



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

10/25/23 @ 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, Haynes 2<sup>nd</sup>*
- II. Roll Call** *Zoom: Grodecky, Brown, Rozynski, Haynes, Costa and Becka In Person: Sviben*
- III. Reports and Presentations:** *Costa motioned to adopt the agenda, Haynes 2<sup>nd</sup>*
- 22-23 Audit Review *Audit was delivered late to district from auditors, received notice of concern from school district. Sviben/Becka informed the district multiple times that it was in progress and out of the school's control. Agreed the school would not use these auditors again and will need to submit a new RFP. Reviewed audit, discussed management comment because construction was not put out to bid in totality, discussed procurement policy and need to adopt. Board agreed to engage previous auditor, McDonough to complete 990 to ensure timely completion*
  - 23-24 Preliminary Budget Review *Becka reviewed document created to compare 22-23 actuals to 23-24 preliminary budget items. New budget assumes 7 months of interest on new building, Ad Valorem Millage funds (will only receive for 4 years)*
  - 23-24 Millage Plan *Sviben discussed attached millage plan, additionally discussed vpk staff since vpk is not included in millage plan, board agreed to a flat rate premium pay of \$2,500 (3/4 staff has 10 plus years experience) Brown motioned to approve Millage plan as outlined, all members agreed*
  - Admin Update *Sviben introduced new staff, guidance counselor and ese teacher, FTE Enrollment is 343, higher than budgeted number*
    - Staff Updates – Tonya Ziegler – Guidance – Elizabeth Sanchez – ESE Teacher
    - FTE/Enrollment
    - Out of Field Teachers – Howard ESOL
- IV. Consent Agenda:** *Haynes motioned to adopt the consent agenda, adding vpk premium pay, Costa 2<sup>nd</sup>*
- Approve Principal submission of TSIA Plan
  - Approve Out of Field Teachers – Howard ESOL
  - Approve Updated 23-24 Budget
  - Approve Millage Plan
  - Approve hires Ziegler and Sanchez
  - Approve 8/3/23 and 9/27/23 Meeting Minutes
  - Approve VPK Premium Pay
- V. Non-Consent Agenda:**
- Next Meeting: Thursday, October 26, 2023 at 5:30PM *Changed to February 8 @ 5:30PM*

Board Approval

  
Erik Brown

Date

4/11/2024

Royal Palm Charter Board Vice President

**VI. Public Comment:** *none*

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

\_\_\_\_\_  
Board Approval

\_\_\_\_\_  
Date



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Rachel Costa, Member

**I. Call to Order**

**II. Roll Call**

**III. Reports and Presentations:**

1. 22-23 Audit Review
2. 23-24 Preliminary Budget Review
3. 23-24 Millage Plan
4. Admin Update
  - i. Staff Updates – Tonya Ziegler – Guidance – Elizabeth Sanchez – ESE Teacher
  - ii. FTE/Enrollment
  - iii. Out of Field Teachers

**IV. Consent Agenda:**

1. Approve Principal submission of TSIA Plan
2. Approve Out of Field Teachers
3. Approve Updated 23-24 Budget
4. Approve Millage Plan
5. Approve hires Ziegler and Sanchez
6. Approve 8/3/23 and 9/27/23 Meeting Minutes

**V. Non-Consent Agenda:**

1. Next Meeting: Thursday, October 26, 2023 at 5:30PM

**VI. Public Comment:**

**VII. Motion to Adjourn:**

# School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601

Mark J. Rendell, Ed.D., Superintendent



October 10, 2023

Sent via Courier and Email

Shannon Sviben, Principal  
Royal Palm Charter School  
7145 Babcock St. SE  
Palm Bay, FL 32909

## RE: NOTICE OF CONCERN

Dear Ms. Sviben:

This letter serves as an official **Notice of Concern to Royal Palm Charter School** that it is in default of the charter school contractual agreement with the School Board of Brevard County, Florida, and in default of the Florida State Statutes §1002.33(9) by virtue of the following:

### ***FAILURE TO SUBMIT 2023 FINANCIAL AUDIT***

It is requested that the school complete the following to rectify this delinquency:

1. Submit to Wendy Andrews, Accounting Supervisor, Financial Services, an electronic copy of the completed Financial Audit. Please provide this documentation by 3:00 pm on October 13, 2023.
2. Submit to Melinda Maier 5 hard copies of the Financial Audit at 2700 Judge Fran Jamieson Way, Viera, FL by 3:00 pm on October 13, 2023.

