



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

12/19/24 @ 9:00 AM


Board of Directors Meeting Minutes

Directors:

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

- I. **Call to Order** *Brown motioned to call meeting to order, Haynes 2nd Brown motioned to adopt the agenda, Haynes 2nd*
- II. **Roll Call** *Brown, Rozynski, Haynes, Costa, Becka via Zoom Sviben in person*
- III. **Reports and Presentations:**
1. **Financial Update** *Becka reviewed budget to actual and updated budget VPK amendment removed revenue for anticipated extended day revenue since students did not qualify for readiness funds and removed Ad Valorem, not relevant to VPK teachers. Amended K-8 budget for 7900 roof repair number, and there was a formula error on initial budget for construction loan and building construction lines*
 - i. Audit Review
 - ii. Budget to Actual Review
 - iii. Amend Budget
 2. **Admin Update – Sviben** *Sviben reviewed current enrollment numbers and discussed anticipated changes over Winter Break. Discussed new hire VanNess, and change from first hire for that position. Discussed possible hire of Miranda for 4th grade, waiting on security check and background verification. Informed board that there were many interviews held for 4th grade, so if Miranda does not work out she will be going into the classroom*
 - i. Enrollment – see attachment
 - ii. Staff Update
 1. 5th/6th SS – Hire Jessica VanNess
 2. 4th grade ELA/SS – Hire Janet Miranda
 - iii. Facilities Update *Sviben informed board that the promethean boards were installed, that we still have not received permit for updated septic system so we are still waiting. Inside of building is almost completed entirely, just need septic system so the rest of the site work can be completed*
 1. New Building Progress
 3. **Discuss Possible Board Members** *Sviben asked if the board had any recommendations for additional board member, none shared*
 4. **Discuss DRAFT 25-26 Calendar**, *Sviben reviewed draft calendar to be approved for next school year.*
- IV. **Consent Agenda:**
1. Approve Amended 24-25 Budget
 2. Approve new hire VanNess
 3. Approve 25-26 Calendar
 4. Approve Board Meeting Minutes 8/21/24
- V. **Non-Consent Agenda:**
1. Next Meeting: Wednesday February 12, 2025 at 4:30PM
- VI. **Public Comment:** *None*

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



Erik Brown, President

Date 2/20/2025



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Board of Directors Meeting Agenda

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I. Call to Order

II. Roll Call

III. Reports and Presentations:

1. Financial Update
 - i. Audit Review
 - ii. Budget to Actual Review
 - iii. Amend Budget
2. Admin Update – Sviben
 - i. Enrollment – see attachment
 - ii. Staff Update
 1. 5th/6th SS – Hire Jessica VanNess
 2. 4th grade ELA/SS – Hire Janet Miranda
 - iii. Facilities Update
 1. New Building Progress
3. Discuss Possible Board Members
4. Discuss DRAFT 25-26 Calendar

IV. Consent Agenda:

1. Approve Amended 24-25 Budget
2. Approve Board Meeting Minutes 8/21/24

V. Non-Consent Agenda:

1. Next Meeting: Thursday, February 13, 2025 at 4:30PM

VI. Public Comment:

VII. Motion to Adjourn:

ROYAL PALM CHARTER SCHOOL
Amended Budget SY 2024-2025

FTE 340

	General	Food Service	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS PROJECTED 11/30/2024	Variance	Percentage
REVENUES								
NSLP Lunch Revenue	-	172,533			173,372	69,115	(104,257)	40%
FEFP	2,727,616				2,727,616	1,116,755	(1,610,861)	41%
District capital sharing	-			63,920	63,920	-	(63,920)	0%
District millage sharing	309,819				309,819	140,339	(169,480)	45%
Capital Outlay	-			199,675	199,675	88,565	(111,110)	44%
Sales surtax	-			296,007	296,007	145,226	(150,781)	49%
IDEA	6,392				6,392	-	(6,392)	0%
UNSig Grant	29,905				29,905	-	(29,905)	0%
Misc Local						(6,726)	(6,726)	100%
Before/After Care Fees	102,612				102,612	48,384	(54,228)	47%
Fundraising	12,450				12,450	-	(12,450)	0%
	3,188,794	172,533	-	559,602	3,921,768	1,601,657		

