

University Preparatory Academy

Meeting of the Board of Directors
September 27, 2019
2:00 pm

BOARD OF DIRECTORS

Melissa Klafter, Board Chair (*Present*)
Anthony Polazzi (*Present*)
Darryl Cobb (*Present*)
Casey Moyer (*Absent*)
Dr. Jennifer Porter-Smith (*Present*)

MINUTES

1. OPENING EXERCISES

- a. Meeting called to order.
- b. A quorum was established.

2. PUBLIC COMMENT

- a. There were no comments by the public at this time.

3. CONSENT AGENDA

- a. **APPROVED:** The Board approved the minutes from the June 19, 2019 Board of Director's Meeting.
- b. **APPROVED:** The Board approved to ratify the submittal of the individual Florida Safe Schools Assessment Tools (FSSAT).
- c. **APPROVED:** The Board approved to continue to utilize Danielson's Framework evaluation system for teacher observation and evaluation.

Motion to approve the consent agenda by Daryl Cobb; second by Anthony Polazzi; motion passed unanimously

4. ACTION & DISCUSSION ITEMS

- a. **APPROVED:** The Board reviewed & approved to submit the Financial Statements and Independent Auditors Reports for the 2018-2019 School Year.
 - i. Included recommendations on Internal Account Deposits, Internal Account Disbursements, and Capital Assets.
 - ii. The Board requested that a follow up on these items be included on the next agenda for Principal Ledgister to discuss and Academica to weigh in on.

Motion to approve by Daryl Cobb; second by Anthony Polazzi; motion passed unanimously

- b. Security Report & Updates (*Willie Tagle*)
 - i. General Update
 - ii. **APPROVED:** The Board approved the following Guardian Program Items:
 1. To request permission for the Governing Board Chair to request the county sheriff to establish a guardian program for the purpose of providing guardian training in any county where the school district has not voted, or has declined, to implement a guardian program.
 2. To request permission for the Governing Board Chair, in any county where the school district has not voted, or has declined, to implement a guardian program, and the county sheriff denies the governing board's request to establish a guardian program, to negotiate and enter into a contract with a sheriff of a foreign county that has established a guardian program to provide the required guardian training.

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3. To request permission for the Governing Board Chair to deliver notice as required by F.S. section 30.15 of any contract with a foreign county sheriff that has established a guardian program to provide the required guardian training prior to its execution to the Superintendent of Schools and the County Sheriff in any county where the school district has not voted, or has declined to implement a guardian program, and the county sheriff declines to establish a guardian program.
- iii. **APPROVED:** The Board approved the following Active Assailant Response Items:
 1. Approved to adopt the Active Assailant Response Board Policy
 2. Approved to authorize the individual schools to adopt the Active Assailant Response / Stabbing Procedure or their Sponsor's Plan/Procedures.
 3. Approved to adopt the nationally recognized Active Assailant Response Training Course (i.e. C.R.A.S.E. Civilian Response to Active Shooter Events.)
Video can be seen here: <https://youtu.be/j0I68YxLQQ>
Motion to approve items 4b by Jennifer Porter-Smith; second by Anthony Polazzi; motion passed unanimously
- c. Principal Report – See Attachments
 - i. Principal Report – Renewal granted for 10 years; official school grade is a high “C”; increased 10% from last year to this year; enrollment is at 363 (goal was 345); discussed facility issues; the board would like to make sure that the building build-outs are ready to begin in the summer if the school is going to continue to grow.
 - ii. Diagnostic Report
 - iii. Discussed the proposed MOU with Faith's Place

5. ANNOUNCEMENTS AND NOTIFICATIONS

6. ADJOURNED MEETING

University Preparatory Academy

Meeting of the Board of Directors
November 20, 2019

BOARD OF DIRECTORS

Melissa Klafter, Board Chair (*Present*)
Anthony Polazzi (*Present*)
Darryl Cobb (*Present*)
Casey Moye (*Present*)
Dr. Jennifer Porter-Smith (*Absent*)

MINUTES

1. OPENING EXERCISES

- a. Meeting called to order at 11:04am
- b. A quorum was not established until 11:15am

2. PUBLIC COMMENT

- a. There were no comments by the public.

