

**MEETING AGENDA
KISSIMMEE CHARTER SCHOOL BOARD**

**KISSIMMEE CHARTER ACADEMY
2850 BILL BECK BOULEVARD, KISSIMMEE, FL 34744
THURSDAY, JANUARY 19, 2023 AT 4:30 PM**



- 1. MEETING CALLED TO ORDER**
- 2. ROLL CALL**
- 3. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 4. AGENDA ADDITIONS OR REVISIONS**
- 5. PRESENTATIONS**
 - 5.A Thespian Troupe #89319 Presentation
- 6. HEAR AUDIENCE**
- 7. CONSENT AGENDA**
 - 7.A Approval of 12.1.2022 School Advisory Board Minutes
 - 7.B Auditor Approval of King & Walker Fiscal Year 2023
- 8. OLD BUSINESS**
 - 8.A Instructional Materials Policy
- 9. NEW BUSINESS**
 - 9.A Revised Budget
- 10. SCHOOL REPORT**
- 11. REGION REPORT**
- 12. HEAR CHAIRMAN AND BOARD MEMBERS**
- 13. ADJOURNMENT**

In accordance with Florida Statutes 286.105: Any person wishing to appeal any decision made by the Kissimmee Charter School Board with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 5.A**Thespian Troupe #89319 Presentation****Explanation**

This school year, the Junior Thespian Troupe #89319 took seven (7) acting and musical theatre pieces to the district competition. Four (4) of the troupe's pieces were rated 'Superior' and ultimately recognized as 'Best in Show'. Our students proudly wore their medals to school on 'Medal Monday' and let them clang down the hallway as they walked among their peers. The State competition was held this past weekend and once again we were amazed at the strength of our troupe. During the convention, our students participated in engaging workshops and worked on their performance with feedback from alumni. The five (5) performance events at the state competition each received a 'Superior' rating and the first entry for our school in the tech category received a rating of 'Excellent'.

Requested School Board Action: No Action

Attachment(s):

None

ITEM 7.A**Approval of 12.1.2022 School Advisory Board Minutes****Explanation****Requested School Board Action: Approve**

Staff recommends Board approval.

Attachment(s):

1. 12.1.22 minutes with sig line

**MEETING MINUTES
KISSIMMEE CHARTER SCHOOL BOARD**

**KISSIMMEE CHARTER ACADEMY
2850 BILL BECK BOULEVARD, KISSIMMEE, FL 34744
THURSDAY, DECEMBER 1, 2022 AT 4:30 PM**



1. **MEETING CALLED TO ORDER** The meeting was called to order at 4:32 pm by Kelly Trace.
2. **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE** Kelly Trace opened the meeting with the led the Pledge of Allegiance and Moment of Silence.
3. **ROLL CALL** Board Members: Kelly Trace, Joshua Pies (via Google Meet), Brenda Ryan, Patrick North
Kissimmee Charter Academy and Imagine Schools Representatives: Dr. Jennifer Fornes, Erick Estrada, Greg Young
City of Kissimmee Representative: Austin Blake (via Google Meet)
Osceola County School District Representative: Tanya Snelling
4. **AGENDA ADDITIONS OR REVISIONS** Jennifer Fornes requested an addition to the agenda under presentations about the Thespians District Competition as 4.C. Brenda Ryan made a motion to approve the addition to the agenda and Rodney Denson second. All in favor. Motion Carried.
5. **PRESENTATIONS**
 - 5.A American Heart Association Grant Recipient
Dr. Fornes shared that the American Heart Association named Kissimmee Charter Academy as a recipient of the Kids Heart Challenge and American Heart Challenge grant in the amount of \$1,500. These funds will support the project Heart Healthy Habits at Imagine Kissimmee Charter Academy. Coach Suazo is working with students to set smart personal heart-healthy goals and will measure their progress throughout the school year using each student's baseline data. Students have been able to record their baseline assessments measuring their aerobic capacity, muscular strength, muscular endurance, and flexibility. By establishing these baseline measurements, students know the areas in which they're doing well and the areas that need improvement. They can see where they need to focus and which components of fitness, such as muscular strength and aerobic capacity, need the most attention.
 - 5.B Bach Festival Society of Winter Park - Grant Recipient - Didgeridoo Down Under K-5th grade
Dr. Fornes share that Mr. Apostolides applied to the Bach Festival Society of Winter Park for a grant and was awarded a grant to bring a unique musical experience to our school in January 2023. The Didgeridoo (DDU) Show is an energetic fusion of Australian music, culture, art, science, literacy development, comedy, character building, anti-bullying, motivational speaking and audience participation. The didgeridoo has been played by Aboriginal Australians for at least 1,500 years, and is known for its otherworldly sound. We are excited to share this new musical experience with our students.