Failure to comply by the stipulated deadlines will result in a Notice of Deficiency and the district pursuing appropriate action per §1002.33, Florida Statute.

It is my hope that this issue can be quickly resolved. Should additional information be required, you may contact me at (321) 633-1000, extension 11395 or [maier.melinda@brevardschools.org](mailto:maier.melinda@brevardschools.org). If you feel that any information contained in this notice is inaccurate, please notify our office immediately.

Sincerely,

Dr. Melinda Maier  
Assistant Director, Curriculum and Instruction

cc: Wendy Andrews, Accounting Supervisor, Financial Services



ROYAL PALM CHARTER SCHOOL  
Preliminary Operating Budget SY 2023-2024

FTE 330

REVENUES	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 2022-2023
Lunch Income - Federal Lunch Program			180,751				180,751	201,909
Lunch Income - Lunch Program Fees			-				-	-
School Board Income Fund	2,599,241						2,599,241	2,389,367
School Recognition Funds								61,528
ED Facility Security Grant								3,318
Classroom supply assistance				307,718			307,718	5,690
ESSER								259,990
District capital sharing						62,040	62,040	-
District millage sharing	317,656						317,656	-
Capital Outlay						221,096	221,096	221,661
Sales surtax						307,252	307,252	352,768
Title I								176,483
IDEA	5,839						5,839	5,839
ERTC Sick pay								27,496
Lunch fees								689
Before/After Care Fees	85,020	39,000					85,020	86,475
Clubs sports fieldtrips		18,000					39,000	38,847
PTO							18,000	17,783
Donations	1,000						1,000	500
	<b>3,008,756</b>	<b>57,000</b>	<b>180,751</b>	<b>307,718</b>	<b>-</b>	<b>590,388</b>	<b>4,144,613</b>	<b>3,850,343</b>

EXPENSES	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 2022-2023
<b>5100 Basic Education</b>								
<b>100 Salaries</b>								
120 Classroom Teacher	1,179,779			47,412			1,227,191	1,247,924
121 Classroom Teacher - Premium Pay	67,000						67,000	
122 Classroom Teacher - Stipend	59,947						59,947	
<b>200 Employee Benefits</b>								
210 Retirement	23,596						23,596	15,397
220 Social Security	103,592						103,592	92,266
230 Group Insurance	112,559						112,559	156,874
240 Worker's Compensation	8,125						8,125	127
250 Unemployment Compensation	9,072						9,072	239
<b>300 Purchased Services</b>								
310 Professional & Technical Services	2,500						2,500	2,575
330 Travel	1,500						1,500	1,994
320 Insurance and Bond Premiums								742
360 Rentals								39,942
390 Other Purchased Services	3,000	52,000					55,000	
<b>500 Supplies</b>								
510 Supplies								86,893
520 Textbooks								96,797
<b>600 Capital Outlay</b>								
642 Capital Software								16,115
643 Capital Computer Hardware	12,706						12,706	
642 Noncapital FF & E	45,825						45,825	4,950
<b>700 Other Expense</b>								
730 Dues and fees		5,000					5,000	2,248
<b>Sub Total 5100</b>	<b>1,645,972</b>	<b>57,000</b>	<b>-</b>	<b>162,403</b>	<b>-</b>	<b>-</b>	<b>1,865,375</b>	<b>1,765,083</b>

