

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

4/17/25 @ 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
    - i. BVA
  2. Admin Update – Sviben
    - i. Enrollment Update
    - ii. Staff Update
    - iii. Facilities Update
      1. New Building Progress
      2. Furniture Acquisition
        1. 18 chairs, 18 desks \$61,518.64 for 8 rooms
        2. 8 metal locking cabinets, one per room \$940.72
        3. 16 metal bookshelves, 2 per room, \$1,638.40
      3. Ribbon Cutting
  3. Discuss Possible Board Members
    - i. Haynes recommendation
- IV. Consent Agenda:
  1. Approve Board Meeting Minutes 2/20/25
- V. Non-Consent Agenda:
  1. Next Meeting: Thursday, June 19, 2025 at 4:30PM
- VI. Public Comment:
- VII. Motion to Adjourn:

ROYAL PALM CHARTER SCHOOL  
BUDGET TO ACTUAL 03.31.2025

FTE 340

FTE

REVENUES

	General	Food Service	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 03/31/2025	Variance	Percentage	PROPOSED AMENDMENTS
NSLP Lunch Revenue	-	172,533	-	-	173,372	128,771	(44,601)	74%	
FEFP	2,727,616	-	-	-	2,727,616	2,009,173	(718,443)	74%	
District capital sharing	-	-	-	63,920	63,920	66,229	2,309	104%	
District millage sharing	309,819	-	-	-	309,819	252,610	(57,209)	82%	
Capital Outlay	-	-	-	199,675	199,675	140,277	(59,398)	70%	
Sales surtax	-	-	-	296,007	296,007	204,494	(91,513)	69%	
IDEA	6,392	-	-	-	6,392	27,613	21,221	432%	
UNSig Grant	29,905	-	-	-	29,905	-	(29,905)	0%	
Student Activities	102,612	-	-	-	102,612	(29,718)	(29,718)	100%	30,000.00
Before/After Care Fees	12,450	-	-	-	12,450	86,550	(18,062)	84%	
Fundraising	3,188,794	172,533	-	559,602	3,921,768	2,896,313	(1,025,455)	83%	
								74%	

EXPENSES

5100 Basic Education

100 Salaries	1,172,901				1,172,901	871,056	301,845	74%	
120 Classroom Teacher	150,783				150,783	42,752	108,031	28%	(48,864.00)
122 Ad Valorem Millage	4,000				4,000	142	3,858	4%	
123 Ad Valorem Stipends	67,000				67,000	68,188	(1,188)	102%	
124 Ad Valorem Premium Pay	23,800				23,800	33,658	(9,858)	141%	
125 Substitutes									
200 Employee Benefits									
210 Retirement	23,458				28,370	12,574	15,796	44%	
220 Social Security	88,875				113,479	76,035	37,444	67%	
230 Group Insurance	116,177				156,033	143,354	12,679	92%	
240 Workers Compensation	6,971				11,348	7,135	4,213	63%	
250 Unemployment Compensation	9,072				5,674	383	5,291	7%	
300 Purchased Services									
310 Professional & Technical Services	8,400				8,400	30,622	(22,222)	365%	
330 Travel	1,500				1,500	1,573	(73)	105%	
365 Software subscriptions	18,500				18,500	26,933	(8,433)	146%	
500 Supplies									
510 Supplies	77,984				77,984	13,824	64,160	18%	
520 Textbooks	31,840				31,840	31,809	31	100%	
600 Capital Outlay									
643 Capital Computer Hardware									promethean boards
642 Noncapital FF & E	6,000					22,864	(22,864)	100%	48,864.00
Sub Total 5100	1,807,260	-	-	22,000	28,000	12,493	15,507	45%	
					1,899,811	1,395,395		73%	