5.C District Thespian Competition

Brittany Richmond shared that the Kissimmee Charter Academy Thespian Troupe attended the district competition in Cocoa Beach, Florida last week. All seven pieces performed received a superior rating and 2 technical pieces received an excellent rating. Of the seven performance pieces that were rated superior, four were awarded Best In Show and performed for all the schools in attendance. The state competition will be held in January at the Orange County Convention Center.

6. **HEAR AUDIENCE** None

7. **CONSENT AGENDA** Kelly Trace asked to pull item 7.B. Instructional Materials Policy and item 7.C. Policy on Complaints Related to House Bill 1557 (2022) for further discussion.

Brenda Ryan made a motion to approve the consent agenda with item 7.B. and 7.C removed. Rodney Denson seconded. All in favor. Motion carries.

7.A School Advisory Board Minutes 9.22.2022

7.B Instructional Materials Policy

Discussion on policy and the membership of the committee. Would like further information on if the director and the board member serve as ex-officio members of the committee. Advice will be sought from the legal team and the school district staff. Item tabled until January 19th.

7.C Policy on Complaints Related to House Bill 1557 (2022)

Discussion on the language used in tech policy to include school district support related to complaints. Dr. Fornes shared that support from the school district is needed in these cases and that is why it was part of House Bill 1577. Brenda Ryan made a motion to approve item 6C. Rodney Denson seconded. All in favor. motion carried.

7.D Online Educational Services Policy

8. **OLD BUSINESS**

8.A Bus Purchase Update

Greg Young shared he was successful in the purchase of a bus for a total price of \$41,765.

9. **NEW BUSINESS**

9.A Hurricane Ian Renovations Update

Erick Estrada shared the renovation timeline from Hurricane Ian and Hurricane Nicole. Continued renovations will occur through the December break.

9.B Financial Report

Greg Young reviewed financials through October 31, 2022. Brenda Ryan made a motion to approve the financial report. Rodney Denson seconded. All in favor. Motion carried.

10. **SCHOOL REPORT** Dr. Fornes shared those individuals representing our school this year.

Tara Cabello - Teacher of the Year

Lola Gerena - Staff Member of the Year
Michelle Apostolides - Rookie Teacher of the Year

She also shared that the 2nd part of the 'Pathways to Flight' program will occur on Monday, December 5th. In October, an initial careers presentation was provided to all 6th and 8th grade students by the Director of Aviation. We are planning to have all of 7th grade students move through something similar in the spring. Since this is the inaugural year of launching this type of program, we hope to add other additional career opportunities for students throughout their years with us at our school. Groups will rotate through stations: Air Care 1, Cirrus Private Jets, Osceola County Sheriff's Office, and Air Traffic Controller personnel.

The school will be hosting 'Holidays around the World' on December 13th where grade levels have selected a country and will provide different aspects to these countries. There will also be a Music and Art showcase on December 14th.

11. **REGION REPORT** Greg Young shared leadership retreat on December 6th with sister school about the group.
Christmas lunches for teachers on December 9th.

Incentive allocation in January
Budget Planning
Auditor RFP

12. **HEAR CHAIRMAN AND BOARD MEMBERS** Brenda Ryan wishes everyone a wonderful holiday
Rodney Denson Have a blessed holiday and
Patric North.
Kelly Trace shout out to teacher with s

13. **ADJOURNMENT** Next Meeting January 19, 2023. Kelly Trace adjourned the meeting at 5:53pm.

Kelly Trace, Board Chair

ITEM 7.B

Auditor Approval of King & Walker Fiscal Year 2023

Explanation

Requested School Board Action: Approve

Request approval to engage auditing services from King & Walker, CPAs, PL for the 2022-2023 fiscal year.

Attachment(s):

None

ITEM 8.A

Instructional Materials Policy

Explanation

Requested School Board Action:

Item was discussed at the December 1, 2022 meeting and was tabled to get advice on the membership of the committee. Board wanted further clarification to determine if the director and the board member serve as ex-officio members of the committee. Advice will be sought from the legal team and the school district staff.