**ROYAL PALM CHARTER SCHOOL**  
Preliminary Operating Budget SY 2023-2024

FTE	330	General	Internal Fund Activities	Food Service	CARES	Debit Service	Capital Outlay	Total Operating Budget	ACTUALS 2022-2023
<b>5200 Exceptional Education</b>									
		<b>100 Salaries</b>							
		120 Classroom Teacher	161,875					161,875	204,366
		121 Classroom Teacher - Premium Pay	17,500					17,500	
		122 Classroom Teacher - Stipend	20,628					20,628	
		<b>200 Employee Benefits</b>							
		210 Social Security	15,300					15,300	11,465
		220 Retirement	3,238					3,238	11,042
		230 Group Insurance	30,259					30,259	24,110
		240 Worker's Compensation	1,200					1,200	
		250 Unemployment Compensation	1,512					1,512	25
		<b>300 Purchased Services</b>							
		310 Professional & Technical Services	58,500					58,500	
		390 Other Purchased Services							
		<b>600 Capital Outlay</b>							
		643 Capital Computer Hardware	500					500	
<b>Sub Total 5200</b>		<b>310,512</b>	-	-	-	-	-	<b>310,512</b>	<b>251,008</b>
<b>5500 VPK</b>									
<b>Sub Total 5500</b>		<b>(19,661)</b>	-	-	-	-	-	<b>(19,661)</b>	<b>(14,217)</b>
<b>6120 Guidance Services</b>									
		<b>100 Salaries</b>							
		130 Other Certified Personnel	55,515					55,515	50,185
		131 Other Certified Personnel-Premium pay	4,000					4,000	
		132 Other Certified Personnel-Stipend	3,651					3,651	
		<b>200 Employee Benefits</b>							
		210 Retirement	1,110					1,110	114
		220 Social Security	4,832					4,832	3,663
		230 Group Insurance	-					-	
		240 Worker's Compensation	379					379	7
		250 Unemployment Compensation	378					378	
<b>Sub Total 6120</b>		<b>69,866</b>	-	-	-	-	-	<b>69,866</b>	<b>53,969</b>
<b>6150 Parental Involvement</b>									
		<b>500 Supplies</b>							
		511 Parental involvement materials	-					-	9,906
<b>Sub Total 6150</b>		-	-	-	-	-	-	-	<b>9,906</b>
<b>6400 Staff Development</b>									
		<b>300 Purchased services</b>							
		330 Travel & Training	5,280		22,720			28,000	19,950
		330 Software subscriplins	-		-			-	
		<b>500 Materials &amp; Supplies</b>							
		510 Supplies	-		-			-	-
		<b>700 Other Expense</b>							
		730 Dues & Fees	5,280		22,720			28,000	11,250
<b>Sub Total 6400</b>		<b>5,280</b>	-	-	<b>22,720</b>	-	-	<b>28,000</b>	<b>31,200</b>

**ROYAL PALM CHARTER SCHOOL**  
Preliminary Operating Budget SY 2023-2024

FTE	330	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 2022-2023
6500 Instructional Technology									
	300 Purchased services								
	310 Professional & Tech Svcs	69,920	-					69,920	62,397
	350 Repairs and Maintenance								
	360 Rentals								
	500 Materials & Supplies	25,000	-					25,000	18,458
	510 Supplies				13,000			13,000	1,949
	600 Capital Outlay								44,207
	643 Capital Computer Hardware								
	644 Capital FF&E	94,920	-		13,000			107,920	127,011
<b>Sub Total 6500</b>									
7300 School Administrative									
	100 Salaries	183,983						183,983	342,196
	110 Administrator	14,000						14,000	
	111 Administrator-Premium pay	18,326						18,326	
	112 Administrator-Stipend	90,790						90,790	
	160 Support Personnel	8,000						8,000	
	161 Support Personnel-Premium pay	6,492						6,492	
	162 Support Personnel-Stipend								
	200 Employee Benefits								
	210 Retirement	6,142						6,142	6,575
	220 Social Security	24,602						24,602	24,998
	230 Group Insurance	41,382						41,382	33,040
	240 Worker's Compensation	1,930						1,930	361
	250 Unemployment Compensation	1,512						1,512	28
	300 Purchased Services								
	310 Professional & Technical Services	99,300						99,300	90,738
	320 Insurance and Bond Premiums	17,575						17,575	39,345
	330 Travel								
	364 Software Subscriptions	3,500						3,500	5,576
	370 Communications								3,237
	390 Other Purchased Services	45,131						45,131	4,190
	500 Supplies								3,684
	510 Supplies	10,379						10,379	9,333
	530 Periodicals								
	590 Other Materials and Supplies								
	700 Other Expense								
	730 Dues & Fees	54,265						54,265	123,493
	790 Miscellaneous Expense								
<b>Sub Total 7300</b>		<b>627,308</b>						<b>627,308</b>	<b>686,794</b>

