

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

2/20/25 @ 4:30PM

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

II. Roll Call

III. Reports and Presentations:

1. Financial Update
2. Admin Update – Sviben
 - i. Enrollment Update
 - ii. Staff Update
 1. Out of Field Teaches
 1. ESOL – VanNess, Rexach, Steelman, ^{Melhoff}Wenzlawsh
 2. Subject – Surrena – Intensive Reading
 - iii. Facilities Update
 1. New Building Progress
3. Discuss Possible Board Members

IV. Consent Agenda:

1. Approve Out of Field Teachers
2. Approve Board Meeting Minutes 12/19/24

V. Non-Consent Agenda:

1. Next Meeting: Thursday, April 17, 2025 at 4:30PM

VI. Public Comment:

VII. Motion to Adjourn:

ROYAL PALM CHARTER SCHOOL
BUDGET TO ACTUAL 12.31.2024

FTE 340

	General	Food Service	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 12/31/2024	Variance	Percentage
REVENUES								
NSLP Lunch Revenue	-	172,533	-	-	173,372	83,711 (89,661)	48%	
FEFP	2,727,616	-	-	-	2,727,616	1,340,193 (1,387,423)	49%	
District capital sharing	-	-	-	63,920	63,920	66,229 2,309	104%	
District millage sharing	309,819	-	-	-	309,819	168,407 (141,412)	54%	
Capital Outlay	-	-	-	199,675	199,675	106,131 (93,544)	53%	
Sales surtax	-	-	-	296,007	296,007	119,594 (176,413)	40%	
IDEA	6,392	-	-	-	6,392	29,020 22,628	454%	
UNSig Grant	29,905	-	-	-	29,905	- (29,905)	0%	
Student Activities	-	-	-	-	-	(15,371) (15,371)	100%	
Before/After Care Fees	102,612	-	-	-	102,612	56,561 (46,051)	55%	
Fundraising	12,450	-	-	-	12,450	2,469 (9,991)	20%	
	3,188,794	172,533	-	559,602	3,921,768	1,956,924 (1,964,844)	50%	
							Net student activities	

EXPENSES
5100 Basic Education

100 Salaries								
120 Classroom Teacher	1,172,901	-	-	-	1,172,901	559,709 613,192	48%	
122 Ad Valorem Millage	150,783	-	-	-	150,783	29,235 121,548	19%	
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	19,247 4,553	81%	
200 Employee Benefits								
210 Retirement	23,458	-	-	-	23,458	9,011 19,359	32%	
220 Social Security	88,875	-	-	-	113,479	49,287 64,192	43%	
230 Group Insurance	116,177	-	-	-	156,033	87,987 68,046	56%	
240 Worker's Compensation	6,971	-	-	-	11,348	9,371 1,977	83%	
250 Unemployment Compensation	9,072	-	-	-	5,674	124 5,550	2%	
300 Purchased Services								
310 Professional & Technical Services	8,400	-	-	-	8,400	22,390 (13,990)	267%	
330 Travel	1,500	-	-	-	1,500	- 1,500	0%	
365 Software subscriptions	18,500	-	-	-	18,500	10,557 7,943	57%	
500 Supplies								
510 Supplies	77,984	-	-	-	77,984	26,327 51,657	34%	
520 Textbooks	31,840	-	-	-	31,840	4,878 26,962	15%	
600 Capital Outlay								
643 Capital Computer Hardware	6,000	-	-	22,000	-	20,000 (20,000)	100%	
642 Noncapital FF & E	1,807,260	-	-	22,000	28,000	10,360 17,640	37%	
Sub Total 5100					1,899,611	926,813	49%	