Attachment(s):

1. Policy on Selection of Materials

POLICY ON SELECTION OF INSTRUCTIONAL AND READING MATERIALS

KISSIMMEE CHARTER ACADEMY

Adopted and Effective: _____

It is the intent of the Board of Directors (“Board”) of KISSIMMEE CHARTER ACADEMY (the “School”) to provide a wide range of materials, in print, electronic, and digital format, on all levels of difficulty, with diversity of appeal and the representation of different points of view. The School and its staff will utilize materials that meet the following criteria:

- a) Materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
- b) Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- c) Materials that include a background of information enabling students to make intelligent judgments in their daily life;
- d) Materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and
- e) Materials of a high quality that place principle above personal opinion and reason above prejudice.

Selection of Materials

Staff members selecting instructional and reading materials shall follow the considerations set forth in section 1006.34(2)(b), Florida Statutes, including the following:

- 1. The age of the students who normally could be expected to have access to the material.
- 2. The educational purpose to be served by the material. Priority shall be given to the selection of materials that align with the Florida State Standards.
- 3. The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.
- 4. The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state.

In addition, staff members selecting instructional and reading materials shall consider the following:

- 1. The overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation and significance of the author/artist/composer/producer, format, and price, where applicable.
- 2. The staff member’s knowledge of the curriculum, the existing collection, and the needs of the students.
- 3. Requests from students and parents.

Purchase and Donation of Materials

Instructional and reading materials shall only be purchased with the School's funds upon approval of the Director and in accordance with the budget adopted by the Board, taking into account the considerations set forth above. The School may accept donations of instructional and reading materials or money to purchase materials from members of the community with the understanding that such materials must comply with the selection criteria established in this policy.

Materials Review Committee

The Board hereby establishes the Materials Review Committee, which shall review and consider challenges to any instructional and reading materials. The Materials Review Committee shall be considered a committee of the Board and shall be composed of a member of the Board, the Director of the School, a member of the Parent Choice Committee (parent), a member of the School's faculty, and a member of the community. The members of the Materials Review Committee shall be appointed by the Board, or, if the Board so directs, by the Director.

The Materials Review Committee shall meet as often as needed to review any challenges to any instructional or reading materials properly made pursuant to this policy. Meetings of the Materials Review Committee shall be open to the public, noticed at least seven days in advance, and shall allow for public comment in accordance with the Board's Policy on Public Comment. Meetings of the Materials Review Committee may be conducted in-person or via communications media technology. At least three of the five members of the Materials Review Committee must be present for a quorum and a quorum may not be established without the presence of the Director of the School. The Director shall serve as the Head of the Materials Review Committee.

Any parent of a student currently enrolled at the School who finds any material used at the School to be objectionable and has read, viewed, or listened to the material in its entirety may ask the Materials Review Committee for review. To initiate the process, the parent must submit to the Director the Request for Reconsideration of Instructional Materials form, attached hereto as Exhibit "A." Upon receipt, the Director shall forward the form to the various members of the Materials Review Committee and convene a meeting of the Materials Review Committee within 30 days or as early as reasonably possible. Prior to the meeting, the Director shall provide the members with a copy of the challenged material for review. Until such time as the Materials Review Committee meets, the challenged material may be removed from the classroom, at the discretion of the Director.

The Materials Review Committee will meet to objectively determine whether the challenged material aligns with the values and considerations set forth in this policy. In making this determination, the Materials Review Committee should carefully review the challenged material and may review any other documents related to the request. The Materials Review Committee will then vote by majority on whether the challenged material should be removed and prohibited from further use at the School. In the event of a tie vote, the decision of the Director shall be determinative.

The parent who made the challenge or the Director may appeal the decision to the Board in writing by submitting an explanation for the basis of the appeal that is limited to one page. The

Board may choose whether or not to hear any appeal by a majority vote. If the Board chooses not to hear the appeal, the decision of the Materials Review Committee shall be final. If the Board does choose to hear the appeal, the Board must follow the same procedures for reviewing the challenged material as apply to the Materials Review Committee and the Board's decision will be final. Appeals to the Board must be submitted at least 10 days prior to any meeting of the Board to be considered.

Board Secretary Certificate

I hereby certify that the foregoing Policy on Selection of Instructional and Reading Materials for Kissimmee Charter Academy was adopted by a majority vote of a quorum of the Board of Directors at a duly noticed meeting held on _____.

Board Secretary

Printed Name

EXHIBIT A

Request for Reconsideration of Instructional Materials Form

ITEM 9.A
Revised Budget

Explanation

Revised budget presented based on actuals and forecast.

Requested School Board Action: Approve

Staff recommends Board approval.