3. CONSENT AGENDA (*Moved to later on the agenda to accommodate quorum*)

- a. **APPROVED:** The Board approved the minutes from the September 27, 2019 Board of Director's Meeting.
- b. **APPROVED:** The Board approved to receive and file the financial statements for the period ending September 30, 2019.

Motion to approve the consent agenda by Anthony Polazzi; second by Daryl Cobb; motion passed unanimously

4. ACTION & DISCUSSION ITEMS

- a. Principal Report
 - i. Principal Report – See Attached
 - ii. Lease Amendment
 1. Plan to hold off on construction of additional costumes until the summer of 2020 and not increase rent until that time, as opposed to now. Further discussed the need to have the rent paid on time; November is past due and October was recently released. Board Chair Klafter expressed the need for the district to get back on track with funding the school. Anthony Polazzi discusses the possibility of a small credit line to help with this. Ana Martinez states that this may not be the right time to ask as the school has a current negative fund balance; it is discussed that Spring may be a better time to approach the bank(s) with this.
 2. **APPROVED:** The Board approved the Lease Amendment, as discussed.
Motion to approve by Anthony Polazzi; second by Daryl Cobb; motion passed anonymously
 - iii. **APPROVED:** The Board approved the Best & Brightest Distribution Plan as follows:
 1. University Prep qualified to distribute Best and Brightest awards in the categories of retention, recognition, and principal award. For the retention awards, 6 teachers will be awarded \$1000 for ratings of effective and 1 teacher awarded \$2500 with a rating of highly effective. For the recognition awards, 15 instructional personnel will be awarded \$846 for ratings of effective and 2 instructional personnel will be awarded \$1128.00 for ratings of highly effective. For the principal award, the principal will be awarded \$5,000.00 for serving as principal for four consecutive years and the school has improved an average of 10 percentage points over the last three years.

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- a. Daryl Cobb asked if this is an ongoing item each year; Alina Chester informs the Board and staff that the B&B has been around for a few years, but has changed over the years; legislation has suggested that this will be the last year; Mr. Cobb recommends that teachers are fully informed that this is a one year item.

Motion to approve by Anthony Polazzi; second by Casey Moye; motion passed unanimously

iv. Fundraising Initiative- Move to create a fundraising committee

1. Dr. Porter ran a very hard and effective campaign; as of about 5 weeks ago she raised approx. \$500k; would like to establish a committee;
2. **APPROVED:** The Board approved the motion to form a fundraising committee, provided it is not in contradiction with the Bylaws of the Board of Directors.

Motion by Anthony Polazzi; second by Melissa Klafster; motion passed unanimously

5. ANNOUNCEMENTS AND NOTIFICATIONS

- a. Final two meeting notices have been sent to the board; next one is in March and the other in June; if a special meeting is needed before March, please reach out to Kelly.

6. ADJOURN MEETING

University Preparatory Academy

Meeting of the Board of Directors
March 11, 2020

BOARD OF DIRECTORS

Melissa Klafter, Board Chair (*Present*)
Anthony Polazzi (*Present*)
Darryl Cobb (*Present*)
Casey Moye (*Present*)
Dr. Jennifer Porter-Smith (*Present*)

MINUTES

1. OPENING EXERCISES

- a. Meeting called to order 11:04 am
- b. A quorum was established

2. PUBLIC COMMENT

- a. There were no comments by the public at this time.

