

EXCELSIOR CHARTER OF BROWARD dba Everest Charter

Board Meeting

**August 11, 2017
10066 West McNab Road
Tamarac, Fl. 33321**

6:00pm.

AGENDA

Minutes Approval

- Approval of policies, student manual**
- Approval of employee manual, and HR**
- Building improvement follow up**
- School Grade**
- Discussion of Emergency Procedure training for teachers**
- Discussion of FCAT Results**
- Teacher and Leader Evaluation and Teacher Certification**
- Financial Statements overview and Budget Approval**

Public Input

New Business

Adjourn

MINUTES 2017-2018

Excelsior Charter of Broward dba Everest Charter		
11.8.2017	6:00pm	Location : 10066 McNab Rd.
Meeting called	Leo Minor Chairman	
Type of meeting	Approval of documents	
Facilitator	Chairman	
Timekeeper	Mr. Baez	
Attendees	Leo Minor/Chairman, Wanda Vizcarrondo/Secretary, Raul Baez/Admin.	
Operational Documents		
10 minutes	Leo Minor	
Discussion	Approval of policies, student manual	
The board discussed the need for students' uniform to keep students safe.		
Mrs. Vizcarrondo called for final approval of Students' handbook the handbook.		
Conclusions		
After the revision and comments related to the student handbook, the Board approved the Student Handbook.		
Action Items	Person	Deadline
Operational Documents		
10 minutes	Leo Minor	
Discussion	Approval of employee manual, and HR procedures	
The Chairman Mr. Minor asked to approve the employee Handbook, including mandatory Mandatory school uniform, add more professionalism to the school and raise the bar.		
Conclusions		
The Employee Handbook was approved by the Board		
Action Items	Person	Deadline
Building Improvement		
10 minutes	Raul Baez	
Discussion	Building	
Mr. Baez requested approval of increasing building improvement budget. The plan was to paint both schools, repair fences, walls, bathrooms, playground, add more cameras and a communication system. The objective was to create a better environment for the students Improve general facility and students' safety. In addition, minor construction in Everest.		
Conclusions	Mr. Baez expressed that a plan will be presented to the City for approval Construction will be possible depending on budget.	
Action Items	Person	Deadline
Architectural Plans and City approval	Mr. Baez	ASAP

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Timekeeper	Mr. Baez		
Attendees	Leo Minor/Chairman, Wanda Vizcarrondo/Secretary, / Raul Baez/Admin.		
Emergency Procedure			
15min	Wanda Vizcarrondo		
Discussion	Discussion of Emergency Procedure training for teachers		
Mrs. Vizcarrondo indicated that the board revised the emergency procedures.			
Mr. Baez indicated that training was scheduled for the first week of employee work. Mr. Minor 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 added that monthly fire drills should happen. In addition to get a designated location in case of evacuation.			
Conclusions			
Emergency procedure and training was approved by the Board			
Action Items	Person Responsible	Deadline	
Academic Performance			
10 minutes	Raul Baez		
Discussion	Discussion of FSA results		
Mr. Baez, indicated that school was waiting for the results of the FSA and the state did not have ready			
Conclusions			
The Board will wait for the results, to decide the action plan for this new school year			
Action Items	Person Responsible	Deadline	
Get report ready for the Board	Baez	when available	
Teacher and Leader Performance			
5minutes	Reynolds and Baez		
Discussion	Teacher and Leader Evaluation 2016-2017 and Teacher certification		
Mr. Baez reported that the school administrators did complete the teacher evaluation and the results of			
The evaluations are not as expected			
The Board discussed and reviewed the teacher certification audit that was compile by Mrs. Reynolds. In addition, the Out of Field teacher documentation was in process.			

Action Items	Person Responsible	Deadline
Use Coach One to compare performance	Administrators	End of Year
OOF Chairman signature required	Administrators	ASAP
Financial Status		
15 minutes	Leo Minor	
Discussion	Financial Statements overview and budget approval 2017-2018	
Mr. Minor indicated that the financial situation of the school showed positive signs and recovery. He		
Congratulated Business Performance Best Practices for the achievement and for improving the financial situation of both schools. Audit will show the final numbers		
Conclusions		
Board is waiting for 2016-2017 Audit report to take necessary actions.		
Action Items	Person	Deadline

Excelsior and Everest School Board Meeting adjourned at 7:45pm., not new business or public input.

Mr. Jaime Minor, Chairman of the Board

Date