

EXCELSIOR CHARTER OF BROWARD and Everest Charter

Board Meeting

**July 20, 2018
10044 West McNab Road
Tamarac, Fl. 33321**

6:00pm.

AGENDA

Minutes Approval

- Approval of policies, student manual**
- Approval of employee manual, and HR**
- Excelsior Charter relocation and request to keep Everest**
- Out of Field Compliance (ELL) and fifth grade**
- Discussion of Emergency Procedure training for teachers**
- Discussion of FSA Results**
- Teacher and Leader Evaluation**
- Financial Statements overview and Budget Approval**

Public Input

New Business

Adjourn

Attendance: JM: Jaime Minor, Chairman: WV: Wanda Vizcarrondo, Secretary: RB: Raul Baez,
administrator

- 1- After the revision and minor modifications of the student handbook related with the address, unanimously the board approved the Student Handbook as was presented by school administrators.
- 2- After the revision of the employee Hand Book, JM: asked to approve the employee Handbook. Further discussion was not necessary and the Employee handbook was approved by the Board.
- 3- RB indicated that the management company was working with all the process to move Excelsior Charter of Broward to 2099 Prospect Road Tamarac. WV: added that this location was bigger and will provide better educational opportunities for all the students. RB: Expressed that the school was not able to use an aggressive marketing plan to enroll more students because, first we need to get all the Special Exemption, CO and final approval from the School District before we open full enrollment in this new location. The School District sent on 6/5/18 the amendment to relocate Excelsior from McNab to Prospect (to review) and the pre-opening documentation check list to up load relocation documents to the District site. (Charter Tools). JM: asked how was the possibility to increase the capacity of Everest Board in building 10066, maintaining all the students at that location, by increasing the capacity of Everest. RB: Indicated that before we ask to increase the capacity of Everest in building 10066 the District needed to approve the relocation of Excelsior 10066. After this location is vacant then we can ask the District to increase Everest capacity tat 10066 McNab. WV: asked about the school administration. RB indicated that Ms. Reece is the administrator for Everest 5-8th grade at 10044 building and Ms. Reynolds will be the administrator for Everest k to 4th grade at building 10066. A new administrator Dr. Codling will be at Prospect location. WV: asked if the parents were aware of the possible changes. RB: indicated that a letter was sent to parents, as well as phone call and email. JM: instructed to keep the parents informed of school vision and plans. Parents support and participation in the process is healthy for everyone.
- 4- JM: indicated that he revised the Out of Field paper work and that was waiting to receive the form including the ELL out of field and sign them, in order to get the schools time to communicate to the parents the out of field teachers from our schools.
- 5- JM: indicated that the board revised the emergency procedures, and they want to lead the schools' administrators to keep working to improve emergency procedures and training due to the trends happening at schools. RB: indicated that training was scheduled for the first week of school. JM: indicated that was very important to provide a practical emergency training to the staff as well as to the students if we want to be effective in case that the schools have a real emergency situation. In addition, he adds that we need to be aware of other possible security measures and new laws to improve safety issues.
- 6- JM: Asked to change the discussion of FSA and academic performance for next meeting in order to provide time for data revision and administrators planning developing strategies to address schools' academic issues. The motion was approved by the Board.

- 7- JM: raised a motion to maintain the license of Coach One Teacher Evaluation during the present school year. WV: expressed that she found Coach One Teacher evaluation an effective tool to measure teacher performance and provide valuable information for professional development, interventions, and academic planning for students.
- 8- JM: indicated that after the revision of both schools' budget and the financial Statements: Excelsior school budget was appropriated based on a projected enrollment of 210. However, Everest Charter budget projected an increase of student to 170. The final audit of both schools for previous year 2016-2017 was positive, and both schools did not have any financial situation according to the audit that was conducted by independent CPA auditors. We are waiting for 2017-2018 audit. Regarding 2018-2019 school year, RB reported that Excelsior projected an enrollment of 210 students. However, our actual situation is not easy to define in term of enrollment because we have limited advertising as we are waiting for final decisions and we do not know how enrollment will go at the new location. This situation creates financial circumstances, making very difficult to achieve all necessary fiscal expectations of the school for both schools. The school budget will be affected by student enrollment. JM, expressed that we will take positive measures to go over any situation and work to improve students' growth.
- 9- JM asked if any person wanted to address any concern to the Board. No public input.
- 10- JM: adjourned the meeting at 7:39pm



Chairman of the Board: