



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

8/21/24 @ 4:30 PM
Board of Directors Meeting Agenda

Directors:

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

- I. **Call to Order** *Brown called meeting to order, Haynes 2nd*
- II. **Roll Call** *Brown, Rozynski, Haynes, Costa, Allison Becka, via Zoom and Shannon Sviben in person*
- III. **Reports and Presentations:** *Brown motioned to adopt the agenda*
 1. Financial Update
 - i. 23-24 Final Budget *Becka reviewed final budget attachment – needed to amend because February FTE lower than originally projected when amended in March. FEFP 2561254 Modify 1022325 to Actual 1293621*
 - ii. Millage Update *Sviben reviewed Millage plan from 23-24 school year, discussed BPS starting salary is \$50,375, with millage RP's is \$50,402 plus 100% insurance paid, discussed insurance increase of 11%*
 - iii. Bank Account(s) Update – High Yield Savings Account *Sviben mentioned moving funds as board previously discussed to High Yield Savings Account separate from TD bank – looked at Capital One, Discover and Nelnet – Nelnet K-12 has one with 5.15% interest rate – moving \$250,000 from TD to Nelnet.*
 2. Admin Update – Sviben
 - i. Enrollment – see attachment
 - ii. Staff Update
 1. Out of Field
 1. ELA/SS 4th Grade and ESOL –Melissa Todd
 2. M/J Science and ESOL – Amanda Dalrymple
 - iii. Facilities Update
 1. Building A Roof Completed
 2. New Building Progress
 3. Discuss Possible Board Members
 4. Discuss Updated Calendar – changed dates to reflect corrected to 2025
- IV. **Consent Agenda:** *Brown motioned to approve the consent agenda with Budget amendment to include the change of FEFP and building numbers to actuals. Haynes 2nd*
 1. Approve amendment to 23-24 Final Budget
 2. Approve Out of Field Teachers – Todd, Dalrymple
 3. Approve Updated 24-25 Board Meeting Calendar
 4. Approve RBT - ER
 5. Approve Board Meeting Minutes 6/27/24
- V. **Non-Consent Agenda:**
 1. Next Meeting: Thursday, October 17, 2024 at 4:30PM
- VI. **Public Comment:** *None*

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

APPROVED


Erik Brown, Board President

DATE 12/17/2024

	24-25 Enrolled	Openings	Applications
VPK	30	0	12
K	36	0	17
1 ST	36	0	17
2 ND	36	0	14
3 RD	36	0	11
4 TH	43	1	3
5 TH	42	2	8
6 TH	33	11	7
7 TH	44	0	37
8 TH	39	5	7
	345(375)		



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I. Call to Order

II. Roll Call

III. Reports and Presentations:

1. Financial Update
 - i. 23-24 Final Budget
 - ii. Millage Update
 - iii. Bank Account(s) Update – High Yield Savings Account
2. Admin Update – Sviben
 - i. Enrollment – see attachment
 - ii. Staff Update
 1. Out of Field
 1. ELA/SS 4th Grade and ESOL –Melissa Todd
 2. M/J Science and ESOL – Amanda Dalrymple
 - iii. Facilities Update
 1. Building A Roof Completed
 2. New Building Progress
3. Discuss Possible Board Members
4. Discuss Updated Calendar – changed dates to reflect corrected to 2025

IV. Consent Agenda:

1. Approve 23-24 Final Budget
2. Approve Out of Field Teachers – Todd, Dalrymple
3. Approve Updated 24-25 Board Meeting Calendar
4. Approve RBT - ER
5. Approve Board Meeting Minutes 6/27/24