**ROYAL PALM CHARTER SCHOOL**  
Preliminary Operating Budget SY 2023-2024

FTE	330	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 2022-2023
<b>7400 Facility</b>									
		<b>600 Purchased Services</b>							
		630 Building	-	-	-	-	1,971,340	1,971,340	-
<b>Sub Total 7400</b>							<b>1,971,340</b>	<b>1,971,340</b>	<b>-</b>
<b>7600 Food Service</b>									
		<b>100 Salaries</b>							
		160 Cafeteria - Other Support Personnel		84,419				84,419	81,952
		161 Other Support Personnel-Premium pay		3,000				3,000	-
		162 Other Support Personnel-Stipend		2,844				2,844	-
		<b>200 Employee Benefits</b>							
		220 Social Security		6,905				6,905	6,101
		230 Group Insurance		13,626				13,626	7,214
		240 Worker's Compensation		542				542	-
		250 Unemployment		1,134				1,134	25
		<b>500 Materials &amp; Supplies</b>							
		570 Food Supplies		76,629				76,629	73,000
		<b>600 Capital Outlay</b>							
		642 Noncapital FF & E		189,099				189,099	168,292
<b>Sub Total 7600</b>				<b>189,099</b>			<b>-</b>	<b>189,099</b>	<b>-</b>
<b>7900 Operation of Plant</b>									
		<b>300 Purchased Services</b>							
		320 Insurance and Bond							
		350 · Repairs		39,880				39,880	16,184
		360 · Rentals		1,398				1,398	41,891
		380 · Public Utility Services		15,116				15,116	14,396
		390 · Other Purchased Services		116,946				116,946	97,867
		<b>400 Energy Services</b>							
		430 Electricity		58,293				58,293	55,517
		<b>500 Supplies</b>							
		510 Supplies		9,461				9,461	9,762
		<b>600 Capital Outlay</b>							
		621 Capitalized AV Materials					148,323	148,323	322,845
		630 Building and Fixed Equipment					148,323	148,323	558,462
<b>Sub Total 7900</b>				<b>241,094</b>			<b>-</b>	<b>389,417</b>	<b>-</b>