ROYAL PALM CHARTER SCHOOL
BUDGET TO ACTUAL 12.31.2024

FTE	340	General	Food Service	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 12/31/2024	Variance	Percentage
5200 Exceptional Education									
100 Salaries									
120 Classroom Teacher	210,547					210,547	102,791	107,756	49%
122 Ad Valorem Millage	17,500					17,500	11,833	5,667	68%
124 Ad Valorem Premium Pay	34,869					34,869	20,500	14,369	59%
200 Employee Benefits									
210 Retirement	5,258					5,258	2,390	2,868	45%
220 Social Security	21,033					21,033	9,240	11,793	44%
230 Group Insurance	28,921					28,921	9,563	19,358	33%
240 Worker's Compensation	2,103					2,103	1,872	231	89%
250 Unemployment Compensation	1,052					1,052	2	1,050	0%
300 Purchased Services									
310 Professional & Technical Services	55,792					55,792	-	55,792	0%
Sub Total 5200	377,076					377,076	158,191	218,885	42%
6120 Guidance Services									
100 Salaries									
130 Other Certified Personnel	59,815					59,815	27,707	32,108	46%
132 Ad Valorem Millage						-	450	(450)	100%
134 Ad Valorem Premium Pay						-	1,000	(1,000)	100%
200 Employee Benefits									
210 Retirement						1,196	69	1,127	6%
220 Social Security	4,247					4,785	2,231	2,554	47%
230 Group Insurance	5,552					6,580	(65)	6,645	-1%
240 Worker's Compensation	333					479	404	75	84%
250 Unemployment Compensation	378					239	18	221	8%
Sub Total 6120	70,324					73,094	31,814	41,280	44%
6400 Staff Development									
300 Purchased services									
330 Travel & Training	13,000					13,000	-	13,000	0%
Sub Total 6400	13,000					13,000	-	13,000	0%
6500 Instructional Technology									
300 Purchased services									
310 Professional & Tech Svcs	56,280					56,280	34,095	22,185	61%
500 Materials & Supplies									
510 Supplies	20,008					20,008	17,423	2,585	87%
600 Capital Outlay									
644 Capital F&E	76,288					76,288	7,200	(7,200)	100%
Sub Total 6500	76,288					76,288	56,718	17,570	200%
									4 cameras

ROYAL PALM CHARTER SCHOOL
BUDGET TO ACTUAL 12.31.2024

FTE 340

	General	Food Service	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 12/31/2024	Variance	Percentage
7300 School Administrative								
100 Salaries								
110 Administrator	191,408				191,408	87,297	104,111	46%
160 Support Personnel	90,790				90,790	43,419	47,371	48%
122 Ad Valorem Millage	54,837				54,837	12,877	41,960	23%
124 Ad Valorem Premium Pay	22,000				22,000	22,000	0	100%
200 Employee Benefits								
210 Retirement	7,181				7,181	5,125	2,056	71%
220 Social Security	20,982				20,982	12,614	8,368	60%
230 Group Insurance	39,494				39,494	12,427	27,067	31%
240 Worker's Compensation	2,872				2,872	2,294	578	80%
250 Unemployment Compensation	1,436				1,436	-	1,436	0%
300 Purchased Services								
310 Professional & Technical Services	28,824				28,824	18,760	10,064	65%
320 Insurance and Bond Premiums	17,190				17,190	7,240	9,950	42%
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	5,260	7,440	41%
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	22,933	17,617	57%
Sub Total 7300	552,398	-	-	-	552,398	259,968	292,430	47%
7500 Fiscal Services								
300 Purchased Services								
310 Professional & Technical Services	72,000				72,000	27,000	45,000	38%
Sub Total 7500	72,000	-	-	-	72,000	27,000	45,000	38%
7600 Food Service								
100 Salaries								
160 Cafeteria - Other Support Personnel	88,516				88,516	41,117	47,399	46%
122 Ad Valorem Millage	7,073				7,073	1,711	5,362	24%
124 Ad Valorem Premium Pay	3,000				3,000	2,000	1,000	67%
200 Employee Benefits								
210 Retirement	1,972				1,972	244	1,728	12%
220 Social Security	7,542				7,542	3,424	4,118	45%
230 Group Insurance	7,887				7,887	4,074	3,813	52%
240 Worker's Compensation	789				789	269	520	34%
250 Unemployment	394				394	-	394	0%
500 Materials & Supplies								
570 Food Supplies	73,650				73,650	-	73,650	0%
600 Capital Outlay								
642 Noncapital FF & E	2,200				2,200	-	2,200	0%
Sub Total 7600	193,023	-	-	-	193,023	52,839	140,184	27%