Attachment(s):

1. Imagine Kissimmee Charter December 22' Budget Amendment

Kissimmee Charter Academy
December 2022'

	623	623	662		
	YTD	Amended Budget	Prelim	Variance	Comment +/- \$4,000
GENERAL FUND					
REVENUES					
Fed, State & Local Revenue					
1 FEFP Funding	4,851,111	4,851,111	4,993,556	-	
2 Capital Outlay Funding	445,770	445,770	446,850	-	
3 Miscellaneous State Revenue	100	100	-	-	
4 Fed, State & Local Revenue	5,296,981	5,296,981	5,440,406	(0)	
5					
6 Supplemental Fee Revenue					
7 VPK - State	60,021	53,683	52,000	6,338	Under-estimated
8 VPK - Local	39,832	32,899	30,000	6,933	Under-estimated
9 School Aged Child Care	49,092	46,738	46,000	2,354	
10 Local-Other School, Courses	7,001	9,578	9,000	(2,577)	
11 Summer Program	20,444	20,444	42,500	-	
12 Field Trips	39,592	38,000	36,000	1,592	
13 Fund Raising Activities	46,978	39,327	42,000	7,651	Book Fair
14 Other Local	65,647	20,882	-	44,765	Debate Club/Bus
15 Supplemental Fee Revenue	328,608	261,551	257,500	67,057	
16					
17 TOTAL REVENUES	5,625,588	5,558,532	5,697,906	67,056	
18					
19 EXPENSES					
20					
21 Salaries/Benefits	2,556,450	2,590,604	2,575,177	(34,154)	
22 Benefits	780,589	748,690	884,315	31,899	
23 <i>Total Salaries & Benefits</i>	3,337,038	3,339,294	3,459,492	(2,256)	
24					
25 Lease Payment	661,272	661,272	661,272	-	
26					
27 Direct Educational Expenses					
28 Kto6--Supplies	30,498	30,000	30,000	498	
29 K-8 Software	1,033	1,033	-	-	

Kissimmee Charter Academy
December 2022'

		623	623	662	
		YTD	Amended Budget	Prelim	Variance
	GENERAL FUND				Comment +/- \$4,000
30	VPK - Supplies	3,000	3,000	3,000	-
31	Health--Supplies	1,569	1,500	1,500	70
32	Principal--Supplies	3,015	2,623	2,500	393
33	Principal--Noncap FF&E	9,979	7,489	-	2,490
34	Summer Program	14,409	14,409	14,409	-
35	Supplies/Books-Bef/After--Supplies	980	676	500	304
36	Direct Educational Expenses	64,482	60,728	51,909	3,754
37					
38	Facility Operating Expenses				
39	Plant Ops--Electricity	91,290	81,876	86,973	9,414
40	Plant Ops--Water & Sewer	25,653	16,780	17,925	8,873
41	Plant Ops--Waste	12,411	12,083	10,656	328
42	Principal--Copier Maint Supplies	18,260	18,536	18,364	(276)
43	Principal--Printing/Duplication	763	500	500	263
44	Plant Ops--Landscaping Exp	17,227	17,317	16,000	(90)
45	School Ops--Repairs & Maint	54,223	58,878	45,000	(4,654)
46	Technology - Repairs and Maintenance	6,360	5,000	5,000	1,360
47	Plant Ops--Telecommunications	5,304	5,355	3,682	(51)
48	Facility Operating Expenses	231,491	216,324	204,100	15,167
49					
50	Imagine Fees	555,986	555,895	568,455	91
51					
52	Marketing & Enrollment Expenses				
53	Principal--Advertising	14,952	14,952	14,952	-
54	Principal--Internet	1,753	1,753	11,000	-
55	Marketing & Enrollment Exp	16,705	16,705	25,952	-
56					
57	General & Administrative				
58	Capital Additions	41,765	-	-	41,765
59	Workers Comp & Liability Insurance	31,928	30,179	30,179	1,749
60	Plant Ops--Gen. Liab. Ins	146,511	143,787	126,568	2,724

Kissimmee Charter Academy
December 2022'

