



7145 Babcock Street, S.E.
Palm Bay, Florida 32909
Phone (321) 723-0650
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4/10/24 @ 5:30 PM

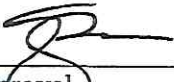
Board of Directors Meeting Minutes

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, Costa 2nd*
- II. Roll Call** *Grodecky, Brown, Rozynski, Haynes, Costa and Becka via Zoom, Sviben in person*
- III. Reports and Presentations:** *Brown motioned to adopt the agenda, Haynes 2nd*
1. Budget Update
 - i. Updated Budget *Becka reviewed Amended Budget to Actual, added additional cost for new roof. Due to building cost, anticipate a projected loss in general funds that will be covered by reserve funds*
 - ii. Engagement Letter – Audit *Reviewed engagement letter received, only one that returned RFP*
 2. Admin Update – *Sviben explained and reviewed policies on Unresolved Student Welfare Complaints and Teacher Apprenticeship Program, and Objection to Instructional Materials Form*
 - i. Enrollment *FTE at 343, based on lottery, most grade levels are full – a few openings in upper grades, most in 6th due to low numbers in 5th grade in current year*
 - ii. Staff Update
 1. Current Staffing *Guidance position still open*
 2. Anticipated openings for 24-25 *Sviben discussed intent letters returned by teachers and she anticipates non-renewing a few teachers which will create a need to higher several teachers for new year, has already started interviewing.*
 3. Annual Meeting – June 19 – *Discuss board positions Sviben reminded board that the next meeting board positions will be renewed or changed, for the board to think about what they would like to do*
 4. Building Update *Sviben discussed the building is on track, except issues with septic system – permit ran out in March and have to refile – this will set our timeline back and may interfere with opening for the new school year. Building A roof needs to be repaired, got several quote, will complete during Summer.*
 - i. Progress/Timeline
 - ii. Septic
 - iii. Building A Roof
- IV. Consent Agenda:** *Rozynski motioned to adopt the consent agenda, Brown 2nd*
1. Approve amended budget
 2. Approve Policy on Unresolved Student Welfare Complaints
 3. Approve Policy on Teacher Apprenticeship Program
 4. Approve Objection to Instructional Materials Form
 5. Approve Board Meeting Minutes 10/25/23
- V. Non-Consent Agenda:**
1. Next Meeting: Wednesday, June 19, 2024 at 5:30 PM
- VI. Public Comment:** *None*
-

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



Board Approval

Erik Brown

Royal Palm Charter School

Board President

8/21/2021
Date



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4/10/24 @ 5:30 PM

Board of Directors Meeting Minutes

Directors:

Lori Grodecky, President
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Alisha D'Alessandro Rozynski, Secretary
Kyley Haynes, Treasurer
Rachel Costa, Member

I. Call to Order

II. Roll Call

III. Reports and Presentations:

1. Budget Update
 - i. Updated Budget
 - ii. Engagement Letter – Audit
2. Admin Update – Sviben
 - i. Enrollment
 - ii. Staff Update
 1. Current Staffing
 2. Anticipated openings for 24-25
3. Annual Meeting – June 19 – Discuss board positions
4. Building Update
 - i. Progress/Timeline
 - ii. Septic
 - iii. Building A Roof

IV. Consent Agenda:

1. Approve amended budget
2. Approve Policy on Unresolved Student Welfare Complaints
3. Approve Policy on Teacher Apprenticeship Program
4. Approve Objection to Instructional Materials Form
5. Approve Board Meeting Minutes 10/25/23