V. Non-Consent Agenda:

1. Next Meeting: Thursday, October 17, 2024 at 4:30PM

VI. Public Comment:

VII. Motion to Adjourn:

ROYAL PALM CHARTER SCHOOL
 AMENDED BUDGET VS. ACTUAL 06/30/2024

FTE BUDGET	337
FTE ACTUAL	337

	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS thru 06/30/2024	Variance \$	Variance %
161 Other Support Ad Valorem Premium Pay	8,000						8,000	8,000	-	100%
162 Support Personnel-Stipend	3,872						3,872	4,488	616	0%
200 Employee Benefits										
210 Retirement	13,933						13,933	13,205	(728)	95%
220 Social Security	28,931						28,931	27,915	(1,016)	96%
230 Group Insurance	22,465						22,465	24,595	2,130	109%
240 Worker's Compensation	2,524						2,524	11,433	8,909	453%
250 Unemployment Compensation	97						97	73	(24)	75%
300 Purchased Services										
310 Professional & Technical Services	102,601						102,601	92,614	(9,987)	90%
320 Insurance and Bond Premiums	25,883						25,883	16,286	(9,597)	63%
330 Travel	4,149						4,149	1,237	(2,912)	30%
364 Software Subscriptions	6,448						6,448	1,501	(4,947)	23%
370 Communications	13,629						13,629	12,061	(1,568)	88%
390 Other Purchased Services	1,872						1,872	2,824	952	151%
500 Supplies										
510 Supplies	9,796						9,796	8,092	(1,704)	83%
600 Capital Outlay										
642 Noncapital FF & E	852						852	639	(213)	75%
640 Furniture, fixtures and equipment	1,733						1,733	4,170	2,437	241%
700 Other Expense										
730 Dues & Fees	37,927						37,927	43,374	5,447	114%
790 Miscellaneous Expense	-						-	-	-	0%
Sub Total 7300	609,759						609,759	587,992	(21,767)	96%

ROYAL PALM CHARTER SCHOOL
 AMENDED BUDGET VS. ACTUAL 06/30/2024

FTE BUDGET	337
FTE ACTUAL	337

	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS thru 06/30/2024	Variance \$	Variance %
7600 Food Service										
100 Salaries			91,940				91,940	96,532	4,592	105%
160 Cafeteria - Other Support Personnel			3,000				3,000	3,000	-	100%
122 Salaries Ad Valorem Premium Pay			2,332				2,332	-	(2,332)	0%
162 Other Support Personnel-Stipend										
200 Employee Benefits										
210 Retirement								991	991	100%
220 Social Security			7,928				7,928	7,918	(10)	100%
230 Group Insurance			6,620				6,620	7,080	460	107%
240 Worker's Compensation			68				68	-	(68)	0%
250 Unemployment			675				675	55	(620)	8%
300 Purchased Services										
365 Software Subscriptions								1,340	1,340	100%
500 Materials & Supplies										
510 Supplies								(311)	(311)	-100%
570 Food Supplies			71,169				71,169	70,146	(1,023)	99%
600 Capital Outlay										
643 Capitalized Computer Hardware			1,745				1,745	4,110	2,365	236%
730 Dues and Fees			183,732				185,477	370	370	100%
Sub Total 7600								191,231	5,384	103%
7900 Operation of Plant										
300 Purchased Services										
320 Insurance and Bond	50,947						50,947	42,923	(8,024)	84%
350 - Repairs	20,168						20,168	20,493	20,493	100%
360 - Rentals	319						319	-	(319)	0%
380 - Public Utility Services	12,728						12,728	15,619	2,891	123%
390 - Other Purchased Services	94,000						94,000	85,958	(8,042)	91%
400 Energy Services										
430 Electricity	52,996						52,996	51,974	(1,022)	98%
500 Supplies										
510 Supplies	11,665						11,665	11,378	(287)	98%
600 Capital Outlay										
640 Furniture, fixtures and equipment	4,313						4,313	-	(4,313)	0%
630 Building and Fixed Eqpt	60,429						60,429	12,369	(48,060)	20%
670 Improvements- non building	41,970						41,970	34,508	(7,462)	82%
Sub Total 7900	349,635						329,367	275,222	(54,145)	84%

