



Agenda

Meeting of the Governing Board
The Learning Excellence Foundation of South Palm Beach, Inc. D/B/A
Imagine Schools-Chancellor Campus
3333 High Ridge Road
Boynton Beach, Florida 33426

August 2, 2022 @5:30 pm

Zoom Meeting ID: 725 298 5857

<https://us06web.zoom.us/j/7252985857> Password: ISCCGB23!

Item	Owner
1. Call to Order	Chris Johnson, Chairperson
2. Public Notice Announcement	Chris Johnson
3. Approval of Board Minutes	Chris Johnson
4. Principal Update	Stephanie Standley, Principal
5. Conceptual Order of Magnitude for Airnasium	Stephanie Standley
6. Approval of Parent Representative	Stephanie Standley
7. Adoption of Board Policies	Stephanie Standley
<ul style="list-style-type: none">• Student Mental Health Crisis Policy• Parental Rights• School Safety and Emergency Incidents• Safe School Officer Policy• Student Photo Identification Badge (ID Badge)• Involuntary Examination	
8. Approval of 22-23 Handbooks	Stephanie Standley
<ul style="list-style-type: none">• ISCC Family/Student Handbook• ISCC Employee Handbook	
9. HIITS Reading Grant	Stephanie Standley

Item**Owner**

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| 10. Field Update | Mary Salas, Facilities Manager |
| 11. Facilities Update | Mary Salas |
| 12. Accountant Resume | Jorge Puente-Duany,
Business Manager |
| 13. Audit Engagement Letter | Jorge Puente-Duany |
| 14. Tax Referendum Expenditure Plan | Jorge Puente-Duany |
| 15. Financials | Jorge Puente-Duany |
| 16. Closed Door Meeting Pursuant to §281.301, Florida Statutes
to discuss Charter School Security Matters | Stephanie Standley |
| 17. Return to Public Session | Chris Johnson |
| 18. Adjournment | Chris Johnson |
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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE LEARNING
EXCELLENCE FOUNDATION OF SOUTH PALM BEACH, INC.

D/B/A

IMAGINE SCHOOLS – CHANCELLOR CAMPUS

June 13, 2022

5:30 p.m.

The meeting of the Board of Directors (the “Board”) of the Learning Excellence Foundation of South Palm Beach, Inc. (the “Foundation”) d/b/a Imagine Schools-Chancellor Campus (the “School”) was held at 3333 High Ridge Road, Boynton Beach, Florida. In attendance were: board attorney, Julie Klahr and members of the Governing Board: Tom Sutterfield, Vice-Chair; Jennifer Weser, Marie Chapman, Elizabeth Stephan and Marva Wilks Imagine employees in attendance were: Susan Onori, Regional Director; Stephanie Standley, Principal; Michael Watts, Assistant Principal; Jorge Puente-Duany, Business Manager and Mary Salas, Facilities Manager.

Tom Sutterfield called the meeting to order at 5:34 p.m.

The first order of business was the approval of the board minutes. Jennifer Weser made a motion to approve the May 9, 2022, board minutes. Marie Chapman seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, Marva Wilks, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried.

The next order of business was the principal update. Stephanie Standley informed the board the K-5 summer school and middle course recovery started the week of June 6, 2022. Miss Standley stated the ninety K-5 students attending summer school are there for four hours a day, four days a week and receive free breakfast and the middle school students attending course recovery will attend until the tasks assigned are completed in order for them to receive the needed credit. Miss Standley stated the summer camp had been successful with Chancellor Alumni students working as CIT’s and some are now camp counselors. Miss Standley informed the Board after receiving feedback from the parents in regards to the 8:00 start time for FY23, it had been changed to 8:30. Miss Standley informed the Board both the Boynton Beach Police and Fire Departments did the annual campus tour to ensure safety, and reviewed the Florida Safe Schools Assessment tool which will be submitted to the Palm Beach County School District by June 23, 2022. Miss Standley informed the Board a Safety Committee meeting had been scheduled for June 22, 2022 to discuss safety concerns and revisit any areas that need to be improved upon. Miss Standley informed the Board 65% of the third grade students scored a level 3 or higher on the FY22 FSA reading, and she is extremely proud of all the hard work from the third grade teachers and students. Miss Standley informed the Board a second Safe Schools officer would be added to assist Officer Holland; one officer would be outside and one officer would be inside all day during school hours. Tom Sutterfield inquired in regards to if any third grade students were in danger of being retained based on the FSA scores. Miss Standley replied “yes, twelve students would be attending the district Summer Reading Academy”. The students would be given the opportunity to be promoted to fourth grade with portfolio assessment or passing the SAT 10 at the end of the reading academy.