V. Non-Consent Agenda:

1. Next Meeting: Wednesday, June 13, 2024 at 5:00 PM

VI. Public Comment:

VII. Motion to Adjourn:

Board Approval

Date

ROYAL PALM CHARTER SCHOOL
ORIGINAL BUDGET VS. ACTUAL 03.31.2024

FTE BUDGET	330
FTE ACTUAL	337

	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS thru 03.31.2024	Variance \$	Variance %
5200 Exceptional Education										
100 Salaries										
120 Classroom Teacher	161,875						161,875	185,447	23,571.55	115%
121 Classroom Teacher - Premium Pay	17,500						17,500	10,000	(7,500.00)	57%
122 Classroom Teacher - Stipend	20,628						20,628	2,572	(18,056.00)	12%
200 Employee Benefits										
210 Social Security	15,300						15,300	5,290	(10,010.26)	35%
220 Retirement	3,238						3,238	12,433	9,195.49	384%
230 Group Insurance	30,259						30,259	14,888	(15,371.00)	49%
240 Worker's Compensation	1,200						1,200	1,358	157.98	113%
250 Unemployment Compensation	1,512						1,512	75	(1,437.00)	5%
300 Purchased Services										
310 Professional & Technical Services	58,500						58,500	-	(58,500.00)	0%
390 Other Purchased Services										
600 Capital Outlay										
643 Capital Computer Hardware	500						500	-	(500.00)	0%
Sub Total 5200	310,512						310,512	232,063	(78,449)	75%
5500 VPK										
Sub Total 5500	19,661						19,661	21,457	-	0%
6120 Guidance Services										
100 Salaries										
130 Other Certified Personnel	55,515						55,515	9,684	(45,831.46)	17%
131 Other Certified Personnel-Premium pay	4,000						4,000	-	(4,000.00)	0%
132 Other Certified Personnel-Stipend	3,651						3,651	-	(3,651.00)	0%
200 Employee Benefits										
210 Retirement	1,110						1,110	56	(1,054.31)	5%
220 Social Security	4,832						4,832	740	(4,092.23)	15%
230 Group Insurance								19	19.00	
240 Worker's Compensation	379						379	666	287.00	176%
250 Unemployment Compensation	378						378	5	(373.00)	1%
Sub Total 6120	69,866						69,866	11,170	(58,696)	16%
6150 Parental Involvement										
500 Supplies										
511 Parental involvement materials										
Sub Total 6150										
6400 Staff Development										
300 Purchased services	5,280						5,280	28,000	(22,720.00)	-
330 Travel & Training				22,720					(22,720.00)	0%
Sub Total 6400	5,280			22,720			28,000	-	(28,000.00)	0%
6500 Instructional Technology										
300 Purchased services	69,920						69,920	57,321	(12,599.00)	82%
360 Rentals										
500 Materials & Supplies	25,000						25,000	10,073	(14,927.00)	40%
510 Supplies										
600 Capital Outlay				13,000					(13,000.00)	22%
643 Capital Computer Software								2,870	(2,870.00)	
644 Capital FF&E										
Sub Total 6500	94,920			13,000			107,920	70,264	(37,656)	65%
7300 School Administrative										
100 Salaries										
110 Administrator	183,983						183,983	173,584	(10,398.89)	94%

ROYAL PALM CHARTER SCHOOL
ORIGINAL BUDGET VS. ACTUAL 03.31.2024

FTE BUDGET	330
FTE ACTUAL	337

	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS thru 03.31.2024	Variance \$	Variance %
111 Administrator-Premium pay	14,000						14,000	14,000	-	100%
112 Administrator-Stipend	18,326						18,326	4,072	(14,254.00)	22%
160 Support Personnel	90,790						90,790	57,477	(33,312.50)	63%
161 Support Personnel-Premium pay	8,000						8,000	8,000	-	100%
162 Support Personnel-Stipend	6,492						6,492	1,056	(5,436.00)	16%
200 Employee Benefits										
210 Retirement	6,142						6,142	10,450	4,308.03	170%
220 Social Security	24,602						24,602	21,698	(2,903.67)	88%
230 Group Insurance	41,382						41,382	16,849	(24,533.00)	41%
240 Worker's Compensation	1,930						1,930	1,893	(36.54)	98%
250 Unemployment Compensation	1,512						1,512	73	(1,439.00)	5%
300 Purchased Services										
310 Professional & Technical Services	99,300						99,300	76,951	(22,349.00)	77%
320 Insurance and Bond Premiums	17,575						17,575	19,412	1,837.30	110%
330 Travel								3,112	3,112.00	
364 Software Subscriptions	3,500						3,500	4,836	1,336.00	138%
370 Communications								10,222	10,222.00	
390 Other Purchased Services	45,131						45,131	1,404	(43,727.34)	3%
500 Supplies										
510 Supplies	10,379						10,379	7,347	(3,032.00)	71%
600 Capital Outlay										
642 Noncapital FF & E								639	639.00	100%
640 Furniture, fixtures and equipment								1,300	1,300.00	100%
700 Other Expense										
730 Dues & Fees	54,265						54,265	28,445	(25,820.00)	52%
790 Miscellaneous Expense										
Sub Total 7300	627,308						627,308	462,820	(164,488)	74%

