

**MEETING AGENDA
KISSIMMEE CHARTER SCHOOL BOARD**

**KISSIMMEE CHARTER ACADEMY
2850 BILL BECK BOULEVARD, KISSIMMEE, FL 34744
THURSDAY, FEBRUARY 23, 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 National School Choice Week Participation Certificate
- 6. HEAR AUDIENCE**
- 7. CONSENT AGENDA**
 - 7.A Minutes Approval from January 19, 2023
- 8. OLD BUSINESS**
 - 8.A Instructional Materials Policy
- 9. NEW BUSINESS**
 - 9.A Financial Report
- 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

National School Choice Week Participation Certificate

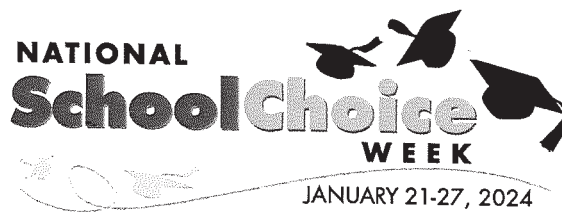
Explanation

National School Choice Week is a not-for-profit, charitable effort to raise awareness of effective K–12 education options for children. The organization's goal is to focus equally on traditional public schools, public charter schools, public magnet schools, private schools, online schools, and homeschools. By researching and developing comprehensive and unbiased web-based resources, they work year-round to help parents better understand their school choice options and navigate the process of finding schools or learning environments that best meet their children's needs. They also partner with tens of thousands of schools, homeschool groups, and organizations to raise broad public awareness of school choice and of the importance of opportunity in K–12 education. These efforts take place in January of each year during the annual celebration. The next annual celebration will take place from January 21 – 27, 2024. Kissimmee Charter Academy has already signed up to participate in next year's event.

Requested School Board Action: No Action

Attachment(s):

1. National School Choice week certificate



Dear School Leader:

On behalf of our entire team, thank you for your participation in National School Choice Week 2023. Together, we shined a spotlight on effective K-12 education options for children and succeeded in raising significant public awareness.

In recognition of your school's participation, I am grateful to send along the enclosed School Choice Leadership Award for 2023. Thank you for providing quality education options for children and families in your community, and for the year-long work you do to help students learn, thrive, succeed, and be happy.

Please join us for National School Choice Week 2024, which will be held January 21-27. To confirm your participation and receive a free Activity Packet, just complete and return the enclosed form as soon as possible.

Thank you again for participating in National School Choice Week this year, and for all of the good work that you do.

Sincerely,

A handwritten signature in black ink, which appears to read "Andrew Campanella". The signature is fluid and cursive.

Andrew R. Campanella
President, National School Choice Week

PS: The sooner you can return your participation form for 2024, the better. Supplies will be limited for 2024, and we want to make sure you receive an Activity Packet. If you have any questions, please email participation@schoolchoiceweek.com.



CERTIFICATE

Of Appreciation

National School Choice Week gratefully presents this 2023 School
Choice Leadership Award to

Kissimmee Charter Academy

In recognition of the awardee's dedication to inspiring and motivating
students to reach their fullest potential, and in appreciation of the
awardee's participation in National School Choice Week 2023.

Presented on February 1, 2023

Andrew R. Campanella
President, National School Choice Week

ITEM 7.A

Minutes Approval from January 19, 2023

Explanation

Requested School Board Action: Approve

Staff recommends Board approval.

Attachment(s):

1. 1.19.23 Minutes with Sig Line

**MEETING MINUTES
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** The meeting was called to order at 4:33 pm by Rodney Denson.
2. **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE** Rodney Denson opened the meeting with the Pledge of Allegiance and Moment of Silence.
3. **ROLL CALL** Board Members: Rodney Denson, Joshua Pies, Brenda Ryan, Patrick North
Kissimmee Charter Academy and Imagine Schools Representatives: Dr. Jennifer Fornes, Patricia Robinet, Diane Beatty, Greg Young (Via Telephone)
Osceola County School District Representative: Tanya Snelling
4. **AGENDA ADDITIONS OR REVISIONS** No additions or revisions needed.
Brenda Ryan made a motion to approve the agenda as presented. Joshua Pies seconded. All in favor. Motion carries.
5. **PRESENTATIONS** 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'.
 - 5.A Thespian Troupe #89319 Presentation
Dr. Jennifer Fornes introduced Jaris Cunningham to present the Junior Thespian Troupe as they perform a musical theater piece titled Coffee Break. 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'.
6. **HEAR AUDIENCE** None

7. **CONSENT AGENDA** Brenda Ryan made a motion to pull item 7.B. from the Consent Agenda and approve the other item on the consent agenda for 1.19.23. Joshua Pies seconded. All in favor. Motion carried.

