ST. PETER'S ACADEMY
GOVERNING BOARD
DRAFT MEETING MINUTES
APRIL 27, 2021

PRESENT:

- **Rev. Andrew Jefferson**
- **Mr. Robert Temple**
- **Mr. John Rorick**
- **Ms. Jennifer Lopez**
- **Mrs. Ruth Jefferson**
- **Mrs. Weronicka Haack**
- **Mrs. Gloria Finch**
- **Mr. Dale Dawkins**
- **Ms. Constance Smith**

I. **CALL TO ORDER INVOCATION:** The St. Peter's Academy Governing Board meeting was called to order at 11:00 a.m. April 27, 2021 with prayer by Mr. Temple.

II. **READING OF THE MINUTES:** The minutes of December 2020 were read. After discussion, it was motioned by Mr. Temple and seconded by Mr. Rorick that the minutes be accepted. The motion was carried and the minutes were approved.

III. **REVIEW OF FINANCIAL REPORTS**:

- **Quarterly Financial 2021** - Ms. Weronicka reviewed the Quarterly Financial Reports ending December 2020 and ending March 2021. As of December 30, 2020 the Balance Sheet, Total Liabilities and Fund Balance was **$455, 833.00** and as of March 30, 2021 the Balance Sheet, Total Liabilities and Fund Balance was **$511,139.00**. Mrs. Jefferson indicated that the Board now has to make a decision regarding the Seacoast loan as it matures on May 17, 2021. She indicated that the school's position on March 30, 2021 as shown is $511,139.00. After discussion, on motion by Mr. Rorick seconded by Mr. Temple, the Board approved the school's final payment to Seacoast National Bank and the Quarterly Financials for December 31, 2020 and March 31, 2021.

- **Budget Amendments 2020 - 21:** Mrs. Weronicka presented the 2020 - 21 Budget Amendments required for approval. She reviewed each line item that needed to be amended and explained each in detail. After review and discussion, Mr. John Rorick motioned for approval of 2020 - 21 Budget Amendments; Mr. Temple seconded the motion. The Budget Amendments were approved.

- **Proposed Operating Budget 2021 - 22:** Mrs. Weronicka presented the 2021 to 2022 Proposed Operating Budget for approval. She stated that the Projected General Funds is $1,312,000.00 and the Total Budget including capital projects funds and special revenue funds is $1,667,000.00. She stated that the Projected Budget as proposed is very close the Final 2020 - 21 Budget and is planned to ensure that expected revenues cover expenses. After review and discussion, Mr. Rorick motioned for Approval of the 2021 – 22 Proposed Operating Budget; Mr. Temple seconded the motion, the 2021 - 22 Proposed Operating Budget was approved.

IV. **DISCUSSION:**

- **Title 1:** Ms. Jefferson gave an update on Title 1 activities and the Parent Improvement Plan. She informed the Board that the Title 1 Audit was successful. She gave an update on FSA testing dates which are from May 1st to May 20th, 2021. After discussion, the information was accepted as presented.

- **Mental Health Allocation**: Mrs. Jefferson presented the 2021-22 Mental Health Allocation Plan composed of school administrators, school counselors, teachers, parents and when appropriate, the student to evaluate and discuss possible early interventions and supports services. She indicated that the Board must approve the Plan for St. Peter's which as presented includes hiring a Mental Health Specialist, procedures for assessments, screenings and student support services. After discussion, on motion by Mr. Temple seconded by Mr. Rorick, the Mental Health Allocation Plan was approved.

- **School Safety Hardening Grant:** Mr. Dale Dawkins presented the School Safety Hardening Grant for approval. He mentioned that the Department of Education granted the school $2,191.63 for school safety. Mr. Dawkins stated that he suggested that we use the funds for 2 gates at the rear of the property. After discussion, on motion by Mr. Temple seconded by Mr. Rorick, the School Safety Hardening Grant proposal for use of the funds was approved.

- **Capital Outlay Plan 2020 – 21:** Mrs. Finch presented the 2020-21 Capital Outlay Plan for approval. She indicated that the school would continue to use the Capital

Outlay funds for monthly lease payments. After discussion, on motion by Mr. Temple seconded by Mr. Rorick, the Capital Outlay Plan was approved.

- **Wellness Policy 2021 – 22:** Mrs. Finch presented the Wellness Policy for approval as one of the requirements of the National School Lunch Program. She added that the school will establish a plan for monitoring the Wellness Policy implementation. Mrs. Finch stated that the Plan must be approved each year, to make sure we are following the correct guidelines that have been established. On motion by Mr. Temple, seconded by Mr. Rorick; the Wellness Policy was approved.

- **VPK Program**: Ms. Constance Smith gave an update on new regulations discussed by the FLOCS. She discussed the VPK curriculum, monitoring, schedules and plans for the school year 2021 - 2022.

