 system so it will automatically sync employee changes and take deductions for payroll. Will also keep track of certification and fingerprinting dates and will send employees reminders. Sviben recommended that the board go with APS as it essentially Automates and eliminates paper HR processes. Board agreed that it sounded like a great option and would still save the school about \$500 annually.
4. Discuss RPCS Mental Health Plan Sviben reviewed attached plan
5. Discuss Out of Field Teachers Sviben told the board that the teachers are already in process toward certification as needed
 - i. ESOL: Melissa Todd & Madison Howard MATH: Chris Rizzotti
6. Discuss Additional Board Meeting The final budget for 21-22 is not completed yet. Still verifying receivables. Sviben recommended that the board add a meeting at the beginning of September to approve the final budget and discuss the Insurance Options for the Oct 1 Enrollment period. Sept 1 was determined at 5:30 PM
7. Addition to agenda – Community Resource – Grodecky shared about Chakana Spiritual Center regarding programs available to students and the possibility of sharing material with families to invite them to participate in classes if it interests them. Board agreed ok to send information to families.

IV. Consent Agenda:

1. Approve Mental Health Plan
2. Approve PEO - APS
3. Approve Board Meeting Minutes 6/22/22


V. Non-Consent Agenda:

1. Next Meeting: Wednesday, October 26, 2022 at 5:30PM

VI. Public Comment: none

VII. Motion to Adjourn: Haynes motioned to adjourn. Rozyński 2nd

Signature



VP, Roger Palm Chair Board

9/8/2022

Date



Royal Palm Charter School

Year Round Schedule

Established July 2000

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



7/20/22 @ 5:30 PM

Board of Directors Meeting Agenda

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I. Call to Order

II. Roll Call

III. Reports and Presentations:

1. Budget Update – Becka
 - i. ERTC Credit
2. Admin Update – Sviben
 - i. Enrollment
 - ii. FSA Scores
 - iii. Start of the School Year
 - iv. New Building Update
 - v. Litigation
 - vi. Updated Website
3. Discuss PEO Options
 - i. Current: Heartland
 - ii. Paychex
 - iii. APS Workforce Management
4. Discuss RPCS Mental Health Plan
5. Discuss Out of Field Teachers
 - i. ESOL: Melissa Todd & Madison Howard MATH: Chris Rizzotti
6. Discuss Additional Board Meeting

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VI. Public Comment:

VII. Motion to Adjourn:

	22-23 Enrolled	Waitlist
VPK	30	13
K	36	18
1ST	36	11
2ND	36	12
3RD	36	16
4TH	33	0
5TH	42	3
6TH	26	8
7TH	44	21
8TH	42	4
	361 (331)	

Odyssey Prep	A
Pineapple WM	A
ROYAL PALM	B
Odyssey	B
Pineapple Cove	B
McCauliffe	B
Sunrise	B
Port Malabar	B
Jupiter	B
Westside	B
Columbia	C
Riviera	C
Discovery	C
Lockmar	C
Turner	C
Palm Bay Acad	C
Palm Bay	C

2021-2022 Assessment Results

3rd FSA ELA	
Odyssey	72
Pineapple WM	71
Pineapple Cove	65
McCauliffe	58
Lockmar	56
Sunrise	56
Westside	54
Port Malabar	54
Odyssey Prep	53
ROYAL PALM	52
Discovery	51
Jupiter	46
Columbia	46
Palm Bay Acad	39
Riviera	38
Turner	36
Palm Bay	31
DISTRICT	58
STATE	53

58

3rd Math	
Odyssey	84
Pineapple Cove	85
Odyssey Prep	64
McCauliffe	61
Sunrise	61
Port Malabar	58
Pineapple WM	58
ROYAL PALM	53
Columbia	51
Jupiter	51
Riviera	50
Discovery	49
Lockmar	44
Turner	34
Palm Bay Acad	34
Westside	31
Palm Bay	25
DISTRICT	59
STATE	58

31

4th FSA ELA	
Odyssey	76
Pineapple Cove	75
Pineapple WM	74
Westside	68
Palm Bay	66
McCauliffe	65
Odyssey Prep	63
Lockmar	55
Turner	54
ROYAL PALM	51
Discovery	49
Jupiter	48
Port Malabar	46
Sunrise	46
Palm Bay Acad	43
Columbia	38
Riviera	29
DISTRICT	60
STATE	57

41

4th FSA Math	
Odyssey	85
Pineapple Cove	79
Westside	70
Pineapple WM	69
Odyssey Prep	65
Jupiter	62
McCauliffe	60
Palm Bay Acad	56
Port Malabar	51
ROYAL PALM	51
Lockmar	49
Turner	48
Sunrise	39
Palm Bay	39
Discovery	38
Riviera	35
Columbia	25
DISTRICT	60
STATE	61

52

5th FSA ELA	
Pineapple Cove	75
Pineapple WM	74
Odyssey	69
Odyssey Prep	64
McCauliffe	60
Sunrise	60
Palm Bay Acad	59
Port Malabar	58
Lockmar	58
Westside	55
Riviera	54
Discovery	51
Jupiter	51
ROYAL PALM	46
Columbia	45
Turner	44
Palm Bay	15
DISTRICT	61
STATE	55

41

5th FSA Math	
Pineapple WM	85
Pineapple Cove	75
Odyssey	59
Sunrise	56
Palm Bay Acad	56
McCauliffe	54
Westside	52
Discovery	49
Turner	46
Odyssey Prep	45
Jupiter	44
ROYAL PALM	43
Lockmar	42
Port Malabar	42
Riviera	40
Columbia	27
Palm Bay	19
DISTRICT	56
STATE	52

32

5th FCAT Science	
Pineapple WM	74
Odyssey Prep	68
Odyssey	60
McCauliffe	58
Pineapple Cove	57
Columbia	53
Port Malabar	53
Turner	53
Riviera	51
Palm Bay Acad	50
Sunrise	48
Westside	48
Lockmar	43
Discovery	43
Jupiter	39
ROYAL PALM	39
Palm Bay	19
DISTRICT	55
STATE	48

22

6th FSA ELA	
Pineapple Cove	74
Westside	71
Port Malabar	71
Pineapple WM	61
Columbia	58
Discovery	58
Sunrise	57
Lockmar	57
McCauliffe	57
Odyssey	56
Riviera	56
Jupiter	56
Palm Bay Acad	50
Palm Bay	44
ROYAL PALM	41
Turner	36
DISTRICT	64
STATE	52