**ROYAL PALM CHARTER SCHOOL**  
Preliminary Operating Budget SY 2023-2024

FTE	330	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS 2022-2023
8100 Maintenance of Plant									
300 Purchased Services									
350 Repairs and Maintenance	5,300	-	-	-	-	-	-	5,300	-
<b>Sub Total 8100</b>	<b>5,300</b>							<b>5,300</b>	
9100 Community Services									
100 Salaries	19,546							19,546	30,839
160 Other Support Personnel									1,141
200 Employee Benefits									2,347
210 Retirement	1,495							1,495	10,661
220 Social Security	3,094							3,094	
230 Group Insurance	117							117	
240 Worker's Compensation	756							756	14
250 Unemployment Compensation									
500 Supplies									
510 Supplies									
600 Capital Outlay									
643 Capital Computer Hardware									
700 Dues and fees									
730 Dues and fees									
<b>Sub Total 9100</b>	<b>25,008</b>							<b>25,008</b>	<b>45,002</b>
9200 Debt Service									
700 Other Expense									
700 Loan Proceeds						(1,822,840)		(1,822,840)	
710 Redemption of Principal						37,473		37,473	39,511
720 Interest						194,023		194,023	193,984
710 Redemption of Principal-new						5,632		5,632	
720 Interest-new						65,960		65,960	
710 Construction loan interest						14,050		14,050	
<b>Sub Total 9200</b>						<b>(1,505,702)</b>		<b>(1,516,976)</b>	<b>233,495</b>
<b>TOTAL EXPENSE</b>	<b>3,005,599</b>	<b>57,000</b>	<b>189,099</b>	<b>198,123</b>	<b>(1,505,702)</b>	<b>2,119,663</b>	<b>4,052,508</b>	<b>3,916,005</b>	
<b>TOTAL EXCESS REVENUE OVER EXPENDITURES TRANSFERS</b>	<b>3,157</b>	<b>-</b>	<b>(8,348)</b>	<b>109,595</b>	<b>1,505,702</b>	<b>(1,529,275)</b>	<b>80,831</b>	<b>(65,662)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>167,545</b>			<b>(167,545)</b>			<b>1,505,702</b>		
<b>ENDING FUND BALANCE</b>	<b>919,342</b>			<b>105,388</b>			<b>165,689</b>		
	<b>1,090,044</b>	<b>-</b>	<b>(8,348)</b>	<b>47,438</b>	<b>-</b>	<b>142,116</b>	<b>1,271,250</b>	<b>1,204,633</b>	

Lori Grodecky, 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

*Referendum - for 4 yrs ONLY  
• Create separate category in APS*

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

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

*Promethean Boards*

**2023-2024 Instructional Personnel (BFT)**

Value of Each Share 7,302.00

Total Teaching Years of Service	Benefits		Non-Benefits		% Share
	Benefits	% Share	Non-Benefits	% Share	
19 or more	7,302.00	1.00	3,651.00	0.50	
18	6,572.00	0.90	3,286.00	0.45	
17	6,572.00	0.90	3,286.00	0.45	
16	5,842.00	0.80	2,921.00	0.40	
15	5,842.00	0.80	2,921.00	0.40	
14	5,111.00	0.70	2,556.00	0.35	
13	5,111.00	0.70	2,556.00	0.35	
12	4,381.00	0.60	2,191.00	0.30	
11	4,381.00	0.60	2,191.00	0.30	
10	3,651.00	0.50	1,826.00	0.25	
9	3,651.00	0.50	1,826.00	0.25	
8	2,921.00	0.40	1,460.00	0.20	
7	2,921.00	0.40	1,460.00	0.20	
6	2,191.00	0.30	1,095.00	0.15	
5	2,191.00	0.30	1,095.00	0.15	
4	1,460.00	0.20	730.00	0.10	
3	1,460.00	0.20	730.00	0.10	
2	1,095.00	0.15	548.00	0.08	
1	1,095.00	0.15	548.00	0.08	
0	730.00	0.10	365.00	0.05	

\*Share values rounded to the nearest dollar amount.

**2023-2024 Support Personnel (IUPAT Local 1010)**

Value of Each Share 4,742.00

Total BPS Years of Service	Benefits		% Share	
	Benefits	% Share	Non-Benefits	% Share
18 or more	4,742.00	1.00	2,371.00	0.50
17	4,268.00	0.90	2,134.00	0.45
16	4,268.00	0.90	2,134.00	0.45
15	3,794.00	0.80	1,897.00	0.40
14	3,794.00	0.80	1,897.00	0.40
13	3,319.00	0.70	1,660.00	0.35
12	3,319.00	0.70	1,660.00	0.35
11	2,845.00	0.60	1,423.00	0.30
10	2,845.00	0.60	1,423.00	0.30
9	2,371.00	0.50	1,186.00	0.25
8	2,371.00	0.50	1,186.00	0.25
7	1,897.00	0.40	948.00	0.20
6	1,897.00	0.40	948.00	0.20
5	1,423.00	0.30	711.00	0.15
4	1,423.00	0.30	711.00	0.15
3	948.00	0.20	474.00	0.10
2	948.00	0.20	474.00	0.10
1	474.00	0.10	237.00	0.05
0	474.00	0.10	237.00	0.05

\*Share values rounded to the nearest dollar amount.