7.A Approval of 12.1.2022 School Advisory Board Minutes

7.B Auditor Approval of King & Walker Fiscal Year 2023

Brenda Ryan asked for further clarification of the auditor selection for FY2023. Greg Young clarified the request is to engage auditing services from King & Walker, CPAs, PL for the 2022-2023 fiscal year. He stated the work performed by the firm is done timely and efficiently to support required deadlines.

Brenda Ryan made a motion to approve King and Walker as the auditing firm for FY 2023. Rodney Denson seconded. All in favor. Motion carried.

8. **OLD BUSINESS**

8.A Instructional Materials Policy

The Instructional Materials Policy was discussed at the December 1, 2022 meeting and tabled for the January meeting to get advice on the membership of the committee. Clarification was needed to determine if the director and the board member serve members of the committee. The discussion on the language has been changed to reflect the board member is non-voting as items would ultimately end up at the board for voting if needed. The following section was addressed (pg 2, paragraph one under the Material Review Committee section) and modified to read:

"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 (non-voting), 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."

Joshua Pies made a motion to approve the Instructional Materials Policy as modified. Brenda Ryan seconded. All in favor. Motion carried.

9. **NEW BUSINESS**

9.A Revised Budget

Greg Young reviewed financials through December 31, 2022. He addressed the need for monies in the National School Lunch Program that will need to be expended as the program has more reserves than required. The school will provide a list of kitchen equipment to improve and support the program for students at the school.

Joshua Pies made a motion to approve the financial report. Rodney Denson seconded. All in favor. Motion carried.

10. **SCHOOL REPORT** Dr. Jennifer Fornes shared the first All Pro Dads event, which was held on the first Friday in January. The chapter president is a parent of a second grader and preschool student. Chapter meetings will be held on the first Friday of each month with an activity for dads to do with their child(ren). The Title I Science Night was a huge success with standing-room-only attendance for the science presentations. She also

reiterated the work of the Junor Thespians and the showcase students provided for staff members and families prior to going to the state-level competition. The Drama department will host a musical on campus and will be available for families and community members to attend. The school is entering the enrollment season with many interested families submitting their information. Parent interest sessions are set up for March and April. Tours are held as needed or as requested by families.

11. **REGION REPORT** Dr. Jennifer Fornes shared she will be attending a National Education Summit with Imagine Schools where she will attend many professional development sessions focused on leadership and school forward planning. She will also be presenting to a group of principals and regional leaders at the summit this school year.
12. **HEAR CHAIRMAN AND BOARD MEMBERS** None
13. **ADJOURNMENT** Rodney Denson adjourned the meeting at 5:58pm.

Rodney Denson, Board Vice Chair

ITEM 8.A

Instructional Materials Policy

Explanation

The policy was reviewed and approved at the January 19, 2023 board meeting. This item is added to show the final policy with approved changes.

Requested School Board Action: No Action

Attachment(s):

1. Policy on Selection of Materials Board Approved 1.19.23
2. Request for Reconsideration of Instructional Materials

POLICY ON SELECTION OF INSTRUCTIONAL AND READING MATERIALS

KISSIMMEE CHARTER ACADEMY

Adopted and Effective: January 19, 2023

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 (non-voting), 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

Request for Reconsideration of Instructional Materials

Request initiated by: _____

Telephone: _____

Email: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

School Affiliation (if applicable): _____

Please share more about the instructional media.

Material Type	Details
☐ Print Material	Title: _____
☐ Digital Material	Author: _____
	Subject: _____
	Source: _____

The following questions must be answered by the parent of a currently enrolled student who has read, viewed, or listened to the instructional material in its entirety.

1. I affirm that I have seen, heard, or read the material in its entirety. ☐ Yes ☐ No
2. What is objectionable about the material? Cite specific passages, pages, or scenes.

3. How was this material brought to your attention?

4. What do you believe may result from the reading, viewing, or listening of this material?

5. What review of this material have you read?

6. What age group might be more suitable of this material?

7. In its place, what material of equal value do you recommend that would provide adequate information on this subject?

Printed Name of Complainant

Signature of Complainant

Date

**Submit completed form to
the Director**

ITEM 9.A
Financial Report

Explanation

Requested School Board Action: Approve

Review of Financial Reports month ending January 2023.

Attachment(s):

1. Imagine Kissimmee Charter January 2023 Budget Amendment

Kissimmee Charter Academy
January 2023

	623	623	662		
	YTD	Amended Budget	Prelim	Variance	Comment +/- \$4,000
GENERAL FUND					
REVENUES					
Fed, State & Local Revenue					Updated Allocation
1 FEFP Funding	4,851,111	4,851,111	4,993,556	(0)	
2 Capital Outlay Funding	417,715	445,770	446,850	(28,055)	
3 Miscellaneous State Revenue	128	100	-	28	
4 Fed, State & Local Revenue	5,268,954	5,296,981	5,440,406	(28,027)	
5					
6 Supplemental Fee Revenue					Thespians
7 VPK - State	60,440	60,021	52,000	419	
8 VPK - Local	38,763	39,832	30,000	(1,069)	
9 School Aged Child Care	50,222	49,092	46,000	1,130	
10 Local-Other School, Courses	6,031	7,001	9,000	(970)	
11 Summer Program	20,444	20,444	42,500	(0)	
12 Field Trips	39,669	39,592	36,000	77	
13 Fund Raising Activities	51,715	46,978	42,000	4,737	
14 Other Local	65,647	65,647	-	-	
15 Supplemental Fee Revenue	332,931	328,607	257,500	4,324	
16					
17 TOTAL REVENUES	5,601,885	5,625,588	5,697,906	(23,703)	
18					
19 EXPENSES					
20 Salaries/Benefits	2,519,563	2,556,448	2,575,177	(36,885)	
21 Benefits	758,805	780,589	884,315	(21,784)	
22 Total Salaries & Benefits	3,278,368	3,337,037	3,459,492	(58,669)	
23					
24 Lease Payment	661,272	661,272	661,272	-	
25					
26 Direct Educational Expenses					
27 Kto6--Supplies	30,352	30,498	30,000	(146)	
28 K-8 Software	-	1,033	-	(1,033)	
29 VPK - Supplies	3,000	3,000	3,000	-	

Kissimmee Charter Academy
January 2023

623

623

662

	YTD	Amended Budget	Prelim	Variance	Comment +/- \$4,000
GENERAL FUND					
30 Health--Supplies	1,500	1,569	1,500	(69)	
31 Principal--Supplies	2,008	3,015	2,500	(1,007)	
32 Principal--Noncap FF&E	10,279	9,979	-	300	
33 Principal--Software	2,692	-	-	2,692	Budgyt
34 Summer Program	14,409	14,409	14,409	0	
35 Supplies/Books-Bef/After--Supplies	980	980	500	(0)	
36 Direct Educational Expenses	65,219	64,483	51,909	736	
37					
38 Facility Operating Expenses					
39 Plant Ops--Electricity	91,877	91,290	86,973	587	Under-estimated
40 Plant Ops--Water & Sewer	25,402	25,653	17,925	(251)	Under-estimated
41 Plant Ops--Waste	12,811	12,411	10,656	400	
42 Principal--Copier Maint Supplies	18,369	18,260	18,364	109	
43 Principal--Printing/Duplication	763	763	500	0	
44 Plant Ops--Landscaping Exp	17,162	17,227	16,000	(65)	
45 School Ops--Repairs & Maint	58,704	54,223	45,000	4,481	Door Locks
46 Technology - Repairs and Maintenance	4,679	6,360	5,000	(1,681)	
47 Plant Ops--Telecommunications	5,284	5,304	3,682	(21)	
48 Facility Operating Expenses	235,050	231,491	204,100	3,559	
49					
50 Imagine Fees	547,702	555,986	568,455	(8,284)	Cap/Incentive
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 Compa & Liability Insurance	31,928	31,928	30,179	-	
60 Plant Ops--Gen. Liab. Ins	146,511	146,511	126,568	(0)	
61 Board--Audit Fees	14,000	14,000	12,000	-	