Further discussion ensued regarding this matter. Miss Standley informed the Board ESSER funds would be utilized for an additional reading interventionist to implement small group instruction and all of the mandated protocols would be followed.

The next order of business was the Summer ARP Learning Camps. Stephanie Standley informed the Board after the meeting agenda had been sent out, she received documentation from the district stating additional ESSER funds would be received for Summer Learning Camps in the amount \$21,596.64. Miss Standley informed the Board the funds could be utilized during the summer in FY 22 or FY23. Miss Standley recommended utilizing the funds for the Summer Learning Camp in the FY23 school year, due to the assurance stating the camp would run for six weeks and the FY22 summer school had been scheduled to run for four weeks. Further discussion ensued regarding this matter. Tom Sutterfield entertained a motion to accept the Summer ARP Learning Camp for FY23 and abide by all of the assurances. Marva Wilks replied "so moved". Jennifer Weser seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, Marva Wilks, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried.

The next order of business was the field update and ideas. Stephanie Standley reviewed the field RFP with the Board, stating in section 4 item D the language *stated "any and all recommendations for bringing the current field conditions to standard during the summer months prior to school restarting in August annually "*. Mary Salas informed the Board she would need guidance to add verbiage to the RFP in regards to liability for the grass, as it had been waived in the previous five contracts. Tom Sutterfield expressed his frustration with the fact that summer had just begun and it could take up to thirty days to get a contract in place. Mrs. Salas informed the Board she had placed an ad in the Palm Beach Post in May, Julie Klahr inquired as to what the ad stated and Mrs. Salas replied "with the RFP before the board". Tom Sutterfield requested the field RFP become a priority due to the time frame. Further discussion ensued regarding this matter. Stephanie Standley suggested some ideas to help eliminate so much field maintenance, such as installing a basketball court, a track, sun coverage and some storage. Tom Sutterfield stated he would be all for looking into those suggestions and the process that would have to be followed. Julie Klahr requested Mrs. Salas to send her the current RFP and she would add the necessary verbiage and would put together a specimen contract to the RFP. Susan Onori informed the Board once a scope is developed for the ideas Miss Standley mentioned, she would forward it to Richard Moreno at Building Hope. Discussion ensued regarding possibly going to bond for the work. Julie Klahr stated depending on the cost it may not need to go to bond. Further discussion ensued regarding the scope. Discussion of building a gymnasium ensued and other possible projects.

The next order of business were Future Meetings. Stephanie Standley presented the tentative Board Meeting Schedule for the FY23 school year. Discussion ensued regarding the presented dates. Tom Sutterfield suggested changing the July meeting to July 26, 2022 with the option of changing it to an earlier date if needed for the field RFP. Miss Standley also stated the Board would need to vote on continuing the FY23 Board meetings via Zoom or in-person. Tom Sutterfield stated as long as the law allows for the meetings to be a hybrid model he would propose it. Julie Klahr reviewed the statute and reminded the Board the Principal and the Parent Representative would have to present at the school for the meetings, no matter what was decided. A lengthy

discussion ensued regarding this matter. *Marva Wilks left the meeting at this time.* Jennifer Weser made a motion to appoint Tom Sutterfield as the alternate Parent Representative in the event Marie Chapman would be unable to attend a Board meeting. Marie Chapman seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried.

Tom Sutterfield stated he would entertain a motion to hold the FY23 Board meetings in a hybrid model and direct Julie Klahr to amend the bylaws to reflect such. Jennifer Weser replied “so moved”. Elizabeth Stephan seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried. Jennifer Weser made a second motion to accept the proposed tentative Board meeting dates before the Board. Elizabeth Stephan seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried. Miss Klahr asked Miss Standley to email her the FY23 Board Meeting dates.

The next order of business was the School Food Service-School Food Authority. Mary Salas discussed the requests for the RFP in response to the Food Service ad, from Chartwells, SLA Management and Southwest Food Service. Mrs. Salas informed the Board SLA Management did respond back to the RFP, Mrs. Salas recommended moving forward with SLA Management. Susan Onori added some of the Imagine Schools in Broward had been contracted with SLA Management and the food is great and there are a lot more food choices for the students. *Marva Wilks returned to the meeting at this time.* Tom Sutterfield stated he would entertain a motion to accept SLA Management pending legal review by Julie Klahr. Jennifer Weser replied “so moved”. Marva Wilks seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, Marva Wilks, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried. Julie Klahr asked Mary Salas to please send her the information from SLA Management and the Federal Program once she received it.