- **Board Meeting Dates 2021 - 2022:** Mrs. Finch presented the 2021 - 22 Quarterly Board Meeting dates. After the review, the 2021 - 22 Board Meeting Dates were approved.

V. **INFORMATION:**

- **Graduation:** The school graduation will be held on May 27, 2021 at 11:00 a.m. , drive thru for all K- 6th Grade. The VPK students graduation will be held on May 26, 2021 at 10:00 am.

- **Last Day of School Year 2020 - 2021**: Fun day for all students from VPK, Kindergarten to 6th Grade will be held on Friday, May 28, 2021.

- **Pre-**Summer and Fall Registration: Ms. Jefferson stated that Pre-Summer and Fall registration will be held on May 22, 2021 from 9:00 am to 3:00pm. She stated that the Summer Classes will begin on June 7 and will run until July 02, 2021 from 8:00 am to 3:00 p.m.. She said that Flyers were distributed in the community and also advertisement on 104.5 FM radio. She informed the Board of the structure of the classes, staffing and schedules.

- Last Day of school is on May 28, 2021.

VI. **ADJOURNMENT:** The meeting was adjourned at 12:00 p.m.

ST. PETER'S ACADEMY
GOVERNING BOARD
MEETING MINUTES
DECEMBER 15, 2020

MEMBERS PRESENT:

- **Rev. Andrew Jefferson**
- **Mr. Robert Temple**
- **Mr. Larry Taylor**
- **Mr. John Rorick**
- **Ms. Jennifer Lopez**
- **Mrs. Ruth Jefferson**
- **Mrs. Gloria Finch**
- **Ms. Weronicka Haack**
- **Ms. Marie Myrthil**
- **Ms. Barbara Andrews**
- **Ms. Constance Smith**

VI. **CALL TO ORDER INVOCATION:** The St. Peter's Academy Governing Board meeting was called to order at 10:00 a .m. Tuesday, December 15, 2020 with prayer by Mr. Taylor.

VII. **READING OF THE MINUTES:** The minutes of September 2020 were read. After discussion, it was motioned by Mr. Taylor and seconded by Mr. Rorick that the minutes be accepted. The motion was carried, and the minutes were approved.

VIII. **REVIEW OF FINANCIAL REPORTS**:

Quarterly Financial 2020 – Ms. Weronicka reviewed the Quarterly Financial Report ending September 2020 As of September 30, 2020, the Balance Sheet, Total Liabilities and Fund Balance was $428,575.00. After discussion, Mr. Rorick motioned for approval of the Quarterly Financial Report; Mr. Temple seconded the motion. The motion was carried; the Quarterly Financial Report was approved.

IX. **DISCUSSION:**

1. **Title 1 –** Ms. Myrtle gave an update on Title 1 activities. She informed the Board that the Title 1 Audit last November was successful and the annual Title 1 meeting was held in October. She added also that the Parent Involvement Plan was distributed, and the Parent Compact Agreement was already on the school's website. She stated that the Parent Involvement Plan and School Improvement Plan needed to be reviewed. Ms. Myrtle stated the Parent Involvement Plan and School Improvement Plan are both

available for review online and that the Board should now officially approve both documents. After the Boards review, on motion by Mr. Taylor seconded by Mr. Temple, the Parent Involvement and School Improvement Plans were approved.

2. **VPK Program**: Ms. Constance Smith gave an update on the Pre-School VPK program. She indicated that there's an upcoming second Volunteer Pre-Kindergarten Assessment (AP2). After discussion, the information was accepted as presented.

X. **INFORMATION:**

- The January 2021 calendar of events was presented and accepted.

VI. **ADJOURNMENT:** The meeting was moved for Adjournment by Mr. Taylor and seconded by Mr. Temple, at 11:00 a.m.

ST. PETER'S ACADEMY
GOVERNING BOARD
APPROVED MEETING MINUTES
SEPTEMBER 22, 2020

MEMBERS PRESENT:

- **Rev. Andrew Jefferson**
- **Mr. Robert Temple**
- **Mr. John Rorick**
- **Ms. Jennifer Lopez**
- **Mrs. Ruth Jefferson**
- **Mrs. Gloria Finch**
- **Mrs. Weronicka Haack**
- **Mrs. Marie Myrthil Youance**
- **Ms. Constance Smith**

XI. **CALL TO ORDER INVOCATION:** The St. Peter's Academy Governing Board meeting was called to order at 10:00 a.m. Tuesday, September 22, 2020 with prayer by Mr.Temple.

XII. **READING OF THE MINUTES:** The minutes of April 28, 2020 were read. After discussion, it was motioned by Mr. Temple and seconded by Mr. Rorick that the minutes be accepted. The motion was carried and the minutes were approved.