ROYAL PALM CHARTER SCHOOL
ORIGINAL BUDGET VS. ACTUAL 03.31.2024

FTE BUDGET	330
FTE ACTUAL	337

	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS thru 03.31.2024	Variance \$	Variance %
7600 Food Service										
100 Salaries			84,419				84,419	70,068	(14,350.61)	83%
160 Cafeteria - Other Support Personnel			3,000				3,000	3,000	-	100%
161 Other Support Personnel-Premium pay			2,844				2,844	636	(2,208.00)	22%
162 Other Support Personnel-Stipend										
200 Employee Benefits										
210 Retirement								910.00	910.00	
220 Social Security			6,905				6,905	5,946	(959.09)	86%
230 Group Insurance			13,626				13,626	4,965	(8,661.00)	36%
240 Worker's Compensation			542				542	51	(490.58)	9%
250 Unemployment			1,134				1,134	506	(628.00)	45%
500 Materials & Supplies										
570 Food Supplies			76,629				76,629	53,377	(23,252.30)	70%
600 Capital Outlay										
642 Noncapital FF & E			189,099				189,099	1,745	1,745.00	
Sub Total 7600								141,204	(47,895)	75%
7900 Operation of Plant										
300 Purchased Services										
320 Insurance and Bond	39,880						39,880	38,210	(1,670.05)	96%
350 - Repairs								15,126	15,126.00	
360 - Rentals	1,398						1,398	239	(1,159.00)	17%
380 - Public Utility Services	15,116						15,116	9,546	(5,569.80)	63%
390 - Other Purchased Services	116,946						116,946	70,500	(46,446.00)	60%
400 Energy Services										
430 Electricity	58,293						58,293	39,747	(18,545.85)	68%
500 Supplies										
510 Supplies	9,461						9,461	8,749	(712.00)	92%
600 Capital Outlay										
641 Furniture, Fixtures, and equipment						148,323	148,323	3,235	3,235.00	100%
630 Building and Fixed Equipment								10,429	(137,894.00)	7%
670 Improvement non-building								16,970	16,970.00	100%
Sub Total 7900	241,094					148,323	389,417	212,751	(176,666)	55%

ROYAL PALM CHARTER SCHOOL
ORIGINAL BUDGET VS. ACTUAL 03.31.2024

FTE BUDGET	330
FTE ACTUAL	337

DRIFT - UP

	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS thru 03.31.2024	Variance \$	Variance %
8100 Maintenance of Plant										
300 Purchased Services	5,300						5,300	-	(5,300.00)	0%
350 Repairs and Maintenance	5,300						5,300	-	(5,300)	0%
Sub Total 8100										
9100 Community Services										
100 Salaries	19,546						19,546	10,912	(8,633.86)	56%
160 Other Support Personnel										
200 Employee Benefits										
210 Retirement							1,495	558	558.00	
220 Social Security	1,495						3,094	926	(569.26)	62%
230 Group Insurance	3,094						5,809	5,809	2,715.00	188%
240 Worker's Compensation	117						117	75	(42.28)	64%
250 Unemployment Compensation	756						756	11	(745.00)	1%
500 Supplies										
510 Supplies										
600 Capital Outlay										
643 Capital Computer Hardware										
Sub Total 9100	25,008						25,008	18,291	(6,717)	73%
9200 Debt Service										
700 Other Expense										
710 Redemption of Principal					37,473		37,473	33,347	(4,126.00)	89%
720 Interest					194,023		194,023	143,909	(50,114.00)	74%
710 Redemption of Principal-new					5,632		5,632	-	(5,632.00)	0%
720 Interest-new					11,013		11,013	1,039	(9,974.00)	9%
710 Construction loan interest					57,723		57,723	-	(57,723.00)	0%
Sub Total 9200					305,864		305,864	178,295	(127,569)	58%
TOTAL EXPENSE	3,044,921	57,000	189,099	198,123	305,864	148,323	3,943,329	2,769,187	(1,175,938)	30%
TOTAL EXCESS REVENUE OVER EXPENDITURES	(36,165)		(8,348)	109,595	(305,864)	443,372	202,590	194,878	(11,916)	6%
OTHER FINANCING USES AND SOURCES										
PROCEEDS FROM CONSTRUCTION LOAN					1,822,840		1,822,840	1,822,840	-	100%
COST OF NEW BUILDING TRANSFERS	167,545			(167,545)	(1,505,702)	1,505,702	(1,971,340)	(800,730)	1,170,610.00	41%
	131,380		(8,348)	(57,950)	(1,960,066)	1,949,074	54,090	1,216,988	1,158,694	0%
BEGINNING FUND BALANCE	919,342			105,388		165,689	1,190,419	1,270,295	1,270,295	
ENDING FUND BALANCE	\$ 1,182,102	\$ -	\$ (16,695)	\$ (10,512)	\$ (3,920,132)	\$ 4,063,836	\$ 1,288,599	\$ 3,704,271	\$ 3,587,683	