The next order of business was the facilities update. Mary Salas informed the Board two of the air conditioning units ordered in January would be delivered within the next three weeks. Miss Salas stated the unit for the cafeteria would need forty feet of duct work replaced, which would be an additional expense of \$14,800.00, which could be applied towards the ESSER Funds. Mary Salas added there would be one more unit that would require twenty feet of replacement duct work, but that unit would not be delivered until November of 2023. Jennifer Weser made a motion to approve the invoice from Biscayne Air to replace forty feet of duct work in the cafeteria in the amount of \$14,800.00. Marva Wilks seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried.

The next orders of business were contracts for the FY23 school year. Stephanie Standley presented the Biscayne Air contract for the FY23 school year in the amount of \$1,650.00. Jorge Puente-Duany informed the Board the contract increased by \$145.00 from last year. Jennifer Weser made a motion to approve the monthly maintenance contract with Biscayne Air with the addendum. Marie Chapman seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried.

Stephanie Standley presented the one year InUnison Uniform contract and the addendum to the Board, which was the same as the FY22 contract. Miss Standley informed the Board the T-shirt cost for the parents did increase a little compared to last year, with the percentage back to the school remaining the same. Discussion ensued regarding this matter. Jennifer Weser made a motion to approve the InUnison contract for the FY23 school year. Marie Chapman seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried.

Miss Standley presented the two year Boca Speech contract and the addendum to the Board. Miss Standley informed the Board the hourly rate increased from \$60.00 to \$63.00. Discussion ensued regarding this matter. Jennifer Weser made a motion to approve the FY23 to FY24 Boca Speech contract with the addendum. Marie Chapman seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried.

Miss Standley presented the Image Janitorial Service contract and the addendum to the Board with the monthly amount of \$16,455.51. Mr. Puente-Duany stated there had been approximately a \$1,000.00 a month increase. Discussion ensued regarding this matter. Jennifer Weser made a motion approve the Image Janitorial Services contract for the FY23 school year and the addendum. Marie Chapman seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried.

Miss Standley presented the Image Janitorial contract for the additional daytime porter to continue with the COVID-19 protocols, which would be paid through ESSER funds. Discussion ensued regarding this matter. Jennifer Weser made a motion to approve the Image Janitorial contract for the FY23 school year for the additional daytime porter. Marie Chapman seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried.

Miss Standley presented the Panther Lawn Care contract for the FY23 school year to the Board. Mary Salas informed the Board the price did not increase from FY22. Discussion ensued regarding this matter. Jennifer Weser made a motion to approve the Panther Lawn Care contract for the FY23 school year. Marie Chapman seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, and Tom

Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried.

The next order of business was the TSIA Pay Scale and Tax Referendum Bonus. Stephanie Standley informed the Board this item had been taken to the Imagine-Chancellor Economic Sustainability Task Force, which addressed the new teacher pay scale and the Tax Referendum Bonuses for teachers. Miss Standley informed the Board the presented pay scale would stay in effect as long as the Governor's funds and the tax referendum funds were being received and all teachers had been made aware of this and it is stated in their contract. A lengthy discussion ensued regarding both matters. Julie Klahr stated if and when the Governor's money is no longer received it would be a state wide issue in regards to taking money away from teacher's base salaries.

Jennifer Weser made a motion to approve the proposed TSIA Pay Scale and Tax Referendum Bonus based on the disclaimer that scale is in effect as long as Imagine-Chancellor receives the Governor's Teacher Raise and the Tax Referendum funds. Marie Chapman seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried.

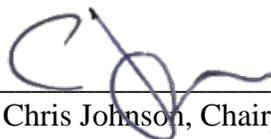
The next order of business was the FY23 proposed budget. Jorge Puente-Duany reviewed the FY 23 proposed budget with Board. Mr. Puente-Duany informed the Board the expected tax referendum money would be \$1.1 million dollars and the expected ESSER funds would be \$1.7 million dollars. Discussion ensued regarding this matter. Tom Sutterfield requested a motion to approve the FY23 Proposed Amended Budget. Jennifer Weser replied "so moved". Marva Wilks seconded the motion. Tom Sutterfield inquired as to who was in favor of the motion. Marie Chapman, Jennifer Weser, Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed, all Board members stated no, and Mr. Sutterfield stated the motion carried.

Jorge Puente-Duany reviewed the May 31, 2022 financials with the Board, informing them everything was on schedule. Discussion ensued regarding this matter.

Tom Sutterfield inquired as to if there was any public input. Julie Klahr wanted to congratulate the Imagine-Chancellor staff for all of the awards that had been won.

Meeting adjourned at 7:06 p.m.

Attested to by:


Chris Johnson, Chairperson

8-2-22

Date