6th FSA Math	
Palm Bay	79
Pineapple Cove	78
Pineapple WM	74
Port Malabar	73
Westside	65
Odyssey	62
Riviera	61
McCauliffe	60
Sunrise	58
Columbia	58
Jupiter	55
Discovery	52
Lockmar	49
ROYAL PALM	44
Turner	37
Palm Bay Acad	26
DISTRICT	49
STATE	66

38

7th EOC Civics	
Odyssey	90
Pineapple WM	89
Pineapple Cove	81
ROYAL PALM	76
Central	73
Palm Bay Acad	38
South West	58
Stone	58
DISTRICT	72
STATE	70

81

7th FSA ELA	
Pineapple WM	65
Odyssey	62
Pineapple Cove	56
ROYAL PALM	53
Central	48
South West	40
Stone	35
Palm Bay Acad	32
DISTRICT	53
STATE	48

63

7th FSA Math	
Pineapple Cove	75
Pineapple WM	73
ROYAL PALM	71
Odyssey	62
Central	41
South West	30
Stone	30
Palm Bay Acad	28
DISTRICT	53
STATE	46

79

8th FSA ELA	
ROYAL PALM	65
Pineapple WM	61
Pineapple Cove	51
Central	51
Odyssey	47
South West	38
Palm Bay Acad	38
Stone	32
DISTRICT	52
STATE	49

65

8th FSA Math	
ROYAL PALM	74
Odyssey	63
Pineapple Cove	63
Pineapple WM	59
Palm Bay Acad	54
Central	24
South West	22
Stone	18
DISTRICT	30
STATE	42

48

8th FCAT Science	
Odyssey	55
Pineapple WM	63
ROYAL PALM	60
Pineapple Cove	52
Central	51
South West	35
Stone	34
Palm Bay Acad	43
DISTRICT	49
STATE	45

56

FSA 2022 RESULTS

FSA ELA	% 3+	Learning		FSA Math	% 3+	Learning		CIVICS	FSA	
		Gains	Lowest 25			Gains	Lowest 25		SCIENCE	MS Accel
ACTUALS	53	51	50		59	69	58	73	55	23
3rd Grade	52			3rd Grade	53					
4th Grade	51	52	50	4th Grade	51	61	50			
5th Grade	46	70	80	5th Grade	43	65	40		39	
6th Grade	41	62	89	6th Grade	44	74	56			
7th Grade	53	39	38	7th Grade	71	74	50	76		
8th Grade	65	55	40	8th Grade	74	87	57		60	20

Proposal for Services

**Prepared for:**

Royal Palm Charter School
Shannon Shupe
7145 Babcock St SE
Palm Bay, FL 32909-5462
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Prepared by:

Allyson Wickwire
Sales Representative
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+1 3216045975

PAYCHEX[®]

HR | Payroll | Benefits | Insurance

Proposal Overview

On behalf of Paychex, I'd like to thank you for the opportunity to discuss your organizational needs and review how we may assist in helping you reach your business goals.

The following proposal addresses your organization's top business initiatives.

Your Business Initiatives

- Improve data integrity and accessibility.
- Keep employee records accessible and accurate.
- Provide top-tier benefits to attract and retain the best employees.
- Pay employees and federal, state, and local payroll taxes efficiently.
- Improve data integrity and accessibility.
- Keep employee records accessible and accurate.



Your proposal document is organized as follows:

- Custom Solution Overview
- Service & Support
- Investment Summary
- Custom Solution Details
- Additional information

I'm confident Paychex can help drive meaningful results for your organization given our **50+ year history of helping customers like you**. Please review the following information and feel free to contact me with any questions or feedback you may have.

I appreciate your consideration and I look forward to discussing next steps.

Allyson Wickwire

Your Custom Paychex Solution

Paychex Flex Payroll service

Paychex recommends our Paychex Flex® Payroll service to simplify paying and managing employees. More than just payroll, Paychex offers a scalable suite of HR services and benefit solutions paired with unparalleled service to help you manage complexity as your business grows. Adding a service is as easy as turning on a new module within the seamlessly integrated, single sign-on cloud platform. Count on Paychex to support the needs of your business today and as it grows and evolves in the future.

Efficiently Manage Critical Processes

- Run payroll on your schedule
 - Choice in pay options; check, direct deposit, or paycard
- Update/allocate costs in your G/L with integrations to accounting software; Quickbooks®, Sage®, Xero®, and Intacct®
- Gain insight to your business with access to 106+ reports and custom reports
- Organize expenses and determine which departments are most profitable
- Track and control expenses with Expense Management
- Track employee hours worked with more accuracy with Time and Attendance – Choice in punch options

Increase Employee Productivity

- Save administrative time with a streamlined employee on-line experience to complete a wide variety of self-service HR tasks
- Improve efficiency of benefits administration while providing a better online employee experience
 - Single sign-on platform that's mobile-friendly

People



Hire and Retain Talent

- Verify candidate backgrounds with Employee Screening Service to help hire the right employees
- New hires can complete onboarding tasks efficiently via a digital, mobile-friendly experience

Engage and Motivate Your Workforce

- Educate, close skill gaps, and accelerate development with on-demand courses accessible anytime, anywhere through our Learning Management System.

Reduce Business Risk

- Develop company policies and clarify your culture with Employee Handbook Builder
- Help ensure you are offering health insurance in compliance with ESR provision

Service and Implementation

At Paychex, we understand that starting a new partnership or switching providers is a critical time for your business. But we're with you every step of the way.

From day one, you'll always have a point-of-contact to answer your questions, proactively keep you informed on progress, and deliver knowledgeable, friendly support throughout your relationship with Paychex.

Who you will work with:

Your Sales Representative

I'll confirm all necessary agreements and documentation are submitted so we can get started on your account set up. I'll also work with you to identify any other business needs you may have and recommend applicable solutions.

Implementation Coordinator

I'm your go-to representative throughout implementation, ensuring you're comfortable working in Paychex Flex® and that it is customized to how you work.

Ongoing Service

After you are set up, you'll have access to live chat features, in-app help options in Help Center, including articles and how-to guides as well as access to 24/7 U.S. based support with experienced professionals should you need it.



Here's an overview of what you can expect during implementation:

1. Partnering for Success

Thanks for choosing Paychex!
Your sales representative
will provide you with a New
Client Checklist outlining all
the information we need to get
things set up for you.



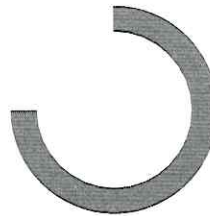
2. Welcome Call

After receiving your documentation,
your Implementation Coordinator
will send you an invitation to join a
Welcome Call where we will outline
what to expect, including timing and
next steps.