ROYAL PALM CHARTER SCHOOL
 AMENDED BUDGET VS. ACTUAL 03.31.2024

FTE BUDGET	337
FTE ACTUAL	337

	Total Operating Budget	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS thru 03.31.2024	Variance \$	Variance %
5200 Exceptional Education											
100 Salaries											
120 Classroom Teacher	161,875	168,405						168,405	126,304	(42,101.33)	75%
121 Classroom Teacher - Premium Pay	17,500	17,500						17,500	17,500	-	100%
122 Classroom Teacher - Stipend	20,628	10,180						10,180	7,635	(2,545.00)	75%
200 Employee Benefits											
210 Social Security	15,300	7,053						7,053	5,290	(1,763.33)	75%
220 Retirement	3,238	16,577						16,577	12,433	(4,144.33)	75%
230 Group Insurance	30,259	19,851						19,851	14,888	(4,962.67)	75%
240 Worker's Compensation	1,200	1,811						1,811	1,358	(452.67)	75%
250 Unemployment Compensation	1,512	100						100	75	(25.00)	75%
300 Purchased Services											
310 Professional & Technical Services	58,500	62,107						62,107	46,560	(15,526.67)	75%
390 Other Purchased Services	-	-						-	-	-	0%
600 Capital Outlay											
643 Capital Computer Hardware	500	500						500	-	(500.00)	0%
Sub Total 5200	310,512	304,084						304,084	232,063	(72,021)	76%
5500 VPK											
Sub Total 5500	19,661	19,661						19,661	21,457	(1,796)	0%
6120 Guidance Services											
100 Salaries											
130 Other Certified Personnel	55,515	9,684						9,684	9,684	-	100%
131 Other Certified Personnel-Premium pay	4,000	-						-	-	-	0%
132 Other Certified Personnel-Stipend	3,651	-						-	-	-	0%
200 Employee Benefits											
210 Retirement	1,110	56						56	56	-	100%
220 Social Security	4,832	740						740	740	-	100%
230 Group Insurance	-	19						19	19	-	100%
240 Worker's Compensation	379	666						666	666	-	100%
250 Unemployment Compensation	378	5						5	5	-	100%
Sub Total 6120	69,866	11,170						11,170	11,170	-	100%
6150 Parental Involvement											
500 Supplies											
511 Parental involvement materials	-	-						-	-	-	-
Sub Total 6150	-	-						-	-	-	-
6400 Staff Development											
300 Purchased services											
330 Travel & Training	28,000	-			22,720			22,720	-	(22,720.00)	0%
Sub Total 6400	28,000	-			22,720			22,720	-	(22,720)	0%
6500 Instructional Technology											
300 Purchased services											
360 Rentals	69,920	76,428						76,428	57,321	(19,107.00)	82%
500 Materials & Supplies											
510 Supplies	25,000	13,431						13,431	10,073	(3,357.67)	40%
600 Capital Outlay											
643 Capital Computer Software	13,000	-			13,000			13,000	2,870	(10,130.00)	22%
644 Capital FF&E	-	-			-			-	-	-	-
Sub Total 6500	107,920	89,859			13,000			102,859	70,264	(32,595)	65%
7300 School Administrative											
100 Salaries											
110 Administrator	183,963	219,480						219,480	164,610	(54,870.00)	89%
111 Administrator-Premium pay	14,000	14,000						14,000	14,000	-	100%
112 Administrator-Stipend	18,326	14,931						14,931	11,198	(3,732.67)	61%
160 Support Personnel	90,790	76,636						76,636	57,477	(19,159.00)	63%
161 Support Personnel-Premium pay	6,000	8,000						8,000	8,000	-	100%
162 Support Personnel-Stipend	6,492	3,872						3,872	2,904	(968.00)	45%

ROYAL PALM CHARTER SCHOOL
 AMENDED BUDGET VS. ACTUAL 03.31.2024

FTE BUDGET	337
FTE ACTUAL	337

	Total Operating Budget	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS thru 03.31.2024	Variance \$	Variance %
200 Employee Benefits											
210 Retirement	6,142	13,933						13,933	10,450	(3,483.33)	170%
220 Social Security	24,602	28,931						28,931	21,698	(7,232.67)	88%
230 Group Insurance	41,382	22,465						22,465	16,849	(5,616.33)	41%
240 Worker's Compensation	1,930	2,524						2,524	1,893	(631.00)	98%
250 Unemployment Compensation	1,512	97						97	73	(24.33)	5%
300 Purchased Services											
310 Professional & Technical Services	99,300	102,601						102,601	76,951	(25,650.33)	77%
320 Insurance and Bond Premiums	17,575	25,883						25,883	19,412	(6,470.67)	110%
330 Travel	-	4,149						4,149	3,112	(1,037.33)	
364 Software Subscriptions	3,500	6,448						6,448	4,836	(1,612.00)	138%
370 Communications	-	13,629						13,629	10,222	(3,407.33)	
390 Other Purchased Services	45,131	1,872						1,872	1,404	(468.00)	3%
500 Supplies											
510 Supplies	10,379	9,796						9,796	7,347	(2,449.00)	71%
600 Capital Outlay											
642 Noncapital FF & E	-	852						852	639	(213.00)	100%
640 Furniture, fixtures and equipment	-	1,733						1,733	1,300	(433.33)	100%
700 Other Expense											
730 Dues & Fees	54,265	37,927						37,927	28,445	(9,481.67)	52%
790 Miscellaneous Expense	-	-						-	-	-	
Sub Total 7300	627,308	609,760	-	-	-	-	-	609,760	462,820	(146,940)	74%