ROYAL PALM CHARTER SCHOOL
BUDGET TO ACTUAL 12.31.2024

FTE 340

	General	Food Service	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 12/31/2024	Variance	Percentage
7900 Operation of Plant								
300 Purchased Services								
320 Insurance and Bond	-			35,225	35,225	21,976	13,249	62%
350 - Repairs	-			18,150	18,150	2,030	16,120	11%
360 - Rentals	250				250	-	250	0%
380 - Public Utility Services	13,200				13,200	4,830	8,370	37%
390 - Other Purchased Services	81,500				81,500	48,102	33,398	59%
400 Energy Services								
430 Electricity	52,900				52,900	23,925	28,975	45%
500 Supplies								
510 Supplies	11,500				11,500	7,031	4,469	61%
600 Capital Outlay								
630 Building and Fixed Equipment	30,000				30,000	69,433	(39,433)	231%
700 Other Expense								
730 Dues & Fees	189,350			53,375	242,725	177,613	65,112	200%
Sub Total 7900								
9100 Community Services								
100 Salaries								
160 Other Support Personnel	19,546				19,546	1,824	17,722	9%
200 Employee Benefits								
220 Social Security	391				391	76	315	19%
230 Group Insurance	2,150				2,150	2,836	(686)	132%
240 Worker's Compensation	156				156	66	90	42%
250 Unemployment Compensation	78				78	-	78	0%
500 Supplies								
510 Supplies	500				500	-	500	0%
Sub Total 9100								
9200 Debt Service								
700 Other Expense								
710 Redemption of Principal			45,270		45,270	10,782	34,488	24%
720 Interest			188,225		188,225	139,863	48,362	74%
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	41,346	29,924	58%
Sub Total 9200								
TOTAL EXPENSE	3,180,517	193,023	376,357	75,375	3,898,933	1,889,749	2,008,644	48%
TOTAL EXCESS REVENUE OVER EXPENDITURES BEFORE BUILDING CONSTRUCTION	8,277	(20,490)	(376,357)	484,227	95,637	67,175	28,482	70%
CONSTRUCTION IN PROGRESS								
PROCEEDS FROM CONSTRUCTION LOAN								
TOTAL EXCESS REVENUE OVER EXPENDITURES AFTER BUILDING CONSTRUCTION	8,277	(20,490)	(376,357)	638,534	247,964	224,473	(23,491)	91%
TRANSFERS	(20,490)	20,490	376,357	(376,357)				
BEGINNING FUND BALANCE	1,151,517	(100,553)			1,050,964	1,192,160	141,196	113%
ENDING FUND BALANCE	1,139,304	(100,553)	-	260,177	1,298,928	1,416,633	117,705	109%

Erik Brown, Board President



	24-25 Enrolled	25-26 Enrolled	Applications
VPK	28	30	15
K	36	36	19
1 ST	35	36	7
2 ND	33	36	7
3 RD	36	36	4
4 TH	41	43	0
5 TH	40	44	3
6 TH	33	44	1
7 TH	44	44	1
8 TH	38	44	3
	336 (364)	363 (393)	

SCHOOL BOARD OF BREVARD COUNTY
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6699

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

VanDess Jessica
LAST NAME, FIRST (teacher)

Royal Palm Charter
SCHOOL

Employee Identification Number 947320731
12/03/2024

Date of Out-of-Field Assignment in ESOL (THIS SCHOOL YEAR)
(The date an ELL student is placed in the Language Arts/English OR Reading teacher's class this school year.)

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.

Signature of Teacher _____ Date _____

Sharon Eulen 2/20/25
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

Erik Brown
Signature of Superintendent Designee
Erik Brown, Board President

2/20/2025
Date

Please upload this form at the link that was provided with the new procedures.
(within 30 days of assignment)

DO NOT SEND IN THE COURIER!

Keep a copy of this form and parent notification at your school for auditing purposes.