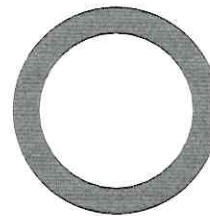
3. We're on it

We'll get your account up and
running coordinate training
and walk you through your first
payroll with us.



4. You're positioned for Success

Congratulations! The implementation
process is complete, but our partnership
is just getting started. Thank you again
for choosing Paychex.



Investment Summary

Royal Palm Charter School

Federal ID: 59-3714557

Client ID: 39-17089581

Created Date: 07-20-2022

Quote Number: Q-357476

Per Pay Period - Bi-Weekly	Units	Rate / Unit	Total	Discount	Rate / Unit after Discount	Net Total
Paychex Flex Pro Bundle						
Paychex Flex Pro Bundle - Per Check Fee	40	\$3.95	\$158.00	30.0%	\$2.76	\$110.40
Paychex Flex Pro Bundle - Per Payrun Fee	1	\$123.00	\$123.00	30.0%	\$86.10	\$86.10
					Total	\$196.50

Annual Fees	Units	Rate / Unit	Total	Discount	Rate / Unit after Discount	Net Total
YE Processing- Forms W2/1099 - Base	1	\$75.00	\$75.00	0.0%	\$75.00	\$75.00
YE Processing- Forms W2/1099 - Per User	40	\$6.75	\$270.00	0.0%	\$6.75	\$270.00
YE Handling Fee	1	\$25.00	\$25.00	0.0%	\$25.00	\$25.00
					Total	\$370.00

One-time Fees	Units	Rate / Unit	Total	Discount	Rate / Unit after Discount	Net Total
Paychex Flex Pro Bundle - Setup Fee	1	\$200.00	\$200.00	25.0%	\$150.00	\$150.00
					Total	\$150.00

Estimated Per Employee Per Pay Period:

\$196.50

Package

Paychex Flex® Pro

Effectively Manage Critical Processes

Check Insertion
Check Logo
Data Exports
Dedicated Service Rep
Direct Deposit
Full Service State Unemployment Insurance
Garnishment Payment Service
GL Report or GL Service
On-Site checks
Paycard
Payroll Processing
Readychex® or Check Signing
Tax Credit Service
Taxpay® Service
WC Report or WC Payment Service

Engage & Motivate Your Workforce

401(K) Report
FinFit

Increase Employee Productivity

24/7 Live Support
Employee Access
HR Library
Learning Essentials
Mobile App
Online Reports
Reports On-Demand

Hire & Retain Talent

Background Screenings - 15
New Hire/Change Transmission
Paychex Flex® Onboarding Essentials

Engage & Motivate Your Workforce

401(K) Report
FinFit

Reduce Business Risk

Employee Handbook Builder
Labor Compliance Poster Kit

Notations

Product / Billing

Totals displayed do not include sales tax where applicable.

Prices are subject to change with advance notice; promotions are excluded from change.

* Additional training content for Paychex Learning Product offering is purchased through the e-commerce tool site by authorized users.

A \$65 fee will be applied to your invoice per each Remote I9 request.

A \$5 fee will be applied to your invoice per each E-Verify request.

Payroll Delivery: Delivery fees charged only if incurred.

Quarter/Year End Report Delivery: Quarter/YE Report Delivery fees are not included and will be charged if a package is delivered. Additional fees will apply.

Implementation

Check Signing or ReadyChex: ReadyChex

Direct Deposit and Taxpay: Direct Deposit and Taxpay

Worker's Compensation Report or Worker's Compensation Payment Service: Worker's Compensation Payment Service

General Ledger Report or General Ledger reporting service: General Ledger Report

Year-End Delivery

- **Note:** Please review your delivery method with your service provider before 12/31 to avoid additional charges.

Online Only:

- You and your employees will receive no physical output.
- W2s are typically available online within the first full week of January.

Your Custom Paychex Solution - Details

Based on a review of your organization's initiatives and requirements, we recommend Paychex Flex® solution. Below is an overview of the services included in this package and any additional solutions we recommend to help you simplify complexities and realize better business outcomes.

People

Shape a workforce that's engaged, driven, and aligned with leadership expectations and vision.

Learning Management

Position your employees to drive better results and reach their career goals by closing skill gaps. Leverage learning management to train your team, including new hires and tenured veterans with customizable learning plans.

Employee Handbook Builder

Minimize the risk of employee liability by communicating compliant regulatory policies, while instilling your company values, culture, and expectations within a legally-reviewed employee handbook.

Employee Screening Essentials

Verify candidates are the right fit for your business with employee screening services, including e-verify employment eligibility.

Employee Onboarding Essentials

Help your people complete important, new-hire tasks quickly and efficiently via a completely digital, mobile-friendly experience.

Financial Wellness

Help employees take control of their finances with helpful financial planning resources, including an online personal wellness assessment, calculators, apps, and other educational tools.

Indeed.com

Post jobs to the world's number one job site right from Paychex Flex®. Paychex customers receive a \$200 credit to sponsor their jobs on Indeed to get more quality applicants fast.**

New Hire Reporting

Each pay period, Paychex electronically notifies the appropriate government agencies of your new and rehired employees, as per applicable regulations.

Money

Solutions that can help you manage critical financial processes like running payroll, remitting payments, and managing expenses.

Payroll Services

Ability to pay employee via check, direct deposit, or paycard, and remit payments to third-parties for garnishments .

Taxpay®

Federal, state, and local payroll taxes will be automatically calculated and deposited as well as accompanying tax returns filed on your behalf.

State Unemployment Insurance Service (SUI)

The State Unemployment Insurance Service will save you the time, work, and cost involved with unemployment insurance administration. This service includes:

- Toll-free help line
- Claims management
- Hearing preparation
- Benefit charge auditing

Garnishment Payment Service

Provide Paychex with copies of all garnishment court orders, and we will deduct mandated employee funds and makes garnishment payments on your behalf.

Direct Deposit

Allows employees to have their pay deposited into their checking or savings account.

Productivity

Keep your organization moving forward with solutions that drive efficiencies, reduce risk, and improve data integrity.

Employee Self-Service & Mobile App

Deliver an employee experience that helps your people complete important HR tasks on their own and in compliance with regulations and company policies. We offer 25 employee self-service actions, enabling client and employee independence, including the ability to update address info, enter life events, fill out tax forms, report hours, and manage retirement accounts.

Online HR Library

Save time researching answers to your most urgent HR questions. We offer access to 500 downloadable HR forms and letters, 800 job description templates, state and federal employment law information, and salary benchmarking tools.