ROYAL PALM CHARTER SCHOOL  
BUDGET TO ACTUAL 03.31.2025

	FTE	3-40	General	Food Service	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 03/31/2025	Variance	Percentage	PROPOSED AMENDMENTS
<b>5200 Exceptional Education</b>											
100 Salaries											
120 Classroom Teacher			210,547				210,547	159,546	51,001	76%	
122 Ad Valorem Millage			17,500				17,500	17,044	456	97%	
124 Ad Valorem Premium Pay			34,869				34,869	20,500	14,369	59%	
200 Employee Benefits											
210 Retirement			5,258				5,258	3,593	1,665	68%	
220 Social Security			21,033				21,033	13,458	7,575	64%	
230 Group Insurance			28,921				28,921	15,066	13,855	52%	
240 Worker's Compensation			2,103				2,103	1,276	827	61%	
250 Unemployment Compensation			1,052				1,052	41	1,011	4%	
300 Purchased Services											
310 Professional & Technical Services			55,792				55,792	230,524	146,551	0%	
<b>Sub Total 5200</b>			<b>377,076</b>				<b>377,076</b>			<b>61%</b>	
<b>6120 Guidance Services</b>											
100 Salaries											
130 Other Certified Personnel			59,815				59,815	44,181	15,634	74%	
132 Ad Valorem Millage								800	(800)	100%	
134 Ad Valorem Premium Pay								1,000	(1,000)	100%	
200 Employee Benefits											
210 Retirement								69	1,127	6%	
220 Social Security			4,247				4,785	3,378	1,407	71%	
230 Group Insurance			5,552				6,580	6,580	0	0%	
240 Workers Compensation			333				479	353	125	74%	
250 Unemployment Compensation			378				239	29	210	12%	
<b>Sub Total 6120</b>			<b>70,324</b>				<b>73,094</b>	<b>49,810</b>	<b>23,283</b>	<b>68%</b>	
<b>6400 Staff Development</b>											
300 Purchased services											
330 Travel & Training			13,000				13,000	-	13,000	0%	
<b>Sub Total 6400</b>			<b>13,000</b>				<b>13,000</b>			<b>0%</b>	
<b>6500 Instructional Technology</b>											
300 Purchased services											
310 Professional & Tech Svcs			56,280				56,280	39,994	16,286	71%	
500 Materials & Supplies											
510 Supplies			20,008				20,008	23,382	(3,374)	117%	3,500.00
600 Capital Outlay											4 cameras
644 Capital FF&E			76,288				76,288	7,200	(7,200)	100%	7,200.00
<b>Sub Total 6500</b>			<b>76,288</b>				<b>76,288</b>	<b>70,576</b>	<b>5,712</b>	<b>93%</b>	

ROYAL PALM CHARTER SCHOOL  
BUDGET TO ACTUAL 03.31.2025

FTE		340													
		General	Food Service	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 03/31/2025	Variance	Percentage	PROPOSED AMENDMENTS					
7300 School Administrative															
100 Salaries															
110 Administrator		191,408				191,408	150,482	40,926	79%						
160 Support Personnel		90,790				90,790	100,785	(9,995)	111%						
122 Ad Valorem Millage		54,837				54,837	18,904	35,933	34%						
124 Ad Valorem Premium Pay		22,000				22,000	22,000	0	100%						
200 Employee Benefits															
210 Retirement		7,181				7,181	7,783	(602)	108%						
220 Social Security		20,982				20,982	19,135	1,847	91%						
230 Group Insurance		39,494				39,494	19,923	19,571	50%						
240 Worker's Compensation		2,872				2,872	1,204	1,668	42%						
250 Unemployment Compensation		1,436				1,436	46	1,390	3%						
300 Purchased Services															
310 Professional & Technical Services		28,824				28,824	12,530	16,294	43%						
320 Insurance and Bond Premiums		17,190				17,190	22,883	(5,693)	133%						
330 Travel		3,120				3,120	2,915	205	93%						
365 Software Subscriptions		5,135				5,135	2,452	2,683	48%						
370 Communications		12,700				12,700	7,103	5,597	56%						
390 Other Purchased Services		1,750				1,750	864	886	48%						
500 Supplies															
510 Supplies		9,030				9,030	4,705	4,325	52%						
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	30,872	9,678	76%						
		552,398				552,398	424,586	127,812	77%						
Sub Total 7300															
7600 Fiscal Services															
300 Purchased Services															
310 Professional & Technical Services		72,000				72,000	57,000	15,000	79%						
		72,000				72,000	57,000	15,000	79%						
7600 Food Service															
100 Salaries															
160 Cafeteria - Other Support Personnel			88,516			88,516	50,407	38,109	57%						
122 Ad Valorem Millage			7,073			7,073	2,530	4,543	36%						
124 Ad Valorem Premium Pay			3,000			3,000	2,000	1,000	67%						
200 Employee Benefits															
210 Retirement			1,972			1,972	331	1,641	17%						
220 Social Security			7,542			7,542	5,315	2,227	70%						
230 Group Insurance			7,887			7,887	6,479	1,408	82%						
240 Worker's Compensation			789			789	403	385	51%						
250 Unemployment			394			394	24	370	6%						
500 Materials & Supplies															
570 Food Supplies			73,650			73,650	55,747	17,903	76%						
600 Capital Outlay															
642 Noncapital FF & E			2,200			2,200	2,200		0%						
			193,023			193,023	123,236	69,787	64%						
Sub Total 7600															