ROYAL PALM CHARTER SCHOOL
 AMENDED BUDGET VS. ACTUAL 03.31.2024

FTE BUDGET	337
FTE ACTUAL	337

	Total Operating Budget	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS thru 03.31.2024	Variance \$	Variance %
7600 Food Service											
100 Salaries	84,419			91,940				91,940	68,955	(22,985.00)	82%
160 Cafeteria - Other Support Personnel	3,000			3,000				3,000	3,000	-	100%
161 Other Support Personnel-Premium pay	2,844			2,332				2,332	1,749	(583.00)	61%
162 Other Support Personnel-Slipend											
200 Employee Benefits											
210 Retirement	6,905			7,928				7,928	910.00	910.00	86%
220 Social Security	13,626			6,620				6,620	4,965	(1,655.00)	36%
230 Group Insurance	542			68				68	51	(17.00)	9%
240 Worker's Compensation	1,134			675				675	506	(168.67)	45%
250 Unemployment											
500 Materials & Supplies	76,629			71,169				71,169	53,377	(17,792.33)	70%
570 Food Supplies											
600 Capital Outlay											
642 Noncapital FF & E				1,745				1,745	1,745	-	75%
Sub Total 7600	189,099			185,477				185,477	141,204	(44,273)	
7900 Operation of Plant											
300 Purchased Services	39,880	50,947						50,947	38,210	(12,736.67)	96%
320 Insurance and Bond		20,168							15,126.00	(5,042.00)	75%
350 - Repairs	1,398	319						319	239	(79.67)	17%
360 - Rentals	15,116	12,728						12,728	9,546	(3,182.00)	63%
380 - Public Utility Services	116,946	94,000						94,000	70,500	(23,500.00)	60%
390 - Other Purchased Services											
400 Energy Services	58,293	52,996						52,996	39,747	(13,249.00)	68%
430 Electricity											
500 Supplies	9,461	11,665						11,665	8,749	(2,916.33)	92%
510 Supplies											
600 Capital Outlay											
641 Furniture, Fixtures, and equipment		4,313						4,313	3,235	(1,078.33)	100%
630 Building and Fixed Equipment	146,323	15,429						15,429	10,429	(5,000.00)	7%
670 Improvement non-building		41,970						41,970	16,970	(25,000.00)	100%
Sub Total 7900	389,417	304,535						284,367	212,751	(71,616)	55%

ROYAL PALM CHARTER SCHOOL
 AMENDED BUDGET VS. ACTUAL 03.31.2024

FTE BUDGET	337
FTE ACTUAL	337

	Total Operating Budget	General	Internal Fund Activities	Food Service	CARES	Debt Service	Capital Outlay	Total Operating Budget	ACTUALS thru 03.31.2024	Variance \$	Variance %
8100 Maintenance of Plant											
300 Purchased Services	5,300	5,300	-	-	-	-	-	5,300	-	(5,300.00)	0%
350 Repairs and Maintenance	5,300	5,300	-	-	-	-	-	5,300	-	(5,300)	0%
Sub Total 8100											
9100 Community Services											
100 Salaries	19,546	14,549	-	-	-	-	-	14,549	10,912	(3,637.33)	56%
160 Other Support Personnel											
200 Employee Benefits											
210 Retirement	1,495	744	-	-	-	-	-	1,235	558	558.00	62%
220 Social Security	3,094	7,745	-	-	-	-	-	7,745	926	(308.67)	188%
230 Group Insurance	117	100	-	-	-	-	-	100	75	(25.00)	64%
240 Worker's Compensation	756	15	-	-	-	-	-	15	11	(3.67)	1%
250 Unemployment Compensation											
500 Supplies											
510 Supplies											
600 Capital Outlay	25,008	24,388	-	-	-	-	-	23,644	18,291	(5,353)	73%
643 Capital Computer Hardware											
Sub Total 9100											
9200 Debt Service											
700 Other Expense	37,473	-	-	-	-	37,473	-	37,473	33,347	(4,126.00)	89%
710 Redemption of Principal	194,023	-	-	-	-	194,023	-	194,023	143,909	(50,114.00)	74%
720 Interest	5,632	-	-	-	-	-	-	-	-	-	0%
710 Redemption of Principal-new	11,013	-	-	-	-	-	-	-	-	-	0%
720 Interest-new	57,723	-	-	-	-	24,668	-	24,668	1,039	(23,629.00)	2%
710 Construction loan interest	305,864	-	-	-	-	256,164	-	256,164	178,295	(77,869)	58%
Sub Total 9200											
TOTAL EXPENSE	3,883,329	3,211,009	-	185,477	186,123	256,164	-	3,829,861	2,769,187	(1,062,470)	27%
TOTAL EXCESS REVENUE OVER EXPENDITURES	202,600	(118,644)	(26,500)	(4,726)	109,595	(256,164)	506,866	231,439	194,878	(40,765)	20%
OTHER FINANCING USES AND SOURCES											
PROCEEDS FROM CONSTRUCTION LOAN	1,822,840	-	-	-	-	1,822,840	-	1,822,840	1,822,840	-	100%
COST OF NEW BUILDING TRANSFERS	(1,971,340)	210,257	-	4,726	(214,983)	(404,664)	(404,664)	(1,971,340)	(800,730)	1,170,610.00	41%
	54,100	91,713	(26,500)	-	(105,388)	-	102,202	82,939	1,216,988	1,129,845	0%
BEGINNING FUND BALANCE	1,190,419	919,342	-	-	105,388	-	165,689	1,190,419	1,270,295	1,270,295	
ENDING FUND BALANCE	\$ 1,244,519	\$ 1,011,055	\$ (26,500)	\$ -	\$ -	\$ -	\$ 267,891	\$ 1,273,358	\$ 2,487,283	\$ 3,629,886	