EXPENSES
5100 Basic Education

100 Salaries								
120 Classroom Teacher	1,172,901				1,172,901	465,325	707,576	40%
122 Ad Valorem Millage	150,783				150,783	25,271	125,512	17%
123 Ad Valorem Stipends	4,000				4,000	142	3,858	4%
124 Ad Valorem Premium Pay	67,000				67,000	68,188	(1,188)	102%
125 Substitutes	23,800				23,800	18,409	5,391	77%
200 Employee Benefits								
210 Retirement	23,458				28,370	7,750	20,620	27%
220 Social Security	88,875				113,479	42,073	71,406	37%
230 Group Insurance	116,177				156,033	74,121	81,913	48%
240 Worker's Compensation	6,971				11,348	3,464	7,884	31%
250 Unemployment Compensation	9,072				5,674	106	5,568	2%
300 Purchased Services								
310 Professional & Technical Service	8,400				8,400	6,167	2,233	73%
330 Travel	1,500				1,500	-	1,500	0%
365 Software subscriptions	18,500				18,500	387	18,113	2%
390 Other Purchased Services	-				-	1,620	(1,620)	100%
500 Supplies								
510 Supplies	77,984				77,984	6,887	71,097	9%
520 Textbooks	31,840				31,840	17,633	14,207	55%
600 Capital Outlay								
642 Noncapital FF & E	6,000			22,000	28,000	5,876	22,124	21%
Sub Total 5100	1,807,260	-	-	22,000	1,899,611	743,418		39%

ROYAL PALM CHARTER SCHOOL
Amended Budget SY 2024-2025

FTE

340

	General	Food Service	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS PROJECTED 11/30/2024	Variance	Percentage
5200 Exceptional Education								
100 Salaries								
120 Classroom Teacher	210,547				210,547	85,558	124,989	41%
122 Ad Valorem Millage	17,500				17,500	9,775	7,725	56%
124 Ad Valorem Premium Pay	34,869				34,869	20,500	14,369	59%
200 Employee Benefits								
210 Retirement	5,258				5,258	2,047	3,212	39%
220 Social Security	21,033				21,033	7,941	13,093	38%
230 Group Insurance	28,921				28,921	8,000	20,921	28%
240 Worker's Compensation	2,103				2,103	695	1,408	33%
250 Unemployment Compensation	1,052				1,052	-	1,052	0%
300 Purchased Services								
310 Professional & Technical Services	55,792				55,792	13,390	42,402	24%
Sub Total 5200	377,076				377,076	147,905		39%
6120 Guidance Services								
100 Salaries								
130 Other Certified Personnel	59,815				59,815	23,106	36,709	39%
132 Ad Valorem Millage					-	350	(350)	#DIV/0!
134 Ad Valorem Premium Pay					-	1,000	(1,000)	#DIV/0!
200 Employee Benefits								
210 Retirement	-				1,196	69	1,127	6%
220 Social Security	4,247				4,785	1,871	2,914	39%
230 Group Insurance	5,552				6,580	(43)	6,623	-1%
240 Worker's Compensation	333				479	147	332	31%
250 Unemployment Compensation	378				239	18	221	8%
Sub Total 6120	70,324				73,094	26,518		36%
6400 Staff Development								
300 Purchased services								
330 Travel & Training	13,000				13,000	-	13,000	0%
Sub Total 6400	13,000				13,000			
6500 Instructional Technology								
300 Purchased services								
310 Professional & Tech Svcs	56,280				56,280	28,205	28,075	50%
500 Materials & Supplies								
510 Supplies	20,008				20,008	16,235	3,773	81%
Sub Total 6500	76,288				76,288	44,440		58%

ROYAL PALM CHARTER SCHOOL
Amended Budget SY 2024-2025

FTE		340											
		General	Food Service	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS PROJECTED 11/30/2024	Variance	Percentage				
7300 School Administrative													
100 Salaries													
110 Administrator		191,408				191,408	90,455	100,953	47%				
160 Support Personnel		90,790				90,790	19,145	71,645	21%				
122 Ad Valorem Millage		54,837				54,837	11,155	43,682	20%				
124 Ad Valorem Premium Pay		22,000				22,000	22,000	0	100%				
200 Employee Benefits													
210 Retirement		7,181				7,181	4,366	2,815	61%				
220 Social Security		20,982				20,982	10,876	10,106	52%				
230 Group Insurance		39,494				39,494	10,161	29,333	26%				
240 Worker's Compensation		2,872				2,872	999	1,873	35%				
250 Unemployment Compensation		1,436				1,436	-	1,436	0%				
300 Purchased Services													
310 Professional & Technical Service		28,824				28,824	1,380	27,444	5%				
320 Insurance and Bond Premiums		17,190				17,190	-	17,190	0%				
330 Travel		3,120				3,120	1,759	1,361	56%				
365 Software Subscriptions		5,135				5,135	1,984	3,151	39%				
370 Communications		12,700				12,700	4,647	8,053	37%				
390 Other Purchased Services		1,750				1,750	864	886	49%				
500 Supplies													
510 Supplies		9,030				9,030	3,115	5,915	34%				
600 Capital Outlay													
642 Noncapital FF & E		1,300				1,300	-	1,300	0%				
644 Noncap Computer Hardware		1,800				1,800	-	1,800	0%				
700 Other Expense													
730 Dues & Fees		40,550				40,550	21,018	19,532	52%				
Sub Total 7300		552,398				552,398	203,924		37%				
7500 Fiscal Services													
300 Purchased Services													
310 Professional & Technical Service		72,000				72,000	39,000	33,000	54%				
Sub Total 7500		72,000				72,000	39,000		54%				
7600 Food Service													
100 Salaries													
160 Cafeteria - Other Support Personnel			88,516			88,516	34,176	54,340	39%				
122 Ad Valorem Millage			7,073			7,073	1,477	5,596	21%				
124 Ad Valorem Premium Pay			3,000			3,000	2,000	1,000	67%				
200 Employee Benefits													
210 Retirement			1,972			1,972	219	1,753	11%				
220 Social Security			7,542			7,542	2,876	4,666	38%				
230 Group Insurance			7,887			7,887	3,399	4,488	43%				
240 Worker's Compensation			789			789	226	563	29%				
250 Unemployment			394			394	-	394	0%				
500 Materials & Supplies													
570 Food Supplies			73,650			73,650	32,661	40,989	44%				
600 Capital Outlay													
642 Noncapital FF & E			2,200			2,200	220	1,980	10%				
Sub Total 7600			193,023			193,023	77,254		40%				