## 2023-2024 Non-Bargaining Personnel

Value of Each Share 9,906.00

BPS Years	Leadership Team (Cabinet & Directors)		NB Pay for Performance (School-Based Admin)		NB Exempt		NB Non-Exempt	
	Value	% Share	Value	% Share	Value	% Share	Value	% Share
18 or more	9,906.00	1.000	9,906.00	1.000	7,925.00	0.8000	4,953.00	0.500
17	9,411.00	0.950	9,411.00	0.950	7,430.00	0.7500	4,458.00	0.450
16	9,411.00	0.950	9,411.00	0.950	7,430.00	0.7500	4,458.00	0.450
15	8,915.00	0.900	8,915.00	0.900	6,934.00	0.7000	3,962.00	0.400
14	8,915.00	0.900	8,915.00	0.900	6,934.00	0.7000	3,962.00	0.400
13	8,420.00	0.850	8,420.00	0.850	6,439.00	0.6500	3,467.00	0.350
12	8,420.00	0.850	8,420.00	0.850	6,439.00	0.6500	3,467.00	0.350
11	7,925.00	0.800	7,925.00	0.800	5,944.00	0.6000	2,972.00	0.300
10	7,925.00	0.800	7,925.00	0.800	5,944.00	0.6000	2,972.00	0.300
9	7,430.00	0.750	7,430.00	0.750	5,448.00	0.5500	2,477.00	0.250
8	7,430.00	0.750	7,430.00	0.750	5,448.00	0.5500	2,477.00	0.250
7	6,934.00	0.700	6,934.00	0.700	4,953.00	0.5000	1,981.00	0.200
6	6,934.00	0.700	6,934.00	0.700	4,953.00	0.5000	1,981.00	0.200
5	6,439.00	0.650	6,439.00	0.650	4,458.00	0.4500	1,486.00	0.150
4	6,439.00	0.650	6,439.00	0.650	4,458.00	0.4500	1,486.00	0.150
3	5,944.00	0.600	5,944.00	0.600	3,962.00	0.4000	991.00	0.100
2	5,944.00	0.600	5,944.00	0.600	3,962.00	0.4000	991.00	0.100
1	5,448.00	0.550	5,448.00	0.550	3,467.00	0.3500	495.00	0.050
0	5,448.00	0.550	5,448.00	0.550	3,467.00	0.3500	495.00	0.050

\*Share values rounded to the nearest dollar amount. Non-benefits eligible receive half.

	<b>23-24 Enrolled</b>
<b>VPK</b>	<b>30</b>
<b>K</b>	<b>36</b>
<b>1<sup>ST</sup></b>	<b>36</b>
<b>2<sup>ND</sup></b>	<b>36</b>
<b>3<sup>RD</sup></b>	<b>36</b>
<b>4<sup>TH</sup></b>	<b>44</b>
<b>5<sup>TH</sup></b>	<b>31</b>
<b>6<sup>TH</sup></b>	<b>45</b>
<b>7<sup>TH</sup></b>	<b>39</b>
<b>8<sup>TH</sup></b>	<b>40</b>
	<b>343(373)</b>

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

Howard Madison  
LAST NAME, FIRST (teacher)

Royal Palm Charter  
SCHOOL

Employee Identification Number 996514845

7-18-2023

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] 11/10/24  
Signature of Teacher Date

[Signature] 10/25/23  
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

[Signature]  
Signature of Superintendent Designee  
Royal Palm Charter School Vice President