Revised 6-5-2023

Dori Howard, Human Resources

SCHOOL BOARD OF BREVARD COUNTY
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6699

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

Rexach, Margarita
LAST NAME, FIRST (teacher)

Royal Palm Charter
SCHOOL

Employee Identification Number 943405185
7. . 2024

Date of Out-of-Field Assignment in ESOL (THIS SCHOOL YEAR)
(The date an ELL student is placed in the Language Arts/English OR Reading teacher's class this school year.)

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.

[Signature] 2/20/25
Signature of Teacher Date

[Signature] 2/20/25
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

[Signature]
Signature of Superintendent Designee
Erik Brown, Board President

2/20/2025
Date

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Revised 6-5-2023

Dori Howard, Human Resources

SCHOOL BOARD OF BREVARD COUNTY
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6699

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

Steelman, Theresa
LAST NAME, FIRST (teacher)

Royal Palm Charter
SCHOOL

Employee Identification Number 902096659
7.2024

Date of Out-of-Field Assignment in ESOL (THIS SCHOOL YEAR)
(The date an ELL student is placed in the Language Arts/English OR Reading teacher's class this school year.)

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.

Theresa Steelman 2/20/25
Signature of Teacher Date

[Signature] 2/20/25
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

[Signature]
Signature of Superintendent Designee
Erik Brown, Board President

2/20/2025
Date

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Revised 6-5-2023

Dori Howard, Human Resources

SCHOOL BOARD OF BREVARD COUNTY
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6699

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

Mellott Suellen
LAST NAME, FIRST (teacher)

Royal Palm Charter
SCHOOL

Employee Identification Number 963255010
7.2024

Date of Out-of-Field Assignment in ESOL (THIS SCHOOL YEAR)
(The date an ELL student is placed in the Language Arts/English OR Reading teacher's class this school year.)

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.

Suellen Mellott 2-20-25
Signature of Teacher Date

Sailor 2/20/25
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

[Signature]
Signature of Superintendent Designee
Erik Brown, Board President

2/20/2025
Date

Please upload this form at the link that was provided with the new procedures.
(within 30 days of assignment)

DO NOT SEND IN THE COURIER!
Keep a copy of this form and parent notification at your school for auditing purposes.

Revised 6-5-2023
Dori Howard, Human Resources



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

Monica Surrena Royal Palm Charter
LAST NAME, FIRST (teacher) SCHOOL

900300092
Employee Identification Number

07/17/2024 7th/8th grade Intensive Reading
Date of Out-of-Field Assignment 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.

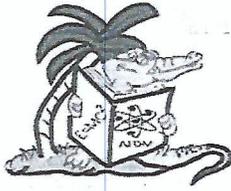
OR

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] 2/20/25 [Signature] 2/20/25
Signature of Teacher Date Signature of Principal Date

SUPERINTENDENT/BOARD APPROVAL

[Signature] 2/20/2025
Signature of Superintendent/Board Designee Date
Erik Brown, Board President



7145 Babcock Street, S.E.
Palm Bay, Florida 32909
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www.royalpalmcharter.com

12/19/24 @ 9:00 AM

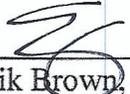
Board of Directors Meeting Minutes

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 2/23/2025

**ROYAL PALM CHARTER
BOARD MEETING
NOTICE
Wed 2/20/25
4:30 PM
PUBLIC INVITED**

- I. Call to Order**
- II. Roll Call**
- III. Reports and Presentations:**
 - 1. Financial Update
 - 2. Admin Update – Sviben
 - i. Enrollment Update
 - ii. Staff Update
 - iii. Facilities Update
 - 1. New Building Progress
 - 3. Discuss Possible Board Members
 - 4. Discuss 25-26 Calendar
- IV. Consent Agenda:**
 - 1. Approve 25-26 Calendar
 - 2. Approve Board Meeting Minutes 12/19/24
- V. Non-Consent Agenda:**
 - 1. Next Meeting: Thursday, April 17, 2025 at 4:30PM
- VI. Public Comment:**
- VII. Motion to Adjourn:**

Join Zoom Meeting

<https://us06web.zoom.us/j/86972236959?pwd=hexX6Tm55oRZigxHxeK316tttZv679.1>

Meeting ID: 869 7223 6959

Passcode: royalpalm