Reporting and Analytics

Gain insight into your business with 160+ reports, create your own custom reports, and access benchmarking tools that leverage industry data of our 600,000+ customers.

Data Exports

Export many types of reports into spreadsheets that you can customize or import into third-party software.

Paychex Digital Marketing Essentials

Grow Your Business Faster using proven digital marketing Strategies. Includes a 60-day free trial of five Key digital marketing tools; Unlimited access to an educational library on digital Marketing , including live webinars ,online courses, And an active Social Community; a digital marketing Performance report and an export consultation to identify current weaknesses to take advantage of online opportunities to meet your goals.

*LMS is only available for Paychex Flex® payroll clients. Non payroll clients still have access to safety courses.

*To receive the \$200 Indeed, Inc., credit, you must be a Paychex, Inc. client and post a sponsored job through Paychex Flex to Indeed. You must have the appropriate user access configured in Paychex Flex to post jobs to Indeed. Only new Indeed customers will be eligible to receive the \$200 credit. The \$200 credit expires after 12 months. The \$200 credit applies to any advertiser in the U.S. who hasn't received a credit in the past 180 days on Indeed, and is applicable only for future spend. Terms, conditions and quality standards apply.

** Paychex Digital Marketing Services Powered by BlueMarket



Company: **Royal Palm Charter School**

7/13/2022

Number of Employees: 41

Payroll Frequency: 26

Payroll Implementation - One Time Fee	Qty	Value	Total
Payroll Set Up, Audit and Balance	15%	of Annual Fee	\$601.38
Online Training (Solution Gen Nav/PR Module)	Included	Included	Included
Additional Training - Per Hour Online	0	\$125.00	\$0.00
Total PR Set Up			\$601.38

HR Implementation - One Time Fee	Qty	Value	Total
HR Set Up	15%	of Annual Fee	\$339.75
Online Training (HR Module)	Included	Included	Included
Additional Training - Per Hour Online	0	\$125.00	\$0.00
Total HR Set Up			\$339.75

TLM Implementation - One Time Fee	Qty	Value	Total
TLM Set Up	15%	of Annual Fee	\$295.47
Online Training (TLM Module)	Included	Included	Included
Additional Training - Per Hour Online	0	\$125.00	\$0.00
Total TLM Set Up			\$295.47

Additional Services Implementation - One Time Fee	Qty	Value	Total
Set up: E-Verify	0	\$100.00	\$0.00
Total Additional Services Set Up			\$0.00

Total One Time Implementation Fee \$1,236.60

W-2, ACA 1094c, 1095c Year End Processing Forms: \$4.50 each

Estimated Annual Investment \$8,784.00

Does not include Year End Reporting or Changes in Hardware or Implementation

This proposal is based on number of employees provided and is valid for 60 days. Prices are subject to change without notification from APS Workforce Management. The information is intended for the use of the individual(s) or entity named above. Any unauthorized review, use, distribution, forwarding, copying or disclosure to or by any other person is prohibited.

Client Signature:

Date:

APS Representative:

Date:

Payroll Solution	Base	# of EE's	Value	Per Payroll
	\$50.00	41	\$2.50	\$152.50

Real-Time Payroll Processing	Payroll Batches by Pay Frequency
Employee Self-Service	Reconciliation Pay Statements
Labor and Job Costing	Basic General Ledger Report
Payroll Alerts for Proactive Processing	Automated Event Notifications
Direct Deposit	Unlimited Users with Security
Payroll Prep-Checklist and Quick Links	Emergency & Benefit Contact Information
Birthday and Anniversary Calendar	Exportable Reports
Tax Service (Fed/State/Local)	Cross Year Reporting
Flexible Reporting Utility	Profile-Based Functionality Security
New Hire Reporting	Gross to Net
Payroll Debit Cards	Garnishments
Mobile App	

Additional Payroll Services	Qty	Value	Per Payroll
HSA Vendor Payments	0	\$0.55	\$0.00
Vendor Payments	1	\$1.70	\$1.70

Total Payroll Services Investment per Payroll **\$154.20**

HR Solution	Monthly Base	# of EE's	Value	Per Month
	\$35.00	41	\$3.75	\$188.75

New Hire Onboarding	HR Custom Forms (up to 3 configured)
Offboarding Management	Company Specific Forms (i.e. Handbook...) Unlimited
Asset Management	Benefits Enrollment/Administration
Training/Certification Tracking	Incident Tracking (i.e. Disciplinary)
HR Document and Forms Creator	Workers Compensation Injuries/Claims Management
Compensation Management	EEO/VETS 100 Reporting
Company Events & News	OSHA Reporting
Organization Chart	Online I-9 & W-4 Sign-off and Submission

Additional HR Services	Qty	Value	Per Month
Applicant Tracking Recruitment (per requisition)	0	\$15.00	\$0.00
Performance Review (PEPM)	0	\$0.50	\$0.00

Total HR Investment per Month **\$188.75**

TLM Solution	Monthly Base	# of EE's	Value	Per Month
	\$35.00	41	\$3.15	\$164.15

Time Off Approval Workflow	Basic Scheduling
Tracing Submissions and Approval	Data Collection: Biometric/Proximity/Web/Badge/Mobile
Paid Time Off Management	Points Tracking
Cost Center (up to 9, up to 10 levels each)	Shift Differentials
Grace and Rounding	Auto Deduction (breaks, meals)
On Premise Calendar	Non-Standard Pay Periods
Time Off Calendar	Notifications: Paid Time Off/Exceptions/Points
Ad Hoc Reports	

Total TLM Investment per Month **\$164.15**

Additional Services per Use	Qty	Value	Total
Background Screening (per employee reported)	0	TBD	TBD
E-Verify (per employee reported)	0	\$4.00	TBD

Total Additional Services Investment per Use **TBD**

Additional Services per Month	Qty	Value	Total
Paid Time Off Tracking	1	\$5.00	\$5.00
Multi-State (per jurisdiction)	0	\$8.00	\$0.00
General Ledger Import	1	\$20.00	\$20.00
401K Import (per plan)	1	\$20.00	\$20.00

Total Additional Services Investment per Month **\$45.00**



FLORIDA DEPARTMENT OF
EDUCATION
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2022-23 Mental Health Application

Part I: Youth Mental Health Awareness Training Plan

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Introduction

The purpose of the combined mental health application is to streamline and merge two programs into one application. The Youth Mental Health Awareness Training (YMHAT) Plan and the Mental Health Assistance Allocation (MHAA) Plan are to provide supplemental funding to districts so schools can establish, expand and/or improve mental health care, awareness and training and offer a continuum of services. These allocations are appropriated annually to serve students and families through resources designed to foster quality mentalhealth. This application is separated into two primary sections: Part II includes the YMHAT Plan and Part III includes the MHAA Plan.