ROYAL PALM CHARTER SCHOOL
 AMENDED BUDGET VS. ACTUAL 06/30/2024

FTE BUDGET	337
FTE ACTUAL	337

	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS thru 06/30/2024	Variance \$	Variance %
8100 Maintenance of Plant										
300 Purchased Services	5,300						5,300	-	(5,300)	0%
350 Repairs and Maintenance	5,300						5,300	-	(5,300)	0%
Sub Total 8100										
9100 Community Services										
100 Salaries	14,549						14,549	15,233	684	105%
160 Other Support Personnel										
200 Employee Benefits										
210 Retirement	744						744	558	(186)	100%
220 Social Security	1,235						1,235	85	(1,320)	107%
230 Group Insurance	7,745						7,745	8,031	286	104%
240 Worker's Compensation	100						100	-	(100)	0%
250 Unemployment Compensation	15						15	3	(12)	120%
Sub Total 9100	24,388						24,388	25,160	772	103%
9200 Debt Service										
700 Other Expense										
710 Redemption of Principal					37,473		37,473	38,903	1,430	104%
715 Principal - Construction Loan										
720 Interest					194,023		194,023	205,892	11,869	106%
725 Interest - Construction Loan					24,668		24,668	43,799	19,131	178%
Sub Total 9200					256,164		256,164	288,594	32,430	113%
TOTAL EXPENSE	3,256,008		183,732	198,123	256,164		3,875,604	3,561,730	(319,244)	92%
TOTAL EXCESS REVENUE OVER EXPENDITURES	(163,543)	(26,500)	(2,981)	109,595	(256,164)	506,866	185,896	459,792	243,561	248%
OTHER FINANCING USES AND SOURCES										
PROCEEDS FROM CONSTRUCTION LOAN					1,822,840		1,822,840	1,022,325	(800,515)	56%
COST OF NEW BUILDING TRANSFERS	210,257				(1,971,340)		(1,971,340)	(1,293,621)	677,719	66%
	46,714	(26,500)	4,726	(214,983)	404,664		404,664			0%
			1,745	(105,388)		506,866	441,860	593,160	120,765	
BEGINNING FUND BALANCE	919,342			105,388		165,689	1,190,419	1,270,295	1,270,295	
ENDING FUND BALANCE	\$ 966,056	\$ (26,500)	\$ 1,745	\$ -	\$ -	\$ 672,555	\$ 1,632,279	\$ 1,863,455	1,511,825	

Erik Brown, Board President



Royal Palm Charter School

Year Round Schedule

Established July 2000

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



2023-2024 Ad Valorem Millage Proposal – 4 years

RPCS Plan will mirror BPS Plan:

80% Compensation (using attached scales)

16% Student Programs

4% Technology

RP Proportionate Share	317,656
80% Compensation	254,125
16% Student Programs	50,825
4% Technology	12,706

*BCPAO Commission will come from this section

RPCS Compensation Plan:

80% toward compensation based on BPS salary scales - F/T staff after 90 days employed

80 PERCENT COMP	254,125
SALARY STIP	106,888
2% increase	34,428
Premium Pay	113,500
Total Spent	254,816

Add'l 2% from TSIA

OVER BY \$1056

Salary Compensation – paid in paychecks, does not increase base salary

Premium Pay – one-time lump sum based on years worked

0-4: \$1000 5-9: \$4000 10-14: \$5000 15-19: \$6500 20+: \$7500

16% Student Programs

\$1,000 to staff coaches for sports teams (\$5,000)

Rental costs for gym (\$1,000 volleyball)

Look into the possibility of additional PE equipment/playground/court/etc.

4% Technology

Updated projectors/smart boards for 8 new classrooms

	24-25 Enrolled	Openings	Applications
VPK	30	0	12
K	36	0	17
1ST	36	0	17
2ND	36	0	14
3RD	36	0	11
4TH	43	1	3
5TH	42	2	8
6TH	33	11	7
7TH	44	0	37
8TH	39	5	7
	345(375)		



Royal Palm Charter School

Year Round Schedule

Established July 2000

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OUT-OF-FIELD APPROVAL REQUEST

Dalrymple, Amanda
LAST NAME, FIRST (teacher)

Royal Palm Charter
SCHOOL

919730206
Employee Identification Number

7/18/2024
Date of Out-of-Field Assignment

M/J Science & ESOL
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

___ 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] 8/20/24
Signature of Teacher Date

[Signature] 8/17/24
Signature of Principal Date

SUPERINTENDENT/BOARD APPROVAL

[Signature]
Signature of Superintendent/Board Designee
Erik Brown
Royal Palm Charter School
Board President

8/21/2024
Date



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

Todd, Melissa
LAST NAME, FIRST (teacher)