Enrollment Update as of 4/12/23

	23-24 Enrolled	Openings	Applications
VPK	30	0	13
K	36	0	24
1ST	36	0	10
2ND	36	0	7
3RD	36	0	11
4TH	42	2	0
5TH	36	8	0
6TH	42	2	8
7TH	32	12	0
8TH	44	0	2
	340(370)		

Royal Palm Charter School, Inc.
POLICY ON UNRESOLVED STUDENT WELFARE COMPLAINTS

Adopted and Effective: 4-10-2024

This is the Policy on Complaints Related to House Bill 1557 of Royal Palm Charter School, Inc. (the "School"). This policy is implemented to comply with the requirements of Rule 6A-6.0791, Florida Administrative Code, Section 1001.42(8), Florida Statutes, and other relevant laws.

Types of Concerns Covered. The "Parental Rights in Education" law, also known as House Bill 1557 (2022), sets forth specific procedures for complaints or disputes falling into those categories detailed in Section 1001.42(8)(c)1.-7, Florida Statutes, and on the "Parental Request for Appointment of a Special Magistrate" form published by the Florida Department of Education and available here: <https://www.fldoe.org/core/fileparse.php/7700/urlt/CSSM-16A-60791.pdf>

This includes any complaints or disputes related to the following:

- Concerns over procedures for notifying a student's parent if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student.
- Concerns related to any school policies or procedures that are perceived to discourage or prohibit parental notification of and involvement in critical decisions affecting their student's mental, emotional, or physical health or well-being.
- Concerns over classroom instruction related to sexual orientation or gender identity, which is prohibited in grades K-8 and must be age-appropriate for all other grades.
- Concerns over student support services training developed or provided to school personnel that is believed to be out of compliance with guidelines, standards, and frameworks established by the Department of Education.
- Concerns over parental notification at the beginning of the school year about healthcare services offered by the School, including the ability to opt-out or withhold consent for any such services.
- [FOR GRADES K-3 ONLY] Concerns over whether the School provided a well-being questionnaire or health screening form to the parent and sought their permission before it was administered to the student. This only applies to grades K-3.


1. Complaint Procedures. Complaints must be made according to Rule 6A-6.0791. Parents and guardians have the right to notify the Principal of any concerns related to the above areas. The Principal or their designee must provide a response to the parent within seven (7)

days of receiving the complaint. If the dispute cannot be resolved by the Principal or designee within seven (7) days, the parent may present the dispute to the School District. The School District must attempt to resolve the dispute within no more than thirty (30) days. If the School District is unable to resolve the dispute, a parent may request the appointment of a special magistrate utilizing the "Parental Request for Appointment of a Special Magistrate for Charter School Students" form linked above. For purposes of this policy, the term "days" means business days and excludes state, federal and school holidays.

2. Incorporation of Policy. This Policy shall be incorporated into the School's Parent & Student Handbook to fully inform parents and be published on the School's website.

Board Secretary Certificate

I hereby certify that the foregoing Policy on Complaints Related to House Bill 1557 was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on 4-10-2024.

Alisha Rozynski
Board Secretary


Printed Name

Royal Palm Charter School, Inc.
POLICY ON THE TEACHER APPRENTICESHIP PROGRAM

Adopted and Effective: 4/10/24

This policy adopted by Royal Palm Charter School, Inc. (the "School") and pursuant to section 1012.555 Florida Statutes and State Board of Education Rule 6A-5.067 provides the policy for the School to participate in the Teacher Apprenticeship Program.

1. Definitions.

- a. "*Initial Teacher Preparation Program*," also known as ITP, means a program offered by Florida postsecondary institutions to prepare instructional personnel under Section 1004.04, F.S., and Rule 6A-5.066, Florida Administrative Code (F.A.C.).
- b. "*On-the-Job Training*" means a formalized system of job processes, which must be augmented by related instruction, that provides the experience and knowledge necessary to meet the training objective of learning the occupation of teaching. The on-the-job training must be delivered through structured, supervised work experience under the tutelage of a teacher-apprentice mentor.
- c. "*Related Instruction*" means an organized and systematic form of instruction designed to provide the teacher apprentice with knowledge of the theoretical subjects related to the apprentice's specific occupation. For the purposes of the Teacher Apprenticeship Program, the Related Instruction must consist of upper-division coursework applied toward the award of a baccalaureate degree that prepares the teacher apprentice for initial teacher preparation and a professional certificate as set forth in Section 1012.56, F.S.
- d. "*Teacher Apprentice*" means an individual who holds a temporary teacher apprenticeship certificate in accordance with Section 1012.56(7)(d), F.S., and Rule 6A-4.004, F.A.C., and who is employed by the School and placed in the classroom of a teacher apprentice mentor using team teaching strategies to fulfill the on-the-job training component of the registered Teacher Apprenticeship Program.
- e. "*Teacher Apprentice Mentor*" means a teacher who is employed by and has been selected by the School to serve as a mentor in the Teacher Apprenticeship Program for the on-the-job training component of the Teacher Apprenticeship Program.