Part I. Mental Health Assistance Allocation Plan

In accordance with s. 1011.62, F.S., the MHAA Plan allocation is to assist districts with establishing or expanding school-based mental health care; training educators and other school staff in detecting and responding to mental health issues; and connecting children, youth and families who may experience behavioral health issues with appropriate services.

Submission Process and Deadline

The application must be submitted to the Florida Department of Education (FDOE) by August 1, 2022.

There are two submission options for charter schools (MHAA Plan Only):

- Option 1: District submission includes charter schools in their application.
- Option 2: Charter school(s) submit a separate application from the district.

Part I: Mental Health Assistance Allocation Plan

s. 1011.62, F.S.

MHAA Plan Assurances

The Charter School Assurances

One hundred percent of the state funded proportionate share is used to expand school-based mental health care; train educators and other school staff in detecting and responding to mental health issues; and connect children, youth and families with appropriate behavioral health services.

Yes

Mental health assistance allocation funds do not supplant other funding sources or increase salaries or provide staff bonuses or incentives.

Yes

Maximizing the use of other sources of funding to provide school-based mental health services (e.g., Medicaid reimbursement, third-party payments and grants).

Yes

Collaboration with FDOE to disseminate mental health information and resources to students and families.

Yes

Includes a system for tracking the number of students at high risk for mental health or co-occurring substance use disorders who received mental health screenings or assessments; the number of students referred to school-based mental health services providers; the number of students referred to community-based mental health services providers; the number of students who received school-based interventions, services or assistance; and the number of students who received community-based interventions, services or assistance.

Yes

A Charter school board policy or procedures has been established for

Students referred to a school-based or community-based mental health services provider, for mental health screening for the identification of mental health concerns and students at risk for mental health disorders are assessed within 15 calendar days of referral.

Yes

School-based mental health services are initiated within 15 calendar days of identification and assessment.

Yes

Community-based mental health services are initiated within 30 calendar days of referral.

Yes

Individuals living in a household with a student receiving services are provided information about behavioral health services through other delivery systems or payors for which such individuals may qualify if such services appear to be needed or enhancements in those individuals' behavioral health would contribute to the improved well-being of the student.

Yes

District schools and local mobile response teams use the same suicide screening instrument approved by FDOE pursuant to s. 1012.583, F.S., and Rule 6A-40010, Florida Administrative Code.

Yes

Assisting a mental health services provider or a behavioral health provider as described in s. 1011.62, F.S., respectively, or a school resource officer or school safety officer who has completed mental health crisis intervention training in attempting to verbally de-escalate a student's crisis situation before initiating an involuntary examination pursuant to s. 394.463, F.S. Such procedures must include strategies to de-escalate a crisis situation for a student with a developmental disability as that term is defined in s. 393.063, F.S.

Yes

The requirement that in a student crisis situation, the school or law enforcement personnel must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to s. 394.463, F.S., unless the child poses an imminent danger to self or others before initiating an involuntary examination pursuant to s. 394.463, F.S. Such contact may be in person or using telehealth, as defined in s. 456.47, F.S. The mental health professional may be available to the school district either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, or the local mobile response team, or be a direct or contracted school district employee. Note: All initiated involuntary examinations located on school grounds, on school transportation or at a school sponsored activity must be documented in the Involuntary Examinations and Restraint and Seclusion (IERS) platform.

Yes

Parents of students receiving services are provided information about other behavioral health services available through the student's school or local community-based behavioral health service providers. Schools may meet this requirement by providing information about and internet addresses for web-based directories or guides for local behavioral health services.

Yes

Planned Outcomes

Identify two specific and measurable goals that will be accomplished within the 2022-23 school year, and specify which component of Charter Assurance 1.a. directs that goal (refer to the Guidance Tab if needed).

During the 2022-2023 school year, continued expansion for meeting student mental health needs will be the primary focus. Two specific goals are: 1. Students and staff will be educated on how to protect children and teens from bullying, abuse, and victimization using an evidence based program. 100% of instructional staff and students will receive training. 2. Suicide prevention & mental wellness will remain part of the school culture. Staff and students will be educated on signs and symptoms of at-risk students. Those presenting signs of possible suicide or mental illness. There will be improvement in staff and students response to persons in crisis.

Charter Program Implementation

Evidence-Based Program	Child/Teen Safety Matters (Monique Burr)
Tiers of Implementation	Tier 2
Describe the key EBP components that will be implemented as well as any related activities, curricula, programs, services, policies and strategies.	
<p>Child Safety Matters is a evidence based program. It is based on public health and social frameworks for prevention. Prevention practices includes cognitive behavioral theory, healthy sexual development, and trauma informed practices with a focus on developmental stages. The curricular educates to protect children and teens from bullying, abuse and victimization.</p>	
<p>Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional, behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social, emotional, behavioral problems, depression, anxiety disorders, suicidal tendencies, and how these will assist students dealing with trauma and violence.</p>	
<p>The evidence based prevention education program will be implemented by the School Counselor for grades K-8; as appropriate in a classroom setting. Topics target digital safety, physical/emotional safety, mental health and substance use. Students will be taught the five safety rules of prevention. Digital safety and physical/emotional safety are four lessons. Supplemental lessons includes mental health and substance use which are presented in three lessons.</p>	
<p>Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment, and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.</p>	
<p>The supports outcome will result in an increase of student knowledge and resistance skills. Students will be empowered with strategies to encourage mental wellness, healthy coping and refusal skills as well as insight concerning substance use and abuse.</p>	

Evidence-Based Program	Life Skills Training (Gilbert Botvin)
Tiers of Implementation	Tier 2
Describe the key EBP components that will be implemented as well as any related activities, curricula, programs, services, policies and strategies.	
Botvin Life Skills Training is a substance abuse and violence prevention program. Learning objectives are: personal and self-management skills, general social skills, and drug resistance skills. It is aligned to CASEL'S social and emotional learning competencies.	
Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional, behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social, emotional, behavioral problems, depression, anxiety disorders, suicidal tendencies, and how these will assist students dealing with trauma and violence.	
Lesson will be implemented by the School Counselor. Lessons will be taught one time per week for eight class sessions; 40 minute class sessions, to grades 3, 4, and 5. Specific skills taught includes empathy, friendship building, problem solving, tobacco use, anxiety and stress reduction, decision-making, and positive communication.	
Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment, and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.	
The supports will enable students to learn skills that improves self-esteem, develop problem-solving ability, promote reduction in stress, anxiety, and anger. Students will have skill development in the areas of clear communication, relationship building, assertiveness and avoiding violence. Students will understand the importance of resisting pressures to use tobacco, alcohol and other drugs.	