ROYAL PALM CHARTER SCHOOL
Amended Budget SY 2024-2025

FTE

340

	General	Food Service	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS PROJECTED 11/30/2024	Variance	Percentage
7900 Operation of Plant								
300 Purchased Services								
320 Insurance and Bond	-			35,225	35,225	4,468	30,757	13%
350 - Repairs	-			18,150	18,150	2,030	16,120	11%
360 - Rentals	250			250	250	-	250	0%
380 - Public Utility Services	13,200			13,200	13,200	4,103	9,097	31%
390 - Other Purchased Services	81,500			81,500	81,500	37,946	43,554	47%
400 Energy Services				-	-	19,838	33,062	38%
430 Electricity	52,900			-	52,900			
500 Supplies				-	-	6,045	5,455	53%
510 Supplies	11,500			11,500	11,500			
600 Capital Outlay				-	-	69,434	(39,434)	231%
630 Building and Fixed Equipment	30,000			-	30,000			
Sub Total 7900	189,350	-	-	53,375	242,725	143,865		59%
9100 Community Services								
100 Salaries								
160 Other Support Personnel	19,546				19,546	3,326	16,220	17%
200 Employee Benefits								
220 Social Security	391				391	254	136	65%
230 Group Insurance	2,150				2,150	2,797	(647)	130%
240 Worker's Compensation	156				156	20	136	13%
250 Unemployment Compensation	78				78	-	78	0%
500 Supplies								
510 Supplies	500				500	-	500	0%
Sub Total 9100	22,821	-	-	-	22,821	6,398		28%
9200 Debt Service								
700 Other Expense								
710 Redemption of Principal	-		45,270		45,270	8,132	37,138	18%
720 Interest	-		188,225		188,225	128,008	60,217	68%
710 Redemption of Principal-new	-		8,031		8,031	-	8,031	0%
720 Interest-new	-		63,561		63,561	-	63,561	0%
710 Construction loan interest	-		71,270		71,270	-	71,270	0%
Sub Total 9200	-	-	376,357	-	376,357	136,140	240,217	36%
TOTAL EXPENSE	3,180,517	193,023	376,357	75,375	3,898,393	1,568,861		
TOTAL EXCESS REVENUE OVER EXPENDITURES BEFORE	8,277	(20,490)	(376,357)	484,227	95,657	32,796		
BUILDING CONSTRUCTION				(648,208)	(648,208)	(301,450)	346,758	47%
CONSTRUCTION LOAN				800,515	800,515	393,385	(407,130)	49%
TOTAL EXCESS REVENUE OVER EXPENDITURES AFTER	8,277	(20,490)	(376,357)	636,534	247,964	124,731		
BUILDING CONSTRUCTION	(20,490)	20,490	376,357	(376,357)	-	1,192,160		
TRANSFERS	1,151,517	(100,553)	-	-	1,050,964	1,192,160		
BEGINNING FUND BALANCE	1,139,304	(100,553)	-	260,177	1,298,928	1,316,891		
ENDING FUND BALANCE								

