**ST. PETER’S ACADEMY**

**GOVERNING BOARD**

**MEETING MINUTES**

**September 26, 2023**

**MEMBERS PRESENT:**

* **Rev. Andrew Jefferson**
* **Mr. Robert Temple**
* **Mr. John Rorick**
* **Mr. Lawrence Baker**
* **Ms. Ruth Jefferson**
* **Ms. Barbara Andrews**
* **Ms. Constance Smith**
* **Ms. Weronika Haack**
* **Ms. Maritza**

1. **CALL TO ORDER INVOCATION:** The St. Peter’s Academy Governing Board meeting was called to order at 10:00 a.m. Tuesday, September 26, 2023, with prayer by Mr. Temple.
2. **READING OF THE MINUTES:** The minutes of April 2023 were read. After discussion, it was motioned by Mr. Temple and seconded by Mr. Rorick that the minutes be accepted. The motion was carried out, and the minutes were approved.
3. **REVIEW OF FINANCIAL REPORTS**:

* Mrs. Hack reviewed the Unaudited Quarterly Financial Report ending June 30, 2023. As of June 30, 2023, the Balance Sheet, Total Liabilities and Fund Balance was $180,443.00. After discussion, Mr. Rorick motioned for approval for the Quarterly Financial ending June 30, 2023, Mr. Temple seconded the motion. The motion was carried, and the June 2023 Quarterly Financial Report was approved.
* **Audit Report 2023**-**24:** Mrs. Haack presented the 2022-23 Audit Financial Report completed by McGrady and Associates, Certified Public Accountants, for the year ending on June 30, 2023, the Total net position decreased from the prior year. She stated that the school’s expenses exceeded revenue by approximately $140,000.00. The school’s governmental funds balance sheet reported a combined ending fund balance of $144,296.00. As of June 30, 2023, the Total net position was $1,142,700.00. She added that the decrease in the total net position is due to the current year’s operation deficit. The net decrease in capital assets is a result of the current year depreciation expense, 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 2022-2023 Financial Audit as reported.

1. **DISCUSSION:**

* **2023-24 –** Mrs. Jefferson reviews 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 are 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 2023-24:** Ms. Andrews presented the plan for discussion. She reviewed activities, parent contracts, volunteer hours, and barriers. Members gave input that parent notifications should be given in a timely manner and in multiple languages, as needed. It was also suggested that the family engagement survey results be used to plan activities at times that would be more conductive to accommodate parent’s schedules, The next family event will be the Pumpkin Festival at the end of the month, October 31, 2023, at 1 p.m.

* **Parent Compact Agreement:** Ms. Andrews distributed the school-Parent Compact agreement forms. Members discussed and agreed that the compact would remain the same as last year and that only the date would need to be changed. Ms. Andrews explained that the compacts would be discussed and signed during the parent conferences at the end of the month.
* **Out of Field Teacher:** Mrs. Andrews stated that the Board must now approve Out of Field Teachers each year. She stated that this year we have two teachers, Ms. Karen Green and Ms. Janet Hadden. She explained that Ms. Green is certified in ages Three through Third Grade and Ms. Hadden is certified from grades Kindergarten through Sixth Grade. After discussion, it was motioned by Mr. Temple and seconded by Mr. Rorick; the Board agreed that Ms. Green and Ms. Hadden would be allowed to work out of the field while they obtain their ESOL certifications by May 2024.

1. **Preschool Program Report**: Ms. Constance Smith began with a positive outlook and explanation of the reasoning contributing to the productivity and success of the year this far. This introduction was followed by an update on the 3-year-olds and VPK program; the new school year has been outstanding. Preschool is still accepting enrollment, and there are more students enrolled as of right now compared to last year. She stated that parent and teacher conferences will be held throughout the month of October. Open house is scheduled October 17, 2023, from 5:30-6:30 p.m., refreshments will be served, and childcare will be available. She has scheduled a field trip to Publix Supermarket on Monday the 30th of October at 11:00 a.m. Last but not least, she stated that the Thanksgiving dinner for the families is scheduled for November 14th, 5:30-6:30 p.m.

Ms. Connie stated that VPK has just completed their first PM1, using Star Early Literacy. This is a computer adaptive assessment that uses audio, to measure the performance of early literacy and numeracy skills. “FAST” stands for Florida’s Assessment of Students. It is administrated at the beginning-middle-end of the program year, to monitor the children’s progress, as aligned with the Florida Early Learning and Developmental Standards for four-year-olds. Our SPMBC VPK Program is on the Classroom Assessment Scoring System observation calendar for the month of October. This is performed by the ELC for a duration of three hours. The CLASS, otherwise known as the Classroom Assessment Scoring System, is a tool designed to measure 3 domains: teacher interaction, emotional support, and classroom organization/instruction.

She advised the Board that, FLOCS Educational Conference will take place in Daytona Beach on the 16th and 17th of November 2023. FLOCS 5-year accreditation will be coming up on April 2024, ergo, surveys must be completed by board members, administrators, teachers, and parents. Ms. Constance gave further information on the effectiveness and relevance of the new curriculum being taught; Pre-K (Frog Street) and (Learn Everyday) curriculums. These curriculums encourage learning processes and the acquisition of specific information. She stated that the children’s learning and development is enhanced when: children are active and engaged, goals are clear and shared by all teachers and have frequent and meaningful interaction with students. She said these selected curriculums are comprehensively aligned with learning and experiences. Ms. Constance stated that the curriculum, or the content of what the children learn, is essential to supporting and strengthening young children’s learning and development because it is the “frontline” of children’s experiences. She stated that upon completing the process of; analyzing assessment results, collecting feedback from learners and teachers, observing classroom instruction, and conducting research studies via various primary and secondary sources from the previous 2022-2023 school year, it has been determined that both utilized curriculums are proven effective.

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