		623	623	662		
		YTD	Amended Budget	Prelim	Variance	Comment +/- \$4,000
61	GENERAL FUND					
62	Board.-Audit Fees	14,000	14,000	12,000	-	
63	Principal.-District Fees	48,667	48,667	47,145	-	
64	Principal.-Dues & Fees	57,115	64,808	65,000	(7,693)	
65	Principal.-Postage	1,364	1,592	1,500	(228)	
66	Principal.-Misc. Exp	9,743	11,247	9,000	(1,504)	
67	Cent Support.-Drug Testing	801	675	575	126	
68	Cent Supt.-Fingerp/Enrichment	1,756	1,756	350	0	
69	Fundraising.-Misc. Exp	46,388	39,217	42,000	7,171	
70	General & Administrative	400,039	355,928	334,317	44,111	
71	Operating Reserves	-	-	88,908	-	
72						
73	Other School Services					
74	Kto8-Travel	1,000	1,000	1,000	-	
75	Kto8-Field Trips	39,710	37,497	36,000	2,213	
76	Principal.-Travel	5,102	4,990	2,500	112	
77	Bus Fuel	33,172	33,452	32,000	(280)	
78	Bus Material & Supplies	548	308	-	240	
79	Other Bus Expenses	116,059	111,045	57,000	5,014	
80	Bus Dues/Fees/Tags	6,270	5,000	5,000	1,270	
81	Prof & Tech - Contr Services - PT & OT	3,750	2,500	2,500	1,250	
82	Sch Outside Svc-Speech.-Prof & Tech	43,030	29,560	50,000	13,470	ESSER
83	Inst Staff Trng.-Prof & Tech Contracted	3,000	3,000	3,000	-	
84	Plant Ops.-Guard/Security Svcs	70,512	70,512	70,000	-	
85	Plant Ops.-Janitorial Exp	31,707	40,000	40,000	(8,293)	
86	Plant Ops.-Exterminating	4,716	4,500	4,500	216	
87	Other School Services	358,575	343,364	303,500	15,211	
88						
89	TOTAL EXPENSES	5,625,589	5,549,510	5,697,906	76,079	
90						
91	CHANGE IN FUND BALANCE (NEGATIVE)	(0)	9,022	0	(9,022)	

Kissimmee Charter Academy
December 2022'

	623	623	662		
	YTD	Amended Budget	Prelim	Variance	Comment +/- \$4,000
92 ESSER II-III					
93 REVENUES					
94 ESSER II	123,284	123,284	703,441	-	Moved to FY24
95 ESSER III/ARP IDEA	612,765	713,352	-	(100,587)	
96	736,050	836,636	703,441	(100,586)	
97 EXPENSES					
98 Salaries	500,550	575,018	452,720	(74,468)	Moved to GF
99 Benefits	121,455	109,449	78,449	12,006	
100 Academics	81,717	102,862	68,774	(21,145)	
101 Contracted Services	-	20,693	-	(20,693)	
102 Custodial	11,952	13,000	-	(1,048)	
103 NonCap FF&E	20,375	15,614	40,000	4,761	
104 Capital Additions	-	-	63,498	-	
105 TOTAL EXPENSES	736,049	836,636	703,441	(100,587)	
106 FOOD SERVICE					
107 REVENUES					
108 Food - Federal Reimbursement	584,028	523,167	491,733	60,861	Supply Chain Funds/Reimbursement
109 Food - Local Sales	3,177	3,982	12,708	(805)	
110 TOTAL REVENUES	587,205	527,149	504,441	60,056	
111 EXPENSES					
112					
113 Salaries	55,501	58,800	45,290	(3,299)	
114 Benefits	5,570	6,296	4,733	(726)	
115 Food Service--Purchased Services	980	-	-	980	
116 Food Service--Food	419,149	374,613	362,384	44,536	
117 Food Service-Materials and Supplies	26,005	27,545	43,304	(1,540)	
118 TOTAL EXPENSES	507,204	467,254	455,711	39,950	
119					
120 CHANGE IN FUND BALANCE (NEGATIVE)	80,000	59,895	48,730	20,105	
121					
122 Beginning Fund Balance	91,309	91,310	91,309		
123 Ending Fund Balance	171,309	151,205	140,039		

Kissimmee Charter Academy
December 2022'

	623	623	662		
124 Title Funds	YTD	Amended Budget	Prelim	Variance	Comment +/- \$4,000
125 REVENUES					
126 Title I	186,701	145,756	145,756	40,945	Increased Allocation
127 Title II/IV	10,452	-	12,097	10,452	T-IV
128	197,153	145,756	157,853	51,397	
129					
130 EXPENSES					
131 Salaries	94,046	93,248	115,219	798	
132 Benefits	36,931	33,433	27,219	3,498	
133 Tutoring/Para	28,440	5,040	3,318	23,400	Para-Pro
134 Reading Teacher 25%	14,990	13,970	-	1,020	
135 Contracted Services/Supplies	22,746	65	12,097	22,681	Music Supplies
136 TOTAL EXPENSES	197,153	145,756	157,853	51,397	
137					
138 NET DIFFERENCE	-	-	-	-	