XIII. **REVIEW OF FINANCIAL REPORTS**:

Quarterly Financial Reports ending June 30, 2020, Ms. Weronicka reviewed the Quarterly Financial Report. As of June 30, 2020, the Balance Sheet, Total Liabilities and Fund Balance was $308,834. After discussion, Mr. Rorick motioned for approval of the Quarterly Financial Report ending June 30, 2020; Mr. Temple seconded the motion. The motion was carried; the Quarterly Financial Report was approved.

Audit Report 2019 - 2020: Ms. Haack presented the 2019-20 Audit Financial Report completed by McCrady, Hess & Ruth, Certified Public Accountants, for the year ending June 30, 2020. She reviewed the Financial highlights and stated that the school's total net position increased from the prior year. The School's revenues exceeded expenses by approximately $27,000.00. The School's governmental funds balance sheet reported a combined ending unassigned fund balance of $299,878.00. As of June 30, 2020, the Total net position was $1,453,332.00. She added that the increase in the total net position is due to the current year operation surplus. Ms. Haack stated, the President signed the Coronavirus Aid, Relief and Economic Security Act (the CARES Act) on March 27, 2020. She said the CARES Act offers, in, part, stimulus funds in the form of forgivable loans, and modifications of tax provisions previously passed in the Tax Cuts and Jobs Act. She said the uncertainty of the pandemic required Schools to move to distance learning for the end of the School year. She mentioned that the Auditor had no recommendations for improvement and no issues referenced in the management letter. With no other comments, the Board congratulated the staff on the 2019-2020 Financial Audit as reported.

- **Final Budget Report 2019-2020:** Ms. Haack presented the 2019 – 20 Final Budget for approval. After review and discussion, Mr. Rorick motioned for approval of the Final Budget 2019 - 2020; Mr. Temple seconded the motion. The 2019 - 2020 Final Budget was approved.

- **Teacher's Salary Increases**: Mrs. Jefferson informed the Board that Gov. Ron DeSantis signed House Bill 641, Funds for the Operation of Schools, and announced the approval of $500 million in the State's budget that will be signed in the coming days, dedicated to raising Teacher salaries in Florida. She said $400 million is invested to raise the minimum base pay for fulltime classroom teachers. She mentioned that the Teachers base salary will be increased from $37,500 to $47,500. After review and discussion, Mr. Temple motioned for approval of the Teacher's Salary Increase; Mr. Rorick seconded the motion. The 2020 – 2021 Teacher's Salary 2020 – 2021 Increase was approved.

XIV. **DISCUSSION:**

3. **Approval of Capital Outlay Plan 2020 - 2021**: Mrs. Finch presented the 2020 - 2021 Capital Outlay Plan for approval. She indicated that the school will continue to use the Capital Outlay funds for monthly lease payments. After discussion, on motion by Mr. Temple seconded by Mr. Rorick, the Capital Outlay Plan was approved.

4. **Virtual and Distance Learning**: Mrs. Jefferson informed the Board of Virtual and Distance Learning. She said the online students have access to their content via Zoom. She stated that students and parents use Zoom, telephone and email to contact their teachers with questions. She mentioned the school purchased laptops for the virtual students who do not have laptops. She said the funded allocation came from the CARES Act.

5. **Board of Governance Training for Charter Schools:** Mrs. Finch presented information regarding the Annual Board Members Training. She stated that the training is required every 2 years. Other discussion included updates, Board applications and refresher courses.

6. **School Improvement Plan 2020 – 2021:** Mrs. Jefferson reviewed the School Improvement Plan's goals and objectives. She stated that the goal is to ensure that the students maintain their growth with 80% performing at proficiency. She mentioned that the School Improvement Plan is for review on the school website, www.saintpetersprepacademy.org . After the Board's review, on motion by Mr. Temple seconded by Mr. Rorick, the School Improvement Plan was approved.

7. **Title 1 –** Mrs. Youance gave an update on Title 1 activities. She informed the Board that the Title 1 Drive thru Orientation/Open House and Parent In Print was successful. She added also that the Parent Compact Agreement was already on the school website. She stated that the Parent Involvement Plan needed to be reviewed. Mrs. Youance stated the Parent Involvement Plan is available for review online and that the Board should now officially approve the document. After the Board's review, on motion by Mr. Temple seconded by Mr. Rorick, the Parent Involvement Plan was approved.

8. **VPK Program**: Ms. Constance Smith gave an update on the Pre-School VPK program. She mentioned that due of COVID 19 we only have a 4 year old Program this year. She said the Preschool will look at 3 year old enrollment in January 2021. She indicated that there's an upcoming ELC 5 year Audit 2019 – 2020 and FLOCS Audit on October 15, 2020. After discussion, the information was accepted as presented.

XV. **INFORMATION:**

- The October 2020 calendar of events was presented and accepted.

XVI. **ADJOURNMENT:** The meeting was moved for Adjournment by Mr. Temple and seconded by Mr. Rorick; The meeting was adjourned the meeting at 11:00 a.m.