3. CONSENT AGENDA

- a. **APPROVED:** The Board approved the minutes from the November 20, 2019 Board of Director's Meeting.
Motion to approve by Darryl Cobb; Second by Cassie Moye; motion passed unanimously
- b. **APPROVED:** The Board approved to receive and file the financial statements for the period ending December 31, 2019.
Motion to approve by Anthony Polazzi; Second by Jenny Porter-Smith; motion passed unanimously

4. ACTION & DISCUSSION ITEMS

- a. Principal Report (Electronic Report was emailed to the Board)
 - i. School Grade Prediction Winter Diagnostic issued for grades 3-6. Based on the report, school prediction grade "C". The school goal is to get "B", therefore, several modification and intervention were implemented to cover the gaps.
 - ii. The school received 32 usable PC from SunCapital at minimal cost for students to use online testing and iReady program. It is currently in process of installing operating system and will be set up in the lab room.
 - iii. iReady Diagnostic Data
 - iv. Current enrollment is 334 students; FTE enrollment in October (361 students) February (329 students). 17 students withdrew due to DCF issues
 - v. Goal for the following school year is 400 students (K-7th grade)
 - vi. Recruitment begins after Spring Break with one of the biggest event, VPK Directors Breakfast
 - vii. Social Media Campaign
 - viii. Re-Enrollment for Siblings
 - ix. Teacher recruitment at FAMU
 - x. Upcoming State Assessments
 - xi. Virtual Schools will be available in the event school closes due to Corona Virus
 - xii. Doug Rodriguez explained on Title 1 class size requirements
 - xiii. Repairs needed older building and replaced the A/C system which cost \$190,000 paid by Building Hope. There is an additional A/C service cost of \$24,000 that was not approved neither by the school or Building Hope. A/C Contract will be reviewed before settlement.
 - xiv. Advanced Academic Program

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- xv. District Science Fair

- b. Lease Agreement
 - Principal Ledgister discussed on the lease and Building Hope is debating to build four or eight classrooms. They are in the process of getting permits and will be moving forward on the build-out. Lease is being reviewed by Counsel, Collette Papa. Board Chair requested Board Member Anthony Polazzi to review the lease. Principal is pending response from Building Hope.

 - i. School Recognition Funds
 - APPROVED:** The Board of Directors to approve the school recognition funds should be distributed equally among all individuals who were employed for the full 2018/19 SY and are still currently employed as voted on by the faculty and staff.
Motion to approve by Anthony Polazzi; Second by Darryl Cobb

- c. Financial Report
 - i. **APPROVED:** The Board approved Revised Financial Policies & Procedures changes upon the Board discretion (Ana Martinez / Christina Perdomo)
Motion to approve by Anthony Polazzi; Second by Jenny Porter-Smith
 - ii. **APPROVED:** The Board approved Revised Annual Budget (Alina Chester)
Motion to approve by Jenny Porter-Smith; Second by Anthony Polazzi

5. ANNOUNCEMENTS AND NOTIFICATIONS

- a. Next Board Meeting is on June 17, 2020

6. ADJOURNED MEETING 1:09PM

University Preparatory Academy

Emergency Meeting of the Board of Directors
March 26, 2020

BOARD OF DIRECTORS

Melissa Klafter, Board Chair *(Present)*
Anthony Polazzi *(Present)*
Darryl Cobb *(Present)*
Casey Moye *(Present)*
Dr. Jennifer Porter-Smith *(Present)*

MINUTES

1. OPENING EXERCISES

- a. Meeting called to order
- b. Established a quorum

2. PUBLIC COMMENT

- a. There were no comments by the public.

3. ACTION & DISCUSSION ITEMS

- a. **APPROVED:** The Board reviewed, discussed and approved the Resolution with regards to Novel Coronavirus Disease 2019 (COVID-19).
Motion to approve by Daryl Cobb; second by Dr. Jennifer Porter-Smith; motion passed unanimously
- b. **APPROVED:** The Board to add the Board Chair to Pandadoc for ACH and other signing opportunities.
Motion to approve by Daryl Cobb; second by Dr. Jennifer Porter-Smith; motion passed unanimously
- c. Other Items by Board Members, Staff, or ESP
 - i. Update by Principal Ledgister
 1. Planning to offer one device pre household; Doug and Julio mention that they can assist with the additional 20 missing devices, so that each child has one.
 2. Discussed reduction of employees, if necessary.

4. ADJOURNED MEETING

APPROVED

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Meeting of the Board of Directors
June 12, 2020

BOARD OF DIRECTORS

Melissa Klafter, Board Chair (Present)
Anthony Polazzi (Absent)
Darryl Cobb (Present)
Casey Moye (Absent)
Dr. Jennifer Porter-Smith (Present)

AGENDA

1. OPENING EXERCISES

- a. Meeting called to order at 9:02am
- b. A quorum was established

2. PUBLIC COMMENT

- a. There were no comments by the public.