2. Requirements for a Teacher Apprentice.

- a. A Teacher Apprentice must hold a temporary teacher apprenticeship certificate as provided in S. 1012.56(7)(d) F.S. and subject to Rule 6A-4.004(4) F.A.C. In order to be issued a certificate, a potential Teacher Apprentice must meet the following

requirements:

- i. Be at least 18 years old;
 - ii. File an affidavit that the applicant subscribes to and will uphold the principles incorporated in the Constitution of the United States and the Constitution of the State of Florida and that the information provided in the application is true, accurate, and complete. This affidavit is subject to additional requirements found in S. 1012.56(2)(b) F.S.;
 - iii. Submit to background screening pursuant to S. 1012.56(2)(d) F.S.;
 - iv. Be of good moral character;
 - v. Be competent and capable of performing the duties, functions, and responsibilities of an educator;
 - vi. Completes the subject area content requirements specified in state board rule or demonstrates mastery of subject area knowledge as provided in S. 1012.56(5) F.S.;
 - vii. Meet the requirements for a certificate in Rule 6A-4.004(4) F.A.C.
- b. A Teacher Apprentice who is issued a temporary certificate must be assigned a Teacher Apprentice Mentor for a minimum of two school years after commencing employment. A temporary teacher apprenticeship certificate is valid for 5 school years, may be issued only once, and is non-renewable.
- c. A Teacher Apprentice will be appointed by the School as an education paraprofessional and must commit to spending the first two years in the classroom of a Teacher Apprentice Mentor using team teaching strategies and fulfilling On the Job Training requirements. A Teacher Apprentice must complete Related Instruction, the Initial Teacher Preparation Program, and all other assignments and maintain accurate records of such for submission on request.

3. Requirements for a Teacher Apprentice Mentor.

- a. A Teacher Apprentice Mentor selected by the School must meet the following requirements:
- i. Hold a valid professional certificate;
 - ii. Have at least 7 years of teaching experience in Florida,
 - iii. Received an aggregate score of highly effective on the three most recently available value-added model (VAM) scores as calculated by the department based upon Rule 6A-5.0411, F.A.C., or received an aggregate score of highly effective on the three most recently available performance evaluations in accordance with Section 1012.34, F.S., if the teacher did not generate a state VAM score calculated based upon Rule 6A-5.0411, F.A.C.;
 - iv. Complete Charter School clinical educator training;
 - v. Mentor his or her Teacher Apprentice using team-teaching strategies;
 - vi. Observe, verify, and submit to the Related Instruction provider supporting evidence of demonstrating on-the-job training requirements in accordance


with Rule 6A-23.004(2)(c)-(d), F.A.C.

4. **School Responsibilities.**

- a. The School will meet the Teacher Apprenticeship Program standards and will only select Teacher Apprentices who meet the following minimum requirements:
 - i. Have received an associate's degree from an accredited postsecondary institution;
 - ii. Have earned a cumulative grade point average of 3.0 in that degree program;
 - iii. Have successfully passed a background screening pursuant to S. 1012.32 F.S.;
 - iv. Have been accepted by the Florida postsecondary institution that is offering the related instruction component of the program; and
 - v. Have received a temporary teacher apprenticeship certificate from the Department as provided in S. 1012.56(7)(d) F.S. and Rule 6A-4.004(4), F.A.C.
- b. The School will pay a Teacher Apprentice at least the minimum paraprofessional salary wage in accordance with Rule 6A-5.067 F.A.C.
- c. The School will provide the Teacher Apprentice with job duties to ensure that On the Job training is provided and will monitor and ensure that the Teacher Apprentice is acquiring knowledge and skills for instructional practice which must include the following:
 - i. The practice, demonstration, and mastery of the Florida Educator Accomplished Practices as specified in Rule 6A-5.065, F.A.C.; and
 - ii. All other requirements of professional preparation as specified in Rule 6A-4.006(2), F.A.C.
- d. The School will allow a Teacher Apprentice to switch schools pursuant to Rule 6A-5.067 F.A.C. after their first year if the hiring school has agreed to fund the remaining year of the apprenticeship and has been approved by the Department.
- e. Subject to legislative appropriation, the School must provide the teacher Apprentice Mentor with a bonus. Upon completion of the first year of the apprenticeship half of the bonus will be awarded to the Teacher Apprentice Mentor with the remainder of the bonus being awarded at the conclusion of the apprenticeship. The bonus will only be awarded at the end of the apprenticeship if the Teacher Apprentice is hired by a school district or charter school in the state of Florida.
- f. The School will submit all required data to the Department.