ROYAL PALM CHARTER SCHOOL  
BUDGET TO ACTUAL 03/31/2025

	FTE	340	General	Food Service	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 03/31/2025	Variance	Percentage	PROPOSED AMENDMENTS
<b>7900 Operation of Plant</b>											
300 Purchased Services											
320 Insurance and Bond							35,225	22,159	13,066	63%	
350 · Repairs							18,150	4,612	13,538	25%	
360 · Rentals		250					250		250	0%	
380 · Public Utility Services		13,200					13,200	6,555	6,645	50%	
390 · Other Purchased Services		81,500					81,500	65,998	15,502	81%	
400 Energy Services											
430 Electricity		52,900					52,900	35,033	17,867	66%	
500 Supplies											
510 Supplies		11,500					11,500	8,685	2,815	76%	
600 Capital Outlay											
630 Building and Fixed Equipment		85,308					85,308	85,308	0	100%	
700 Other Expense											
730 Dues & Fees											
<b>Sub Total 7900</b>			244,658	-	-	53,375	298,033	228,350	69,683	77%	
<b>9100 Community Services</b>											
100 Salaries											
150 Other Support Personnel		19,546					19,546	16,485	3,061	84%	
200 Employee Benefits											
220 Social Security		391					391	1,261	(870)	323%	
230 Group Insurance		2,150					2,150	3,818	(1,668)	178%	
240 Worker's Compensation		156					156	132	24	84%	
250 Unemployment Compensation		78					78	49	29	63%	
500 Supplies											
510 Supplies		500					500	500		0%	
<b>Sub Total 9100</b>			22,821	-	-	-	22,821	21,745	1,076	95%	
<b>9200 Debt Service</b>											
700 Other Expense											
710 Redemption of Principal					45,270		45,270	31,526	13,744	70%	62,800.00
720 Interest					188,225		188,225	207,111	(18,886)	110%	(8,031.00)
710 Redemption of Principal-new					8,031		8,031	-	8,031	0%	(63,561.00)
720 Interest-new					63,561		63,561	-	63,561	0%	45,000.00
710 Construction loan interest					71,270		71,270	99,821	(28,551)	140%	
					376,357		376,357	338,458	37,899	90%	36,208.00
<b>Sub Total 9200</b>					376,357		376,357	2,939,681	1,014,020	74%	
<b>TOTAL EXPENSE</b>			3,235,826	193,023	376,357	75,375	3,953,701	2,939,681	1,014,020	74%	
<b>TOTAL EXCESS REVENUE OVER EXPENDITURES BEFORE BUILDING CONSTRUCTION</b>			(47,031)	(20,490)	(376,357)	484,227	40,349	(43,368)	83,717	-107%	
CONSTRUCTION IN PROGRESS PROCEEDS FROM CONSTRUCTION LOAN						(648,208)	(648,208)	(655,859)	92,349	86%	
<b>TOTAL EXCESS REVENUE OVER EXPENDITURES AFTER BUILDING CONSTRUCTION</b>						800,515	800,515	671,811	(128,704)	84%	
TRANSFERS			(47,031)	(20,490)	(376,357)	636,534	192,556	72,584	(120,072)	38%	
BEGINNING FUND BALANCE			(20,490)	20,490	376,357	(376,357)					
<b>ENDING FUND BALANCE</b>			1,151,517	(100,553)		1,050,964	1,050,964	1,050,964	0	100%	
			1,083,996	(100,553)		260,177	1,243,520	1,123,548	(120,072)	90%	

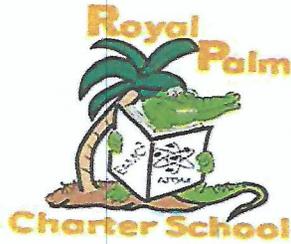
Erik Brown, Board President

ROYAL PALM CHARTER SCHOOL  
 AMENDED Budget 2024-2025 VPK

	BUDGET 2024- 2025	ACTUALS 03/31/2025
<b>REVENUES</b>		
State revenue	\$ 81,074	\$ 61,714
Wrap program	69,024	-
<b>TOTAL REVENUES</b>	<b>150,098</b>	<b>61,714</b>
<b>EXPENDITURES</b>		
<b>5500 VPK</b>		
130 Other Certified Personnel	87,686	85,132
132 Ad Valorem Millage	-	948
134 Ad Valorem Premium Pay	-	2,000
Total Instruction Salaries	87,686	88,080
		Not part of charter so not actually using millage for this
		Not part of charter so not actually using millage for this
Retirement	1,754	1,515
Payroll taxes	7,015	6,665
Health Insurance	701	12,026
Workers compensation	351	27
<b>Total Instruction Benefits</b>	<b>9,821</b>	<b>20,233</b>
Supplies	750	-
<b>Total VPK Other</b>	<b>750</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>98,257</b>	<b>108,313</b>
<b>EXCESS REVENUE OVER EXPENDITURES</b>	<b>51,841</b>	<b>(46,599)</b>
<b>FUND BALANCE, BEGINNING</b>	<b>\$ (185,195)</b>	<b>\$ (138,596)</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ (133,354)</b>	<b>\$ (185,195)</b>