Kissimmee Charter Academy

January 2023

623

623

662

	YTD	Amended Budget	Prelim	Variance	Comment +/- \$4,000
GENERAL FUND					
62 Principal--District Fees	48,667	48,667	47,145	(0)	UDT/Promethian Boards
63 Principal--Dues & Fees	65,401	57,115	65,000	8,286	
64 Principal--Postage	1,407	1,364	1,500	43	
65 Principal--Misc. Exp	8,971	9,743	9,000	(772)	
66 Cent Support--Drug Testing	801	801	575	-	
67 Cent Supt.-Fingerp/Enrichment	1,756	1,756	350	0	
68 Fundraising--Misc. Exp	46,988	46,388	42,000	600	
69 General & Administrative	408,194	400,038	334,317	8,156	
70					
71 Operating Reserves	29,995	-	88,908	29,995	
72					
73 Other School Services					
74 Kto8-Travel	1,000	1,000	1,000	-	
75 Kto8-Field Trips	39,925	39,710	36,000	215	
76 Principal--Travel	5,102	5,102	2,500	(0)	
77 Bus Fuel	33,452	33,172	32,000	280	
78 Bus Material & Supplies	576	548	-	28	
79 Other Bus Expenses	116,059	116,059	57,000	(0)	
80 Bus Dues/Fees/Tags	5,970	6,270	5,000	(300)	
81 Prof & Tech - Contr Services - PT & OT	4,425	3,750	2,500	675	
82 Sch Outside Svc-Speech--Prof & Tech	42,935	43,030	50,000	(95)	
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	31,707	40,000	-	
86 Plant Ops--Exterminating	4,716	4,716	4,500	-	
87 Other School Services	359,380	358,576	303,500	804	
88					
89 TOTAL EXPENSES	5,601,885	5,625,588	5,697,906	(23,703)	
90					
91 CHANGE IN FUND BALANCE (NEGATIVE)	(0)	-	0	(0)	
92					

Kissimmee Charter Academy
January 2023

	623	623	662		
	YTD	Amended Budget	Prelim	Variance	Comment +/- \$4,000
ESSER II-III					
REVENUES					
ESSER II	123,284	123,284	703,441	(1)	
ESSER III/ARP IDEA/MathSTEM	614,270	612,765	-	1,505	
	737,554	736,049	703,441	1,505	
EXPENSES					
Salaries	483,788	500,550	452,720	(16,762)	
Benefits	118,274	121,455	78,449	(3,181)	
Academics	105,387	81,717	68,774	23,670	BLS/Zearn/Sophos
Contracted Services	(300)	-	-	(300)	
Custodial	11,952	11,952	-	0	
NonCap FF&E	16,830	18,199	-	(1,369)	
Misc Grants	1,622	2,176	40,000	(554)	
Capital Additions	-	-	63,498	-	
TOTAL EXPENSES	737,553	736,049	703,441	1,504	
Balance	0	-	-	(1,505)	

	YTD	Amended Budget	Prelim	Variance	Comment +/- \$4,000
FOOD SERVICE					
REVENUES					
Food - Federal Reimbursement	585,220	584,028	491,733	1,192	
Food - Local Sales	2,822	3,177	12,708	(355)	
TOTAL REVENUES	588,042	587,205	504,441	837	
EXPENSES					
Salaries	55,174	55,501	45,290	(327)	
Benefits	5,189	5,570	4,733	(381)	
Food Service--Purchased Services	980	980	-	-	
Food Service--Food	421,397	419,149	362,384	2,248	
Food Service-Materials and Supplies	23,755	26,005	43,304	(2,250)	
TOTAL EXPENSES	506,494	507,205	455,711	(711)	
CHANGE IN FUND BALANCE (NEGATIVE)	81,548	80,000	48,730	1,548	
Beginning Fund Balance	91,309	91,310	91,309		
Ending Fund Balance	172,857	171,310	140,039		

Kissimmee Charter Academy
January 2023

	623	623	662		
	YTD	Amended Budget	Prelim	Variance	Comment +/- \$4,000
131 Title Funds					
132 REVENUES					
133 Title I	186,701	186,701	145,756	-	
134 Title II/IV	10,452	10,452	12,097	-	
135	197,153	197,153	157,853	-	
136					
137 EXPENSES					
138 Salaries	94,078	94,046	115,219	32	
139 Benefits	38,153	36,931	27,219	1,222	
140 Tutoring/Para	28,440	28,440	3,318	-	
141 Reading Teacher 25%	14,990	14,990	-	-	
142 Contracted Services/Supplies	21,492	22,746	12,097	(1,254)	
143 TOTAL EXPENSES	197,153	197,153	157,853	(0)	
144					
145 NET DIFFERENCE	-	-	-	-	