3. ACTION ITEMS

- a. Items and Report by the Chair
 1. Board Chair, Board of Directors and Doug Rodriguez gave a recognition speech to Principal Ledgister.
 2. Board Chair inquired the hiring process of new principal.
 3. Mr. Rodriguez provided an update on the final ten principal candidate resumes and screening process. He and principal will be conducting the first round of interviews. Dr. Porter-Smith and Mr. Cobb requested to be present during the interview process. Mr. Rodriguez agreed and will coordinate and schedule the interview meeting prior next board meeting. Board Chair requested to be part of the final round interview.
- b. Other Items by Board Members, Staff, or ESP
 - i. Update by Principal Ledgister
 1. Principal discussed his transition plan and major upcoming deadlines – see attached.

4. ANNOUNCEMENTS AND NOTIFICATIONS

- a. Board Chair suggested Richard Morena to attend the next budget board meeting on Thursday, June 18th and recommended to schedule a few more board meetings to take part of the transition.

5. ADJOURNED MEETING

University Preparatory Academy

Meeting of the Board of Directors
June 18, 2020

BOARD OF DIRECTORS

Melissa Klafter, Board Chair (*Present*)
Anthony Polazzi (*Absent*)
Darryl Cobb (*Absent*)
Casey Moye (*Present*)
Dr. Jennifer Porter-Smith (*Present*)

Minutes

1. Opening Exercises

- a. Meeting called to order
- b. Established a quorum

2. Public Comment

- a. There were no comments by the public.

3. Consent Agenda

- a. **APPROVED:** The Board approved to adopt the minutes from the March 26, 2020 Board of Director's Meeting.
- b. **APPROVED:** The Board approved to adopt the minutes from the June 12, 2020 Board of Director's Meeting.
- c. **APPROVED:** The Board approved to adopt the Palm Beach Public Schools Threat Assessment Policies and Procedures.
- d. **APPROVED:** The Board approved to Ratify the Mental Health Assistance Allocation Plan.
- e. **APPROVED:** The Board approved to Ratify the Financial Audit agreement with HLB Gravier.

Motion to approve the consent agenda by Dr. Jennifer Porter Smith; second by Casey Moye; motion passed unanimously

4. Action & Discussion Items

- a. New Principal Update (*Doug Rodriguez*)
 - i. Reviewed all resumes received and narrowed down candidates and hosting interviews today and tomorrow; one board member has been present during each interview; score sheets will be shared with the board and a recommendation will be made with top 2-3; a board meeting will be scheduled for the board to make final approval.
- b. Financial Report (*Alina Chester & Richard Moreno*)
 - i. **APPROVED:** The Board reviewed and approved the Final 2019-2020 Annual Budget
 - ii. **APPROVED:** The Board reviewed the Proposed 2020-20201 Annual Budget
Motion to approve the budgets by Casey Moye; second by Dr. Jennifer Porter Smith; motion passed unanimously
- c. **APPROVED:** The Board discussed and approved the Colegia and Our Virtual Distance Learning Program Parent Consent Form.
Motion to approve by Casey Moye; second by Dr. Jennifer Porter Smith; motion passed unanimously
- d. Presentation by Doral College (*Doug Rodriguez & Lourdes Isla*)
 - i. AP courses available for 8th grade; Bachelors Degree in Education now offered; the boards can sponsor the tuition in which the student returns to the school to teach for 3 years.
- e. Principal Report

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- i. Resignation of Assistant Principal; discussed replacement with current employee and budget; possibility of playing both roles with a salary increase.
 - ii. General Report, including enrollment, staffing, summer marketing
 - iii. Update on Construction Timeline
 - iv. COVID 19 Updates
- f. Other Items by the Board, Principals or Staff, or ESP
- i. There were no additional items at this time.

5. Notifications and Announcements

6. Adjourned Meeting