Enrollment Update

	24-25 Enrolled	25-26 Enrolled	Applications
VPK	28	30	15
K	36	36	19
1 <sup>ST</sup>	35	36	7
2 <sup>ND</sup>	33	36	7
3 <sup>RD</sup>	36	36	4
4 <sup>TH</sup>	41	43	0
5 <sup>TH</sup>	40	43	3
6 <sup>TH</sup>	33	43	1
7 <sup>TH</sup>	44	43	1
8 <sup>TH</sup>	38	43	3
	336 (364)	359 (389)	



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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** *Brown called meeting to order, Rozynski 2<sup>nd</sup>*
- II. **Roll Call** *Brown, Rozynski, Haynes, Costa, Becka, and Cheryl Turner present via Zoom, Sviben in person*
- III. **Reports and Presentations:** *Brown motioned to adopt the agenda Haynes 2<sup>nd</sup>*
  1. **Financial Update** *Becka reviewed current financials through December. Explained not much has changed since November update, but that revenue and expenses are coming in at 50% and 48% so that is where we want to be this time of year. Explained already tracking with \$224,000 profit, so should meet projection with no problem, and on track to exceed. Brown asked about overage in Professional and Technical Services – due to Beachside OT expenses, Sviben explained that it is the same person providing services, but Ms. Mills is now in as a vendor rather than a contracted employee. Becka explained those employee services are a different line item and that is tracking on target, just in a different area. Brown requested moving those funds from one line to the current line so it does not show over budget. The other area Brown asked about was capital line regarding roof and AC – showing over budget, but knew that the board had approved the roof expenditure. Sviben explained it was the two ACs that had to be replaced at the beginning of the year, those were not in original budget as it was unexpected.*
  2. **Admin Update – Sviben**
    - i. **Enrollment Update** *Mrs. Sviben reviewed attached enrollment numbers, explained FTE'd at 336 and from lottery just held there is only one opening in 4<sup>th</sup> grade for 2025-2026 school year. Explained that things change of course between now and July, but sitting in a good spot with enrollment and waitlists*
    - ii. **Staff Update** *Sviben explained that the following teachers were out of field, but all are currently working toward certification*
      1. **Out of Field Teachers**
        1. ESOL – VanNess, Rexach, Steelman, Mellott
        2. Subject – Surrena – Intensive Reading
      - iii. **Facilities Update** *Sviben said the new septic system was installed today and will be working on the pumps tomorrow. Discussed the delays, but anticipate being able to move into the building over Spring Break. Discussed that a parent has requested community support from Launch CU and hoping to put toward desks for the new building, but unsure of what donation amount would look like.*
        1. **New Building Progress**
    3. **Discuss Possible Board Members** *The board discussed possibly posting at Lighthouse Day on March 1<sup>st</sup> a sign about looking for board members, however, focusing on a community member, and not another parent, because the board currently has 3 parents*
  - IV. **Consent Agenda:** *Costa motioned to adopt the consent agenda, Haynes 2<sup>nd</sup>*
    1. **Approve Out of Field Teachers – VanNess, Rexach, Steelman, Mellott, Surrena**
    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:** *None*

VII. **Motion to Adjourn:** *Costa motioned to adjourn, Haynes 2<sup>nd</sup>*

  
Erik Brown, President

4/17/2025  
Date Approved

# ROYAL PALM CHARTER

## BOARD MEETING

### NOTICE

Wed 4/17/25

4:30 PM

## PUBLIC INVITED

- I. **Call to Order**
- II. **Roll Call**
- III. **Reports and Presentations:**
  - 1. Financial Update
    - i. Auditor Engagement Letter
  - 2. Admin Update – Sviben
    - i. Enrollment Update
    - ii. Staff Update
    - iii. Facilities Update
      - 1. New Building Progress
  - 3. Discuss Possible Board Members
- IV. **Consent Agenda:**
  - 1. Approve Board Meeting Minutes 2/20/25
- V. **Non-Consent Agenda:**
  - 1. Next Meeting: Thursday, June 19, 2025 at 4:30PM
- VI. **Public Comment:**
- VII. **Motion to Adjourn:**

Join Zoom Meeting

<https://us06web.zoom.us/j/81685432645?pwd=7fDQ49u6pXt4EbyyPXXA9fsaHAoFnP.1>

Meeting ID: 816 8543 2645

Passcode: ROYALPALM