

University Preparatory Academy

Meeting of the Board of Directors
July 10, 2020

BOARD OF DIRECTORS

Melissa Klafter, Board Chair (*Present*)
Anthony Polazzi (*Present*)
Darryl Cobb (*Present*)
Casey Moyer (*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 approved to authorize the Board Chair to continue employment contract negotiations which would designate Dr. Michael Hill Jr. as the Principal of University Preparatory Academy.
 - i. Doug Rodriguez reviews the interview process; 65 applications were received and narrowed down to 10 candidates; review of contract terms.
 - ii. Board Member Polazzi asks Dr. Hill if we are required to follow the guidelines that PBC sets forth. Dr. Hill states that his recommendation is to closely parallel what the district does.
Motion to approve by Anthony Polazzi; second by Darryl Cobb; motion passed unanimously
- b. Other Items by the Board, Principals or Staff, or ESP
 - i. Dr. Porter Smith asks if the school was able to take advantage of the technology grant; Richard states that the school did apply for \$200k; he further states that he is working with a donor now who would like to donate 150 devices.

4. Notifications and Announcements

5. Adjourned Meeting

University Preparatory Academy

Meeting of the Board of Directors
August 12, 2020

BOARD OF DIRECTORS

Melissa Klafter, Board Chair (*Present*)
Anthony Polazzi (*Present*)
Darryl Cobb (*Present*)
Casey Moye (*Absent*)
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 June 18, 2020 Board of Director's Meeting.
- b. **APPROVED:** The Board approved to adopt the minutes from the July 10, 2020 Board of Director's Meeting.

Motion to approve the consent agenda by Anthony Polazzi; second by Dr. Jennifer Porter-Smith; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report (*Dr. Mike Hill*)
 - i. General Updates
 1. Enrollment Update – Currently at 343; budget goal is 360.
 2. Staffing Update – 3 open positions; applications on file, so filling these spots should not be difficult.
 3. Marketing
 4. Covid-19 Preparations
 5. Development of Community Partners (for assistance with STEM, Performing Arts, Athletics)
 - ii. Requesting Approval of Teacher Salary Increase Plan
 1. **APPROVED:** The Board approved to authorize the Board Chair the ability to work with Dr. Hill on the Teacher Salary Increase Plan; further approving the submittal of the plan by the September 25th due date.
Motion to approve by Anthony Polazzi; second by Dr. Jennifer Porter-Smith; motion passed unanimously
- b. Other Items by the Board, Principals or Staff, or ESP

5. Notifications and Announcements

- a. Next Board Meeting – September 28th (Review and Approval of 19-20 Annual Audit to occur at this meeting)

6. Adjourned Meeting

University Preparatory Academy

Meeting of the Board of Directors
September 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 call to order
- b. Established a quorum

2. Public Comment

- a. There were no comments by the public.

3. Action & Discussion Items

- a. Construction Update Requested by the Board Chair *(Board Chair Klafter & Richard Moreno & Mark Rodberg)*
 - i. Fire Department will be at the school next week and there is no concern it won't be cleared.
 - ii. After that we need to satisfy the City of Palm Beach regarding the requirements of the project; given that work will have to complete on evenings and weekends, this will not delay the project.
 - iii. Projected completion date of end of October, pending City approvals.
 - iv. COVID has caused issues with City departments and approvals; all working remotely; nationwide issue.
- b. Principal Report General Updates & Re-Opening Plan *(Dr. Mike Hill)*
 - i. Sent out of parent survey earlier in the week it was even at the end of last week; parent response is low.
 - ii. Construction necessary to take students face to face; if enough remain online then it is possible.
 - iii. Sending another email out; next week will begin manually calling parents for their selection.
 - iv. Planning to re-open Sept. 21st
 - v. Discussed buses.
 - vi. Melissa suggests giving a deadline on the survey and if they don't respond then they are automatically enrolled in remote learning.
 - vii. Dr. Hill states that it has been a communications issue; they didn't have emails on file for the majority of students; still only have about 2/3 of emails back; Melissa suggests using social media as a communications tool.
 - viii. On campus will enforce social distancing guidelines, mandatory masks, rules for visitors, temperature screening of students, younger classes will not co-mingle; older grade levels will have guidelines when they have to change classes.
- c. Other Items by the Board, Principals or Staff, or ESP
 - i. There were no additional items.

4. Notifications and Announcements

- a. Next Board Meeting – September 28th (Review and Approval of 19-20 Annual Audit to occur at this meeting)

5. Adjourn Meeting

University Preparatory Academy

Meeting of the Board of Directors
September 29, 2020

BOARD OF DIRECTORS

Melissa Klafter, Board Chair (*Present*)
Anthony Polazzi (*Present*)
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. Action & Discussion Items

- a. Financial Statements and Independent Auditors' Report for the period ending June 30, 2020.
 - i. Review of Audit by Gravier
 1. Review of financial aspects of the audit; discussed excess cash investment policy; discussed if a subsequent note should be included discussing the hiring of a new Principal.
 2. **APPROVED:** The Board approved to Receive and File the Financial Statements and Independent Auditors' Report for the period ending June 30, 2020.
Motion to approve by Casey Moye; second by Anthony Polazzi; motion passed unanimously
- b. Enrollment Update: Currently 354
- c. Construction Update
- d. Other Items by the Board, Principals or Staff, or ESP

4. Notifications and Announcements

- a. Next Board Meeting – December 9th

5. Adjourned Meeting

University Preparatory Academy

Meeting of the Board of Directors
December 9, 2020

BOARD OF DIRECTORS

Melissa Klafter, Board Chair (*Present*)
Anthony Polazzi (*Absent*)
Darryl Cobb (*Present*)
Casey Moye (*Absent*)
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 August 12th, September 11th and September 29th Board of Director's Meetings.
- b. **APPROVED:** The Board approved to Receive & File the Financial Statements for the period ending September 30, 2020.

