

**ST. PETER'S ACADEMY
GOVERNING BOARD
APPROVED MEETING MINUTES
SEPTEMBER 28, 2021**

MEMBERS PRESENT:

- **Rev. Andrew Jefferson**
- **Rev. Larry Taylor**
- **Mr. Robert Temple**
- **Mr. John Rorick**
- **Ms. Jennifer Lopez**

OTHERS:

- **Mrs. Ruth Jefferson**
- **Mrs. Gloria Finch**
- **Mrs. Weronika Haack**
- **Ms. Constance Smith**
- **Mrs. Genevieve Youance**

- I. CALL TO ORDER INVOCATION:** The St. Peter's Academy Governing Board meeting was called to order at 10:00 a.m. Tuesday, September 28, 2021 with prayer by Rev. Taylor.
- II. READING OF THE MINUTES:** The minutes of April 2021 were read. After discussion, it was motioned by Mr. Temple and seconded by Mr. Rorick that the minutes be accepted. The motion was carried and the minutes were approved.
- III. REVIEW OF FINANCIAL REPORTS:** Mrs. Haack reviewed the Unaudited Quarterly Financial Report ending June 30, 2021. As of June 30, 2021 the Balance Sheet, Total Liabilities and Fund Balance was \$433,152.00. She presented also the Monthly Financial Reports for the months of July and August 2021. As of July 2021 the Balance Sheet, total Liabilities and Fund Balance was \$493,857 and as of August 2021 was \$449,853.00. Ms. Jefferson stated that we were notified on August 5, 2021 that the State Legislative has continued TSIA funding for 2021-2022. She said St. Peter's Academy will receive \$25,934.00 and all Teacher salaries would be increased as planned. After discussion, Mr. Rorick motioned for approval of the Quarterly Financial ending June 30, 2021 and Monthly Financial Reports ending July and August 2021; Mr. Temple seconded the motion. The motion was carried and the June 2021 Quarterly Financial Report and the monthly Financial Reports ending July and August 2021 were approved.

Audit Report 2020 - 21: Mrs. Haack presented the 2020 - 21 Audit Financial Report completed by McCrady, Hess & Ruth, Certified Public Accountants, for the year ending June 30, 2021. She reviewed the Financial highlights and stated that the school's total net position increased from the prior year. She stated that the School's revenues exceeded expenses by approximately \$230,000.00. The School's governmental funds balance sheet reported a combined ending fund balance of \$412,349.00. As of June 30, 2021, the Total net position was \$1,494,141.00. She added that the increase in the total net position is due to the current year operation surplus. The net decrease in capital assets is a result of current year depreciation expense. Long term liabilities decreased due to current year principal payments and the loan being paid off in fiscal year 2021. She mentioned that the school had no recommendations for improvement and no issues referenced in the management letter. With no other comments, the Board congratulated the staff on the 2020 - 2021 Financial Audit as reported.

IV. DISCUSSION:

- **2020 - 21 School Improvement Plan:** Mrs. Jefferson reviewed the School Improvement Plan's goals and objectives. She stated that the goal is to ensure that the students maintain their growth with 80% performing at proficiency. She informed the Board that the areas of Planning for Improvement is expanding Technology capability, improving instruction and interventions, providing coaching, support and detailed actionable feedback and maintaining communication with parents. She said facilities needed for consideration are A/C, playground, transportation and equipment.
- **Family Engagement Plan 2021 - 2022:** Mrs. Youance presented the Plan for discussion. She discussed activities, parent contracts, volunteer hours and barriers. She stated that the main issue was parent notification and activities that would be more conducive to accommodate parent's schedules.
- **Parent Compact Agreement:** Mrs. Youance informed the Board that the distribution of the Parent Compact Agreement forms will be during the month of October and a Pumpkin Festival will be held by the end of the month.
- **Out of Field Teacher:** Mrs. Youance stated that the Board must now approve Out of Field Teachers each year. She stated that this year we have one Teacher, Ms. Lois Conroy. She explained that Ms. Conroy is certified K – 6th, however she needs to get her ESOL endorsement in order to be in compliance. After discussion, it was motioned by Mr. Temple and seconded by Mr. Taylor the Board agreed that Ms. Conroy would be

allowed to work out of field while she obtain her ESOL certification. She will be given until December 2021. The motion was carried and the ESOL certification was approved.

- **National School Lunch Program Invitation to Bid (ITB)** : Mrs. Finch informed the Board that the school now spends over \$100,000.00 for school food. Since the amount spent is over \$100,000 the state requires the school to request BIDS from Vendors to ensure the school gets the best service & cost. She explained the process and indicated that the Cheney Brothers was selected this year.

- **VPK Report:** Ms. Constance Smith informed the Board of the VPK program activities. She stated that Open House was held on September 14, 2021. She said that the Florida Voluntary Pre-kindergarten Assessment AP1 was completed before the 45 days deadline. She discussed the VPK new curriculum Frog street Pre-K and advised that the Florida Kindergarten Readiness Screener was completed as scheduled.

V. INFORMATION: The 2021 – 2022 Title 1 Calendar of events was presented and accepted.

VI. ADJOURNMENT: The meeting was adjourned at 11:00 a.m.