1/3/2024  
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



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

**8/3/23 @ 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, Haynes 2<sup>nd</sup> Brown motioned to adopt the agenda, Rozynski 2<sup>nd</sup>*
- II. Roll Call** *Grodecky, Brown, Rozynski, Haynes and Costa present via Zoom, Sviben on campus*
- III. Reports and Presentations:**
1. Financial Update
    - i. 22-23 Final Budget *Reviewed final budget, attached, board members had additional questions on the final numbers and chose not to approve until more information can be gathered regarding some of the categories. Discussed the possibility of doing a budget workshop.*
    - ii. Millage Update: *Mrs. Sviben shared the Millage proportional share calculation the school will receive. Mrs. Sviben explained that the attorney has contacted the district regarding prompt payment and that they are not allowed to keep it. The school district did inform the school that we would start receiving our share. Mrs. Sviben briefly shared what BPS is doing with the funds and said that she will present at plan at the next meeting.*
  2. Admin Update – Sviben
    - i. Enrollment – see attachment
    - ii. Staff Update
      1. Open Positions: ESE and Guidance Counselor
      2. Out of Field: ESOL – Debbie Graham and Melissa Todd
    - iii. Facilities Update *Mrs. Sviben said the goal for the new building is to close within 30 days and to be built in approximately 6 months. One of the AC units in Building C had to be replaced in June.*
      1. Flood – June *The water heater busted and flood the front office, ESE classroom, hallway and bathrooms. Recovered much of the materials and furniture. ServePro did water mitigation for around \$24,000 and this was recouped from the insurance claim. Some additional repairs still need to be completed – like replacing carpet and baseboards.*
      2. Lightning Strike – July *The school was struck by lightning. The cameras in the breezeway and old lunch area got fried. The school's fire panel was also affected. Based on estimates to repair, did not file claim as repairs were under the \$5,000 deductible. Considering switching to a new monitoring system because of delay to repair with current company.*
  3. Discuss the Mental Health Plan *Sviben reviewed plan attached*
  4. Discuss Board Policies and Procedures Related to the Health, Safety or Welfare of Students *Sviben reviewed plan attached.*
  5. Discuss Board Members *Mrs. Sviben mentioned that we can still add one member if any members had suggestions of community members that would add value.*
  6. Discuss Updated Calendar – *changed October meeting to Thursday instead of Wed.*
- IV. Consent Agenda:** *Brown motioned to approve consent agenda (minus #1), Haynes 2<sup>nd</sup>*
1. Approve 22-23 Final Budget



2. Approve Mental Health Plan
3. Approve Board Policies and Procedures Related to Health, Safety or Welfare of Students
4. Approve Updated 23-24 Board Meeting Calendar
5. Approve RBT - ER
6. Approve Board Meeting Minutes 6/13/23

**V. Non-Consent Agenda:**

1. Next Meeting: Thursday, October 26, 2023 at 5:30PM

**VI. Public Comment:** *None*

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

\_\_\_\_\_  
Approved by:

\_\_\_\_\_  
Date:



7145 Babcock Street, S.E.  
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www.royalpalmcharter.com

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9/27/23 @ 3:00 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 motioned to call the meeting to order, Costa 2<sup>nd</sup> Rozynski mentioned to adopt the agenda, Costa 2<sup>nd</sup>*
- II. **Roll Call** *Grodecky, Rozynski, Haynes, Costa and Sviben present in person, Brown and Melissa Arnold on zoom*
- III. **Reports and Presentations:** *Brown and Arnold explained the attached closing documents. The goal is to close on the loan on Friday. After the meeting, Grodecky and Rozynski will sign the signature pages so once everything is ready they will be released and we will officially close. Brown motioned to adopt resolution as written, Rozynski 2<sup>nd</sup>. Grodecky called for a vote, all agreed.*
1. Review Ameris Loan Documents
  2. 22-23 Final Budget Review *Grodecky explained the final budget attached*
- IV. **Consent Agenda:** *Rozynski motioned to adopt the consent agenda, Brown 2<sup>nd</sup>*
1. Approval of loan with Ameris Bank for Phase 2 expansion
  2. Approve 22-23 Final Budget
- V. **Non-Consent Agenda:**
1. Next Meeting: Thursday, October 26, 2023 at 5:30PM
- VI. **Public Comment:** *None*
- VII. **Motion to Adjourn:** *Brown motioned to adjourn, Rozynski 2<sup>nd</sup>.*

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Approved by:

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Date: