

University Preparatory Academy

Special Meeting of the Board of Directors
July 30, 2021

BOARD OF DIRECTORS

Melissa Klafter, Board Chair (*Present*)

Anthony Polazzi (*Present*)

Darryl Cobb (*Present*)

Casey Moyer (*Absent*)

Dr. Jennifer Porter-Smith (*Absent*)

Minutes

1. Opening Exercises

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

2. Public Comment

- a. None

3. Action & Discussion Items

- a. **Tabled:** The Board tabled to elect Dr. Charlene Reid to the Board of Directors.
 - i. Dr. Reid explains to the Board that she is currently unable to travel to Florida to have her fingerprints taken at the school district.
- b. **Tabled:** The Board tabled to accept the resignation of Melissa Klafter as the Board Chair.
- c. **Tabled:** The Board tabled the Appointment of Officers:
 - i. President & Board Chair
 - ii. Vice-Chair
 - iii. Secretary/Treasurer
- d. **APPROVED:** The Board approved to ratify the HLB Gravier, LLP engagement agreement renewal for audit and tax preparation related to the periods ending June 30th, 2021 and June 30th, 2022.
Motion to approve by Darryl Cobb; second by Anthony Polazzi; motion passed unanimously
- e. Other Items by the Board, Principals or Staff, or ESP

4. Notifications and Announcements

- a. The Board agrees to meet again next Friday at 4pm.
- b. Next Regular Board Meeting – September 29th (Review and Approval of 20-21 Annual Audit to occur at this meeting)

5. Adjourned Meeting

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Meeting of the Board of Directors
September 29, 2021

BOARD OF DIRECTORS

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

Minutes

1. Opening Exercises

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

2. Public Comment

- a. None

3. Consent Agenda

- a. Tabled: Approval to adopt the minutes from the June 9, 2021 and July 30, 2021 Board of Director's Meeting.
- b. Tabled: Approval of the proposed Board Policy regarding Involuntary Examinations (attached). Per Senate Bill 590, each charter school governing board is required to adopt a policy and procedures for parent/guardian notification prior to the removal of a minor student for an involuntary examination. This policy will address and comply with SB 590 and amended Section 1002.33(9)(q), Florida Statutes.
- c. **APPROVED:** The Board approved the Teacher Salary Increase Allocation Plan.
- d. **APPROVED:** The Board approved Instructional Continuity Plan (ICP)
 - i. The 2021-2022 Instructional Continuity Plan sets expectations relative to how students will continue receiving a quality education, for instance, if they are required to self-isolate (quarantine) due to exposure to COVID-19 or testing positive for COVID-19. The ICP will identify the mechanism by which a charter school will continue with the provision of its educational program in such instances – whether through the use of a safe and secure technology platform for remote learning with secure communication between teachers and students or, in some instances, through a more rudimentary manual process in which students who have limited access to internet service will still be able to access the curriculum from home.
- e. **APPROVED:** The Board approved the use of a State-Approved System for Teacher Observation and Evaluations for the 2021-2022 School Year.
- f. **APPROVED:** The Board approved the 2021-2022 Active Assailant Response / Stabbing Procedures.

4. Action & Discussion Items

- a. Principal Report (*Dr. Mike Hill*)
 - i. Update account payables workflow to allow school principal to approve invoices.
 - ii. Allow alternate board member to provide second signature when chair is not available.
 - iii. School board member training and fingerprint compliance.
 - iv. Functional conflicts with new classrooms.
 - v. Student expulsion recommendation
- b. Financial Report
 - i. **APPROVED:** The Board approved the Financial Statements and Independent Auditors' Reports for the period ending June 30, 2021.

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- ii. **APPROVED:** The Board approved the revised Financial Policies and Procedures: recommendation to transfer approval of invoices responsibility from Board Chair to School Principal.
 - iii. Building Hope Rent Amount Letter
- c. Other Items by the Board, Principals or Staff, or ESP

5. Notifications and Announcements

- a. Next Board Meeting – December 15th

6. Adjourned Meeting

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Meeting of the Board of Directors
October 7, 2021

BOARD OF DIRECTORS

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

Minutes

1. Opening Exercises

- a. Meeting called to order at 9:33am.
- b. Established quorum

2. Public Comment

- a. There were no comments by the public.

3. Action & Discussion Items

- a. Discuss and Possible Action – Student Expulsion
 - i. Principal Hill provides the Board background on the incident; student had a large knife on the bus and was stabbing the backside of the seat; student’s story changed several times; another student reported that he was told that he would stab him if he told on him. Dr. Hill has been in contact with the school district and has completed all the necessary paperwork. The district has asked for a letter from the Board. The expulsion will occur either way, however the letter will determine the students next steps regarding his future schooling.
 - ii. Board Member Porter-Smith provides comments and recommended revisions to the letter. She further requests that legal counsel from Academica review and assist with the letter.
 - iii. **APPROVED:** The Board approved to recommend expulsion of said student to Palm Beach County Public Schools.
Motion to approve by Board Member Cobb; second by Board Member Porter-Smith; motion passed unanimously
- b. Other Items by the Board, Principals or Staff, or ESP
 - i. None

4. Adjourned Meeting

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Meeting of the Board of Directors
December 15, 2021

BOARD OF DIRECTORS

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

Minutes

1. Opening Exercises

- a. Meeting called to order at 11:15am
- b. Established a quorum

2. Public Comment

- a. None

3. Action & Discussion Items

- a. Old Business
 - i. **APPROVED:** The Board approved to officially accept the resignation of Melissa Klafter as the Board Chair; keeping her listed as a Director until she can confirm her willingness to remain on the Board.
 1. Discussed adding new Board Members which Dr. Hill can recommend and possibly.
 2. Discussed possibly adding someone from Sun Capital to the Board.
Motion to approve by JPS; second by CM; motion passed unanimously
 - ii. **APPROVED:** The Board approved to elect George Groezinger as Interim Board Chair.
Motion to approve by JPS; second by AP; motion passed unanimously
 - iii. **APPROVED:** The Board approved the Board Meeting Minutes from June 9, July 30, and September 29.
Motion to approve by JPS; second by CM; motion passed unanimously
 - iv. **APPROVED:** The Board approved the proposed Board Policy regarding Involuntary Examinations (attached). Per Senate Bill 590, each charter school governing board is required to adopt a policy and procedures for parent/guardian notification prior to the removal of a minor student for an involuntary examination. This policy will address and comply with SB 590 and amended Section 1002.33(9)(q), Florida Statutes.
Motion to approve by JPS; second by CM; motion passed unanimously
 - v. **APPROVED:** The Board approved to Ratify the approval to authorize the Principal the ability to execute all necessary documents / assurances for the ESSER grant documents.
Motion to approve by JPS; second by CM; motion passed unanimously
- b. Principal Report
 - i. Discussed sound levels in classroom; Board Member Polazzi requests to look into soundproofing the classrooms; he suggests that Building Hope may be able to assist.
 - ii. Staffing Update
 - iii. Student Behavior has improved since the beginning of the school.
- c. Financial Report
 - i. **APPROVED:** The Board approved the Revised 2021-2022 Annual Budget, including the Referendum Budget.
Motion to approve by JPS; second by CM; motion passed unanimously

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ii. Discussed: Possibility to request the loan from Sun Capital be forgiven. Board Member Polazzi will discuss this with them.

d. Other Items by the Board, Principals or Staff, or ESP

4. **Announcements & Notifications**

a. Next Board Meeting: March 2nd

5. **Adjourned Meeting at 12:01pm**

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Meeting of the Board of Directors
March 2, 2022

BOARD OF DIRECTORS

George Groezinger, Board Chair (*Present*)
Melissa Klafter (*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. Establish a quorum
- c. Introductions of Board Chair & Board Members
 - i. George Groezinger introduces himself and provides background on himself; currently Principal of Somerset Academy Canyons in Boynton Beach; has known Dr. Hill for a little over a year; today is the 2nd or 3rd time to visit the school and is very impressed.
 - ii. Melissa Klafter introduces herself and states her appreciates for George stepping in and taking over the role; Casey Moye, Dr. Porter Smith and Darryl Cobb introduce themselves, as well.

2. Public Comment

- a. None

3. Consent Agenda

- a. **APPROVED:** The Board approved to adopt the Minutes from the December 15, 2021 Board of Directors Meeting.
- b. **APPROVED:** The Board approved to adopt the Palm Beach County Public Schools 2022-2023 School Year Calendar as published (early dismissal days are permitted to be made at the school level).
- c. **APPROVED:** The Board approved to Receive & File the Financial Statements for the period ending December 31, 2021.
- d. **APPROVED:** The Board approved to Ratify the Resolution which to authorized Dr. Hill, as the School Principal, the ability to execute all necessary documents / assurances for the School Hardening grant.

Motion to approve the consent agenda by Melissa Klafter; second by Darryl Cobbs; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report
 - i. Discussed concern with base salary amount; Alina Chester feels that they can make this work with the referendum funds; the school is matching the district pay scale, however has to pay out the difference in 2 parts versus every pay check like the district; Alina will work with HR on this; Amy joined and says they can make it work if it helps with teacher retention.
 - ii. Discussed student discipline and improvements.
 - iii. Mens Meeting / Ladies Meeting
 - iv. Sports / Athletic Programs have started (basketball, lacross, cheerleading)
 - v. The school mascot has been identified as a Bull Dog.
 - vi. Discussed agreement with outside program; Board recommends a lease agreement even if no fee and proper insurance. Collette Papa from Academica can assist.

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- b. Financial Report (*Alina Chester*)
 - i. **APPROVED:** The Board approved to authorize the submittal of the Revised Referendum Budget.
 - 1. Reviewed changes being made, including some salary changes, contracted services (mental health counselors) and security.
Motion to approve by Anthony Polazini; second by Casey Moye; motion passed unanimously
- c. Other Items by the Board, Principals or Staff, or ESP
 - i. Board Member Klafter asks if this year's testing data will count; Dr. Hill advises that as of now, it will count.

5. Announcements & Notifications

- a. Next Board Meeting: May 25th (final meeting of this school year)

6. Adjourned Meeting at 11:38am

The undersigned hereby certifies that he/she is an Officer of University Preparatory Academy, Inc., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on May 25, 2022.

University Preparatory Academy

Meeting of the Board of Directors
May 25, 2022

BOARD OF DIRECTORS

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

Minutes

1. Opening Exercises

- a. Meeting called to order at 11:04am
- b. Established a quorum
- c. Board Chair Groezinger thanks the board members who were able to complete their fingerprints and board training. He further discusses the important role of educators and 3 teachers who helped him become the educator he is today.

2. Public Comment

- a. None

3. Consent Agenda

- a. **APPROVED:** The Board approved to adopt the Minutes from the March 2, 2022 Board of Directors Meeting.
- b. **APPROVED:** The Board approved to Receive & File the Financial Statements for the period ending March 31, 2022.
- c. **APPROVED:** The Board approved to designate Principal Hill as the 2022-2023 Parent Involvement Specialist per *Florida Statute; further approving to designate Bonnie May as the alternate conflict resolution person, in the event the Parent Involvement Specialist is unable to assist with the dispute.
** Per Florida Statute, Each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative must reside in the school district in which the charter school is located and may be a governing board member, a charter school employee, or an individual contracted to represent the governing board. If the governing board oversees multiple charter schools in the same school district, the governing board must appoint a separate representative for each charter school in the district.*
- d. **APPROVED:** The Board approved the Board Policies & Procedures, including:
 - i. Conflict of Interest (*Each Board Member is required to sign and return the written acceptance form*)
 - ii. Ethics
 - iii. Whistle Blower
 - iv. Professional Development Plan for Administrators
 - v. Student Enrollment / Lottery
 - vi. Internet Safety Policy
- e. **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.
- f. **APPROVED:** The Board approved the Preliminary Board of Directors Meeting Schedule for the 2022-2023 School Year.

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- g. **APPROVED:** The Board approved to Accept the Annual Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information.
- h. **APPROVED:** The Board approved the Submittal of the Mental Health Plan.

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

4. Action & Discussion Items

- a. Principal Report
 - i. Enrollment update (currently at 180; majority of parents have still not re-enrolled)
 - ii. Facilities
 - 1. Some AC units need to be repaired; estimated cost is approx. \$20
 - a. **APPROVED:** The Board approved the AC repair (contingent upon it not being a landlord expense) for an amount not to exceed \$25,000.
Motion to approve by Dr. Porter Smith; second by Daryl Cobb; motion passed unanimously
 - 2. Need to sod the middle school PE field; the sprinkler system is no longer working so there is no grass.
 - 3. Need to sound-proof the classrooms that were added to the cafeteria area; the classrooms are very loud during lunch hours.
 - a. Kelly Mallon will reach out to Gema from CIVICA to see if she can assist with the PE field and sound-proofing of the mentioned classrooms.
 - iii. Board Member Cobb requests details on teacher retention; he states that he needs 6 teachers.
- 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.
Motion to approve by Dr. Porter Smith; second by Daryl Cobb; motion passed unanimously
- c. Other Items by the Board, Principals or Staff, or ESP
 - i. Dr. Porter Smith asks if a security walk-thru will be performed for security purposes; Principal Hill informs the the Board that he has been working with Willie on this even prior to the shooting which occurred in Texas yesterday.
 - ii. Dr. Porter Smith asks for an update or sense of where we will be with the school grade; Principal Hill states that he has seen low double digit increases, but does not expect a grade increase.

5. Announcements & Notifications

6. Adjourned Meeting at 11:38am

The undersigned hereby certifies that he/she is an Officer of University Preparatory Academy, Inc., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on October 18, 2022.

UNIVERSITY PREPARATORY ACADEMY, INC
A Florida not-for-profit corporation