Royal Palm Charter
SCHOOL

954561701
Employee Identification Number

7/18/2024
Date of Out-of-Field Assignment

Elementary Reading/ELA 4th Grade & ESOL
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

___ 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] 8/20/24 Shannon Siben 8/1/24
Signature of Teacher Date Signature of Principal Date

SUPERINTENDENT/BOARD APPROVAL

[Signature]
Signature of Superintendent/Board Designee
Erik Brown
Royal Palm Charter School
Board President

8/21/2024
Date



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Board of Directors Meeting Calendar 2024-2025

All meetings held at Royal Palm Charter School at 4:30 PM unless indicated otherwise

Wednesday, August 21, 2024

Thursday, October 17, 2024

Thursday, February 13, 2025

Thursday, April 17, 2025

Thursday, June 19, 2025



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6/27/24 @ 4:30 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** *EB called meeting to order Rozynski 2nd*
- II. **Roll Call** *Grodecky, Brown, Rozynski, Haynes, Costa, via Zoom Sviben in person*
- III. **Reports and Presentations:** *Sviben requested to add Mental Health Plan Review to the agenda and consent agenda, Brown motioned to adopt the agenda with addition Costa 2nd motion*
 1. Financial Update
 - i. BVA presented at April meeting was through March *Sviben reviewed attached document*
 - ii. Actuals projected through 6/30/24 on Preliminary Budget *discussed expectation for final budget*
 2. Admin Update – Sviben
 - i. Enrollment – see attachment
 - ii. Strategic Plan *reviewed attachment*
 1. Staff Changes/New Hires (Strat Plan)
 1. K – Snell
 2. 1 – Mitchell
 3. 3 – Steelman
 4. 5/6 Science - Jones
 5. MJ Science – Dalrymple
 6. Guidance – Smith
 2. Curriculum *Continue programs from prior year, remove STAR assessments*
 3. Purchases, etc *Teacher wishlists, PE, Art*
 4. Changes to VPK *Mrs. Sviben explained switching to a program that requires parents to pay for the wrap around – the school has been losing funds based on the full day enrollment. Additionally, removing the certified salary teacher and sticking with VPK certified teachers as well will decrease the overall expense of VPK. This school year will be the transition year and parents will be asked to apply to ELC to see if they qualify for those funds but will not be required to pay the difference until the following school year.*
 5. Mental Health Plan *Mrs. Sviben reviewed the mental health plan*
 - iii. Preliminary 24-25 Budget (including strategic plan items)
 3. Discuss New Building Progress *still waiting for FPL hook up and Septic permit – consolidating 3rd and 4th grade classrooms in order to start the school year*
 4. Board Members *Grodecky announced to the board that she would officially be resigning her position from the board – her son graduated high school this year and thanked RP for all that it did for his foundation – she has enjoyed her time, but feels it is time to move on*
 - i. Board Positions – Re-elect *Discussed and Grodecky motioned for Brown as president, Rozynski as Vice President and remain Parent Liaison, Costa, as Secretary and Haynes to remain treasurer, all agreed*

- ii. Board Member Suggestions for additional member *Brown discussed the need to add an additional member, especially now with Grodecky resignation. Board agreed to think about potential board members and to discuss at the next board meeting*

IV. Consent Agenda:

1. Approve 22-23 Strategic Plan
 - i. New Hires (Snell, Jones, Dalrymple, Smith)
2. Approve 24-25 Preliminary Budget
3. Approve 24-25 Board Meeting Calendar
4. Approve Board Member Elections, Brown – President, Rozynski – Vice President, Costa– Secretary, Haynes - Treasurer
5. Approve Board Meeting Minutes 4/10/24

V. Non-Consent Agenda:

1. Next Meeting: Wednesday, August 8, 2024

VI. Public Comment: None

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



Erik Brown, Board President

8/21/2024
Date Approved

ROYAL PALM CHARTER

BOARD MEETING

NOTICE

Wed 8/21/2024

4:30 PM

PUBLIC INVITED

1. Budget Update
2. Building Update
3. Admin Update

Join Zoom Meeting

<https://us06web.zoom.us/j/83854892288?pwd=1X9rsCu5bpWJvFVlvG8P7VmlLbq5ip.1>

Meeting ID: 838 5489 2288

Passcode: royalpalm