ROYAL PALM CHARTER SCHOOL
 AMENDED Budget 2024-2025 VPK

	BUDGET 2024- 2025	ACTUALS 11/30/2024
REVENUES		
State revenue	\$ 81,074	\$ 24,694
Wrap program	69,024	-
TOTAL REVENUES	150,098	24,694
EXPENDITURES		
5500 VPK		
130 Other Certified Personnel	161,285	44,800
132 Ad Valorem Millage	-	860
134 Ad Valorem Premium Pay		2,000
Total Instruction Salaries	161,285	45,660
Retirement	3,226	644
Payroll taxes	12,903	3,600
Health insurance	1,290	6,452
Workers compensation	645	-
Total Instruction Benefits	18,064	10,696
Supplies	750	-
Total VPK Other	750	-
TOTAL EXPENDITURES	180,099	56,356
EXCESS REVENUE OVER EXPENDITURES	(30,001)	(31,662)
FUND BALANCE, BEGINNING	\$ (170,258)	\$ (138,596)
FUND BALANCE, ENDING	\$ (200,259)	\$ (170,258)

	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)		

25-26 ROYAL PALM CHARTER SCHOOL
 ROUND CALENDAR

YEAR

JULY	SAT	12	MEET THE TEACHER DAY 9AM-11AM
	WED	16	FIRST DAY OF SCHOOL FOR STUDENTS (1ST-8TH)
	FRI	18	FIRST DAY OF SCHOOL VPK & K STUDENTS
AUGUST	FRI	15	FIRST INTERIM ENDS FOR ALL
	THURS	21	FIRST INTERIMS ISSUED TO 1ST-8TH
SEPTEMBER	MON	1	LABOR DAY HOLIDAY FOR ALL
	WED	16	END FIRST NINE WEEKS (44 DAYS)
	WED	17-30	FALL BREAK
OCTOBER	TUES	1-7	FALL BREAK
	WED	8	SCHOOL RESUMES
	WED	15	REPORT CARDS ISSUED
NOVEMBER	MON-FRI	3-7	STUDENT LED CONFERENCES
	FRI	7	2ND INTERIM ENDS FOR ALL
	FRI	14	2ND INTERIMS ISSUED TO 1ST-8TH
	MON-FRI	24-28	THANKSGIVING HOLIDAY FOR ALL
DECEMBER	MON-WED	15-17	EXAMS 1:00PM DISMISSAL - END OF 1ST SEMESTER (46 DAYS)
	THUR-WED	18-7	WINTER BREAK
JANUARY	THURS	8	STUDENTS RETURN, 2ND SEMESTER BEGINS
	THURS	15	REPORT CARDS ISSUED
FEBRUARY	FRI	6	THIRD INTERIM ENDS FOR ALL
	FRI	13	THIRD INTERIM ISSUED
	MON-FRI	16-20	STUDENT LED CONFERENCES
MARCH	WED	11	END OF 3RD QUARTER (45 DAYS)
	THURS	12 TO 1	SPRING BREAK
APRIL	THURS	2	CLASSES RESUME: STUDENTS RETURN
	THURS	9	REPORT CARDS ISSUED
MAY	FRI	1	END OF 4TH INTERIM
	FRI	8	4TH INTERIM ISSUED
	MON	25	MEMORIAL DAY - HOLIDAY FOR ALL
JUNE	TUES-THURS	2-4	1:00 PM DISMISSAL EXAMS
	THURS	4	LAST DAY FOR STUDENTS (45 DAYS)
JULY	THURS	16	FIRST DAY 26-27

STUDENT DAYS 180
 TEACHER WORK DAYS 192

6	JULY 8-15 Teacher workdays
0.5	JULY 12 Meet the Teacher
1	Oct 7 Teacher Workday
0.5	Oct 24 Trunk of Treat
0.25	Dec 12 Holiday Concert/Santa
1	Jan 7 Teacher Workday
0.5	Mar 7 Lighthouse Day (half day)
1	April 1 Teacher Workday
0.25	April 23 Success Night
** 0.25	Feb 20/May 15 MS Dance/4-6 Dance for Babies
0.75	June 5 Teacher Workday
12	

Other Important Dates

NOV 3-7 STUDENT LED CONFERENCES
 Feb 16-20 Student Led Conferences - school day
 May 11-15 Genius/Leadership Day
 May 22 Color Run for Babies VPK-3

*additional PD/events may be planned
 which would be eligible for comp time*

Teachers earn 8 hours PTO / month until 56 hrs

ROYAL PALM CHARTER

BOARD MEETING

NOTICE

Wed 12/19/24

9:00 AM

PUBLIC INVITED

I. Reports and Presentations:

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3. Discuss Possible Board Members
4. Discuss DRAFT 25-26 Calendar

Join Zoom Meeting

<https://us06web.zoom.us/j/83195379996?pwd=vUYz4bXUObG3bWaCaVF5rtbC9VTm9W.1>

Meeting ID: 831 9537 9996

Passcode: royalpalm