Evidence-Based Program	Mental Health First Aid
Tiers of Implementation	Tier 1
Describe the key EBP components that will be implemented as well as any related activities, curricula, programs, services, policies and strategies.	
Mental Health First Aid is an evidence based program initiated by the National Council for Behavioral Health with the Department of Mental Health. It educates about risk factors and warning signs of mental health problems in adolescent and emphasizes early intervention. It teaches how to offer initial support to a person in crisis.	
Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional, behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social, emotional, behavioral problems, depression, anxiety disorders, suicidal tendencies, and how these will assist students dealing with trauma and violence.	
The curricular will be implemented by a Brevard School District Trainer. The curricular is an eight hour course which is designed to be delivered on-line, virtual, and or in-person. Instruction teaches methods of assisting students/persons in developmental stages of a mental health problem or how to assist persons in a mental health crisis. Mental have disorders are defined. Substance use disorders are defined. Resources are identified for mental illness and substance abuse. An action plan is identified for interventions with mental illness and substance use/abuse.	
Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment, and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.	
The supports will provide greater knowledge in mental health responsiveness. It increases awareness of mental health issues of youth; suicidal thoughts and behaviors, self-injury, panic attacks, reactions to trauma, acute psychosis, substance abuse, and aggressive behaviors. Staff and students will become more knowledgeable about the signs and symptoms of mental disorders and challenges. Students will gain knowledge of available resources.	

Evidence-Based Program	Mental and Emotional Health Education
Tiers of Implementation	Tier 2
Describe the key EBP components that will be implemented as well as any related activities, curricula, programs, services, policies and strategies.	
Mental and Emotional Health Education is a Brevard County District developed curriculum. Lessons were developed by licensed and certified mental health professionals. Resources used includes but is not limited to evidence based materials such as Kids Health, Teen Mental Health, Teen NIDA, Everfi, and Healthy Body Systems. The curricular targets mental health and substance use/abuse.	
Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional, behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social, emotional, behavioral problems, depression, anxiety disorders, suicidal tendencies, and how these will assist students dealing with trauma and violence.	
The School Counselor will implement a five hour classroom instruction on mental and emotional health to grades 6-8. Also included are lessons on substance use/abuse for grades K-8. The curricular addresses mental and emotional wellness, nutrition, internet safety, substance use and abuse.	
Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment, and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.	
The supports will enable students to identify community resources, warning signs and symptoms of mental illness. They will have knowledge of indicators of substance addiction.	

Direct Employment

MHAA Plan Direct Employment

School Counselor

Current Ratio as of August 1, 2022

1 Counselor per 350 students

2022-2023 proposed Ratio by June 30, 2023

1

School Social Worker

Current Ratio as of August 1, 2022

0

2022-2023 proposed Ratio by June 30, 2023

0

School Psychologist

Current Ratio as of August 1, 2022

0

2022-2023 proposed Ratio by June 30, 2023

0

Other Licensed Mental Health Provider

Current Ratio as of August 1, 2022

0

2022-2023 proposed Ratio by June 30, 2023

0

Direct employment policy, roles and responsibilities

Explain how direct employment of school-based mental health services providers (school psychologists, school social workers, school counselors and other licensed mental health professionals) will reduce staff-to-student ratios.

The goal of Royal Palm Charter is to expand accessibility of mental health services. Employment of school-based service providers will reduce staff-to-student ratio. This reduction would promote an increase in student access to mental health services. It would improve school safety by having greater access to mental health supports.

Describe your school's established policies and procedures to increase the amount of time student services personnel spend providing direct mental health services (e.g., review and revision of staffing allocations based on school or student mental health assistance needs).

The School Counselor will prioritize job duties allocating 80% of time spent providing direct mental health services. Time spent allocated to instruction learning (classroom) to include behavioral, mental health and mental health services. Small group, social skills, instruction will address social personal deficits. Direct services to students will include but not be limited to risk and threat assessing, individual counseling, and referrals to community mental health resources. Services provided to staff and students will include mental wellness and substance use/abuse training.

Describe the role of school based mental health providers and community-based partners in the implementation of your evidence-based mental health program.

Royal Palm has developed community partnerships to improve access to school-based mental health supports. These school and community based partners promotes ongoing school safety efforts with crisis prevention, preparedness, response and recovery through crisis training and plans. School based mental health providers: School Counselor provides mental health training to staff and students and address behavior issues that impact the school climate. The school psychologist consults with teachers, parents, school counselor to provide supports to address mental and behavioral health. The Behavior Analyst provides supports to address social/emotional behavioral problems. Typically, behavior assessments and plans are developed by the analyst.

Community Contracts/Interagency Agreements

List the contracts or interagency agreements with local behavioral health providers or Community Action Team (CAT) services and specify the type of behavioral health services being provided on or off the school campus.

Community contracts/interagency agreements are mostly established through Brevard School District. Kinder Consulting is the assigned school-based mental health provider. Services includes school and home based counseling. Individual, family counseling and case management is provided. A Behavior Analyst through Brevard County Schools, provides behavioral health (social emotional) assessments and intervention planning.

Royal Palm has an interagency agreement with Tiki Services. Tiki Services is a behavioral agency specializing in Autism Spectrum Disorder. The agency provides one-on-one school-based behavioral

services to students targeting social emotional needs. Community action teams consist of District based psychologist, and mobile assist teams for at-risk assessments for potential harm. Royal Palm is serviced through Brevard Sheriff Department for crisis prevention, preparedness and response. The Department also, offers services for potential Baker Act.

MHAA Planned Funds and Expenditures

Allocation Funding Summary

MHAA funds provided in the 2022-2023 Florida Education Finance Program (FEFP)

\$ 15,079.00

Unexpended MHAA funds from previous fiscal years as stated in your 2021-2022 MHAA Plan

\$ 0.00

Grand Total MHAA Funds

\$ 15,079.00

MHAA planned Funds and Expenditures Form

Please complete the MHAA planned Funds and Expenditures Form to verify the use of funds in accordance with (s.) 1011.62 Florida Statutes.

The allocated funds may not supplant funds that are provided for this purpose from other operating funds and may not be used to increase salaries or provide bonuses. School districts are encouraged to maximize third-party health insurance benefits and Medicaid claiming for services, where appropriate.