Motion to approve the consent agenda by Dr. Jennifer Porter-Smith; second by Darryl Cobb; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report (*Dr. Mike Hill*)
 - i. Discussed challenges faced during the 1st semester, including tech infrastructure, facility preparation, resignation of top 2 admins, academic slide, staffing, communication challenges, delayed COVID prep, summer tasks incomplete, district tasks past due, construction delay.
- b. Updates by Academica and Colegia (*Julio Robaina & Antonio Roca*)
 - i. General Updates
 - ii. Review & Request for Approval of Resolution
 - iii. Colegia Software Agreement
- c. Financial Report
 - i. Revised Financial Policies and Procedures (*Ana Martinez / Christina Perdomo*)
 - ii. Review & Approval of Revised 2020-2021 Annual Budgets. (*Alina Chester*)
- d. Other Items by the Board, Principals or Staff, or ESP

5. Notifications and Announcements

- a. Next Board Meeting – February 10th

6. Adjourn Meeting

University Preparatory Academy

Meeting of the Board of Directors
March 25, 2021

BOARD OF DIRECTORS

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

Minutes

1. Opening Exercises

- a. Meeting call to order
- b. Establish a quorum

2. Public Comment

- a. None

3. Consent Agenda

- a. **APPROVED:** The Board approved to adopt the minutes from the December 9, 2020 Board of Director's Meeting.
- b. **APPROVED:** The Board approved to Receive & File the Financial Statements for the period ending December 31, 2020.

Motion to approve the consent agenda by Anthony Polazzi; second by Dr. Jennifer Porter-Smith; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report (*Dr. Mike Hill*)
 - i. General Updates
 1. Planning for 21-22 School Year
 2. Marketing & Advertising
 3. Facility
 4. COVID
- b. Financial Report
 - i. HLB Gravier Engagement Letter – PPP Loan Forgiveness Procedures (*Ana Martinez & Juliana Delamas*)
 1. Gravier will assist with the completion of the PPP application.
 2. The Board discussed and agreed to move forward. Melissa will execute the agreement.
- c. Other Items by the Board, Principals or Staff, or ESP
 - i. None

5. Notifications and Announcements

- a. Next Board Meeting – May 27th

6. Adjourned Meeting

University Preparatory Academy

Meeting of the Board of Directors
June 9, 2021

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. Consent Agenda

- a. **APPROVED:** The Board approved to adopt the minutes from the March 25, 2021 Board of Director's Meeting.
Motion to approve by JPS; second by CM; motion passed unanimously
- b. **APPROVED:** The Board approved to Receive & File the Financial Statements for the period ending March 31, 2021.
Motion to approve by DC; second by AP; motion passed unanimously
- c. **APPROVED:** The Board approved to authorize the Board Chair the ability to approve any year-end financial items which may be necessary to close the books.
Motion to approve by AP; second by JPS; motion passed unanimously
- d. **APPROVED:** The Board approved the Preliminary Board of Directors Meeting Schedule for the 2021-2022 School Year.
- e. **APPROVED:** The Board approved to Accept the Annual Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information.
- f. **APPROVED:** The Board approved to authorize the Board Chair the ability to retain a FLDOE approved vendor to comply with Alyssa's Alert Law.

Motion to approve items 3d-f by JPS; second by AP; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report (*Dr. Mike Hill*)
 - i. iReady Data is not ready for review
 - ii. Staffing Update
 - iii. Streamlining Student Uniforms
 - iv. School Security
 - v. Teacher Salary Schedule
 - vi. Construction Update (not yet completed)
- b. Financial Report
 - i. **APPROVED:** The Board reviewed and approved the Final 2020-2021 Annual Budget.
 - ii. **APPROVED:** The Board reviewed and approved the Proposed 2021-2022 Annual Budget.

University Preparatory Academy

Motion to approve the financial report by AP; second by JPS; motion passed unanimously

- c. Emergency Order 2021-EO-02 – School Grades and School Improvement Ratings
 - i. Withdrawn: Approval to authorize the Board Chair, with input from the Principal, to opt in or out to receiving a school grade for the 2020-2021 school year, within 30 days of FSA results being published.
 - ii. Item was withdrawn as school did not have min. students test to be able to opt in to receiving a school grade.
- d. Other Items by the Board, Principals or Staff, or ESP

5. Notifications and Announcements

- a. Next Board Meeting – September 29th (Review and Approval of 20-21 Annual Audit to occur at this meeting)

6. Adjourned Meeting