Board Secretary Certificate

I hereby certify that the foregoing Policy on the Teacher Apprenticeship Program was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on 4-10-2024.

Alisha Rozynski
Board Secretary

Printed Name



Royal Palm Charter School
7145 S. Babcock St. Palm Bay, FL 32909

OBJECTION TO INSTRUCTIONAL MATERIALS

Part I:

Directions for filing an objection to instructional materials:

1. Complete the Objection to Instructional Materials form in its entirety. The form can be found on the school website www.royalpalmcharter.com under Parents and then Policies and Procedures.
2. Submit the form to the Principal, Shannon Sviben via email at: shannon.sviben@royalpalmcharter.com or by mail to 7145 S. Babcock St. Palm Bay, FL 32909.
3. Upon receipt of the Objection to Instructional Materials form, the Principal shall notify staff with the identified titles to remove the books from circulation pending the outcome of the objection process.
4. The administration team shall convene to review the objectionable materials.
5. The administration team shall evaluate the material guided by F.S. 1006.28 and 1006.40 regarding prohibited content and make a recommendation to the Principal within 2 student days following the process. The Principal or designee shall advise the requestor of the committee's recommendation that will be submitted to the Board of Directors for final decision making.

Part II:

Introduction

This form must be used by a parent or resident of this county, in conjunction with district policies and procedures, to submit an objection to the school board for the following material:

1. Materials used in a classroom in the district, except for instructional materials as defined in s. 1006.29(2), F.S. The process and forms to object to instructional materials can be found at brevardschools.org.
2. Materials made available to students in a school or classroom library.
3. Materials included on a school or classroom reading list.

Section 1: Parent or Resident Information

It is expected that the material in question has been read, viewed, or listened to in its entirety.

1. Objection initiated by: Parent/Guardian Brevard County Resident
2. Type of objection: Instructional Material/Resource Library/Media Resource
3. Type of Material: Book Video/DVD Adopted Instructional Material Other (specify)

Title:
Author(s):
Publisher/Producer:
Copyright date:
ISBN (if available):
Grade Level:
Course:
Where is the material found: <input type="checkbox"/> Media Center <input type="checkbox"/> Classroom Library <input type="checkbox"/> Reading List <input type="checkbox"/> Other
School(s) where found:

4. Select the criteria that most represents your objection. F.S.1006.40(3) Material contains content which:
- Is pornographic or prohibited under § 847.012.
 - Depicts or describes sexual conduct as defined in s. 847.001(19)
 - Is not suited to student needs and their ability to comprehend the material presented.
 - Is inappropriate for the grade level and age group for which the material is used.

5. Did you examine the entire material? Yes No If not, what parts did you examine?

6. To what in the material do you object? (Please be specific -- cite pages, picture, film sequence, etc.)

7. Is there any age or grade in which you would recommend this material? Yes No

If yes, please specify: _____

8. Is there any value in this material?

9. What is your desired outcome for this material?

- Remove or discontinue use of material
- Limit access to certain grade levels: _____
- Limit my child's access
- Other: _____

Requestor's Contact Information

Requestor's Name: _____
(Last) (First) (Middle)

Requestor's Address: _____
(Street Address) (City) (State) (Zip Code)

Email Address: _____

Home Phone: _____ Cell Phone: _____

Requestor's Signature

Date

As stated in F.S. 1006.28 for this objection you must: Be a parent/guardian of a Brevard Public School student or a resident of Brevard County Florida. For the purposes of this policy, "parent" means a parent/legal guardian of a student enrolled in the District's schools. "Resident" means a person residing in the county who has maintained their residence in Florida for the preceding year, has purchased a home that is occupied by them as a residence, or has established a domicile in Florida pursuant to F.S. 222.17.

Send Objection Form to: Submit the form to the Principal, Shannon Sviben via email at: shannon.sviben@royalpalmcharter.com or by mail to 7145 S. Babcock St. Palm Bay, FL 32909.

FOR ADMINISTRATIVE USE ONLY

Date Received: _____

Received by: _____

Verification of Parental/Guardian Status Yes No

Person Verifying: _____

Verification of Residency Yes No

Person Verifying: _____

Informal Conference Date: _____

Review Committee Date: _____

ROYAL PALM CHARTER

BOARD MEETING

NOTICE

Wed 4/10/2024

5:30 PM

PUBLIC INVITED

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

Join Zoom Meeting

<https://us06web.zoom.us/j/84550698165?pwd=hZWntzIq6h08EkEYWlIc8lPxAAOKYAB.1>

Meeting ID: 845 5069 8165

Passcode: ROYALPALM