The following documents were submitted as evidence for this section:

MHAA_Planned_Expenditures_Report_2022-2023.pdf
<i>Planned Funds and Expenditures Form</i>
Document Link

Charter Governing Board Approval

This application certifies that the **Brevard Public Schools** governing board has approved the Mental Health Assistance Allocation Plan, which outlines the local program and planned expenditures to establish or expand school-based mental health care consistent with the statutory requirements for the mental health assistance allocation in accordance with section 1011.62(14), F.S.

Governing Board Approval date

Wednesday 7/20/2022



Royal Palm Charter School

Year Round Schedule

Established July 2000

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



ESOL

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

Howard, Madison
LAST NAME, FIRST (teacher)

Royal Palm Charter
SCHOOL

996514845
Employee Identification Number

7/14/2022
Date of Out-of-Field Assignment in ESOL
(The date an ELL student is placed in the Language Arts/English and Reading teacher's class)

Check one or both of the statements below:

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

AND/OR

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

MMO 7/18/22 SSB 7/20/22
Signature of Teacher Date Signature of Principal Date

SUPERINTENDENT/BOARD APPROVAL

Eric Brown
Signature of Superintendent/Board Designee

7/27/2022
Date

Eric Brown
Royal Palm Charter Board UP



Royal Palm Charter School

Year Round Schedule

Established July 2000

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



PARENT NOTIFICATION

ESOL Out of Field and/or Subject Area Out of Field

Date July 21, 2022 Student Name _____

Dear Parent(s):

X ☒ **ESOL** -(July 14, 2022) As required by the Florida Department of Education, we are notifying you that your child's teacher, **Madison Howard**, is currently teaching your child English, Language Arts or Reading as a Second Language (ESOL) strategies outside of his/her field of certification. I want to assure you that the teacher is fully certified by the State of Florida and is currently working to become certified in the area of this out of field assignment.

☐ **OUT OF FIELD SUBJECT AREA** Please be advised that (insert teacher's name) is teaching out of field in the certification area (insert subject area) for the school year _____ (insert date).

Ms. Howard meets all the State requirements to teach in the public schools and is currently working toward certification in ESOL that is necessary. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Ms. Howard's qualifications.

Sincerely,


Assistant Principal



Royal Palm Charter School

Year Round Schedule

Established July 2000

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



ESOL

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

Todd, Melissa
LAST NAME, FIRST (teacher)

Royal Palm Charter
SCHOOL

954561701
Employee Identification Number

7/14/2022
Date of Out-of-Field Assignment in ESOL

(The date an ELL student is placed in the Language Arts/English and Reading teacher's class)

Check one or both of the statements below:

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

AND/OR

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

Melissa Todd 7/18/22 SSriben 7/18/22
Signature of Teacher Date Signature of Principal Date

SUPERINTENDENT/BOARD APPROVAL

[Signature]
Signature of Superintendent/Board Designee

7/27/2022
Date

Eric Brown
Royal Palm Charter Board UP



Royal Palm Charter School

Year Round Schedule

Established July 2000

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



PARENT NOTIFICATION

ESOL Out of Field and/or Subject Area Out of Field

Date July 21, 2022 Student Name _____

Dear Parent(s):

X ☐ **ESOL** -(July 14, 2022) As required by the Florida Department of Education, we are notifying you that your child's teacher, **Melissa Todd**, is currently teaching your child English, Language Arts or Reading as a Second Language (ESOL) strategies outside of his/her field of certification. I want to assure you that the teacher is fully certified by the State of Florida and is currently working to become certified in the area of this out of field assignment.

☐ **OUT OF FIELD SUBJECT AREA** Please be advised that (insert teacher's name) is teaching out of field in the certification area (insert subject area) for the school year _____ (insert date).

Mrs. Todd meets all the State requirements to teach in the public schools and is currently working toward certification in ESOL that is necessary. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mrs. Todd's qualifications.

Sincerely,


Assistant Principal



Royal Palm Charter School

Year Round Schedule

Established July 2000

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



OUT-OF-FIELD APPROVAL REQUEST

Rizzotti, Chris
LAST NAME, FIRST (teacher)

Royal Palm Charter
SCHOOL

972515515
Employee Identification Number

7/14/2022
Date of Out-of-Field Assignment

Math
Subject Area (s)

OUT OF FIELD ASSIGNMENT:

 I understand that during the twelve (12) months following the date of this out-of-field assignment, I must complete six (6) semester hours of appropriate credit in the out-of-field area that I am currently teaching or two (2) endorsement courses. If I fail to submit proof of this course (transcripts or grade report), I will no longer be eligible to teach out-of-field in Brevard County Schools. Once you have completed the requirement you must apply to the FLDOE to add to the subject/endorsement to your certificate to be in compliance and certified.

OR

X I understand that I may take the subject area exam in the subject that I am teaching out-of-field in lieu of taking six (6) hours of credit or two (2) endorsement courses as outlined above. The test must be taken during the twelve (12) months following the date of this out-of-field assignment. (Exceptions: Guidance and Gifted) Once you have completed the requirement, you must apply to the FLDOE to add the subject/endorsement to your certificate to be in compliance and certified.

[Signature]
Signature of Teacher

7/18/22
Date

[Signature]
Signature of Principal

7/20/22
Date

SUPERINTENDENT/BOARD APPROVAL

[Signature]
Signature of Superintendent/Board Designee

7/27/2022
Date

Eric Brown

Royal Palm Charter School



Royal Palm Charter School

Year Round Schedule

Established July 2000

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



PARENT NOTIFICATION

ESOL Out of Field and/or Subject Area Out of Field

Date July 21, 2022 Student Name _____

Dear Parent(s):

- ☐ **ESOL** -(July 14, 2022) As required by the Florida Department of Education, we are notifying you that your child's teacher, _____, is currently teaching your child English, Language Arts or Reading as a Second Language (ESOL) strategies outside of his/her field of certification. I want to assure you that the teacher is fully certified by the State of Florida and is currently working to become certified in the area of this out of field assignment.

XX☒ **OUT OF FIELD SUBJECT AREA** Please be advised that Mr. Chris Rizzotti is teaching out of field in the certification area of Math for the school year 2022 - 2023.

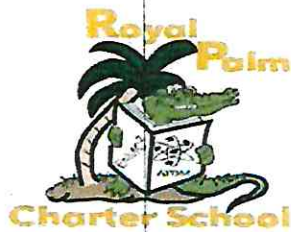
Mr. Rizzotti meets all the State requirements to teach in the public schools and is currently working toward certification in Math that is necessary. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mr. Rizzotti's qualifications.

Sincerely,

Assistant Principal



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

6/22/22 @ 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** *Grodecky called meeting to order at 3:40 pm, Rozynski 2nd*
- II. Roll Call** *Grodecky, Costa, and Becka present in person; Brown, Rozynski and Haynes present on Zoom Brown motioned to adopt the agenda, Haynes 2nd*
- III. Reports and Presentations:**
 1. Financial Update – Allison Becka
 - i. BVA Becka reviewed the attached BVA – she noted that showing 100% of revenue projected because additional funds have come in with the Surtax funds – we estimated based on the few that were received last year. Also, additional funds in Title 1 with roll over funds and ESSER funding. Noted a significant different in budget to actual in Capital Outlay – used ESSER funds to replace AC units in Building A that weren't on the initial budget. Electricity cost have increased. The school is looking to finish out the school year in a good position financially.
 - ii. Balance Sheet Becka reviewed attached Balance Sheet, noted that the school has come from 2017 at -\$80,000 to 1.2 million equity!
 2. Admin Update – Sviben
 - i. BPS Site Visit – review Mrs. Sviben reviewed the attached site visit report – the school did well and there were no areas of concerns noted
 - ii. Enrollment – see attachment Full in almost all grades, a few openings in 5th and some in 5th. Waiting lists in most grades. Combined the 6th grade class into one room – reduced the number of spots
 - iii. Strategic Plan Mrs. Sviben reviewed the attached strategic plan document
 1. Staff Changes went through staff changes as listed on document, with the addition of moving Katherine Teijeiro from 4th grade teacher to Math Resource teacher – she will be focusing on math remediation/RTI – she will be on maternity leave from some point in August until Winter Break. Library and Music listed as TBD – to be determined – but for this school year it has been decided that Ms. Densler will do a STEAM class instead of Music (in order to put both 6ths into one room) and on Fridays they will rotate between a 3rd day of PE and a leadership class with Mrs. Marshall. The cafeteria manager position says TBD, but Mrs. Sviben has been talking to Kile Winslow and she is interested in coming back to work at RP.
 2. Curriculum Reviewed purchases to be made. The only addition not on this list is possibly adding MyOn and/or Accelerated Reader in order for students to have access to books at all times since the library is not as accessible, although Ms. Densler does plan to bring books into the classrooms on a monthly basis.
 3. Purchases, etc When reviewing the strategic plan has an allocation for music supplies, going to transfer that to the STEAM class. Mrs. Sviben said she did not mention the replacement of carpet for building A – as a part of the ESSER grant – it was in last year's,

but it finally got approved through the state so it will be done this year over one of the breaks.

4. 22-23 Preliminary Budget Allison reviewed the preliminary budget based on the figures included in the Strategic Plan. Noted it included the previously approved minimum base of \$46,800.

3. Discuss New Building Progress

- i. Phase 1 & Phase 2 Timeline Mrs. Sviben told the board that they had completed all they could of phase 1 at this point – waiting for concrete. It will not be completed until after the start of school and at this point they have RP on the list the beginning of August. Once Phase 1 is completed the school will implement the new car loop path in hopes of getting cars off of Babcock and the Phase 2 (building) will be given permit and construction can begin. The estimated timeline for Phase 2 is 6 months. It is possible that the modular buildings will have to be removed during construction so Mrs. Sviben is planning to move those classrooms into Building C if needed – which is why 6th was combined into library and no music/library this year. A pod was brought in to house the library books until moved. Initially 3-5 were going to go into the new building – Mrs. Sviben is thinking of keeping 5th where they are and moving grades 1-4 into the new building. Grades VPK and K have to have in-class bathrooms so they will need to remain in building A. There is a lounge in the new building and an admin office, once it is built more discussion will happen about who will move their office to the new building.
 - ii. Phase 1 Cost Increase See attached – due to increase in material costs
 - iii. Funding progress – LOI Mrs. Sviben has been working with the USDA person with Ameris Bank to secure the funding and work through the process.
4. Board Members At this time there were no suggestions for additional board members, Haynes said the candidate she previously suggested hasn't shown much interest further so not an option. Grodecky encouraged board members to just keep it in their mind as they are working in the community for an additional member – but not a must at this time.
- i. Other Suggestions?
5. Discuss Options for Interest/Investing Mrs. Sviben presented the information from Edward Jones and Chase bank regarding options for investments. At this time there's not much yielding large interest without risks, it was agreed that the school does not want to put their funds into something that could result in loss. The board did discuss the option to open an additional savings account at a local bank, in addition to the Chase bank account, in order to move funds into an account separate from current account to provide additional security of the funds as well as consider some CDs in the near future. At this time going to hold off on putting any funds into CDs until we see where the building costs of Phase 1 come in at.
- i. Chase Bank
 - ii. Edward Jones

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

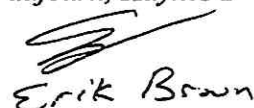
1. Approve Hadow Phase 1 Contract
2. Approve LOI
3. Approve 22-23 Strategic Plan
 - i. New Hires (Stimpson, Gilbert, Irizarry, Wilder, Surrena, Shafer, Fish, Howard, Mellott)
4. Approve 22-23 Board Meeting Calendar
5. Approve Board Meeting Minutes 4/13/22

V. **Non-Consent Agenda:**

1. Next Meeting: Wednesday, June 20, 2022 at 5:30PM

VI. **Public Comment:** None

VII. **Motion to Adjourn:** Rozynski motioned to adjourn, Haynes 2nd @5:39PM



Erik Brown

Rogal Palm Church Board VP 7/27/2022

ROYAL PALM CHARTER

BOARD MEETING

NOTICE

WEDNESDAY, 7/20/22

5:30PM

PUBLIC INVITED

1. Budget Update
 - i. Balance Sheet
 - ii. 21-22 Final Budget
2. Admin Update – Shupe
 - i. Enrollment
 - ii. Start of the School Year
 - iii. New Building Update
 - iv. Litigation
3. Discuss PEO Options
 - i. Current: Heartland
 - ii. Paychex
 - iii. Accentria Partner
4. Discuss RPCS Mental Health Plan
5. Discuss Out of Field Teachers
 - i. ESOL: Melissa Todd & Madison Howard MATH: Chris Rizzotti
6. Discuss Additional Board Meeting

Join in person or via Zoom Meeting

https://us04web.zoom.us/j/76386888949?pwd=Il3wM0d0ilGN0c_aJx7fE5e7h5om8U.1

Meeting ID: 763 8688 8949

Passcode: royalpalm