

**ST. PETER'S ACADEMY
GOVERNING BOARD
MEETING MINUTES
OCTOBER 18, 2022**

PRESENT:

- **Rev. Andrew Jefferson**
- **Mr. Robert Temple**
- **Mr. John Rorick**
- **Mr. Larry Taylor**
- **Ms. Lashell Harris**
- **Mrs. Ruth Jefferson**
- **Mrs. Gloria Finch**
- **Ms. Weronika Haack**
- **Ms. Constance Smith**
- **Ms. Karen Williams**

I. **CALL TO ORDER INVOCATION:** The St. Peter's Academy Governing Board meeting was called to order at 10:00 a.m. Tuesday, October 18, 2022 with prayer by Mr. Temple.

II. **READING OF THE MINUTES:** The minutes of April 2022 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:**

- **Quarterly Financial Audit Reports:** Ms. Weronicka reviewed the Quarterly Financial Reports ending June 30, 2022 and ending September 30, 2022. As of June 30, 2022 the Balance Sheet, Total Liabilities and Fund Balance was **\$249,813.00** and as of September 30, 2022 the Balance Sheet, Total Liabilities and Fund Balance was **\$494,178.00**. After discussion, on motion by Mr. Rorick seconded by Mr. Temple, the Board approved the Quarterly Financial Reports ending June 30, 2022 and September 30, 2022.
- **2021 – 2022 Audit Financial Report** - Mrs. Haack presented the Audit Financial Report completed by McCrady, Hess & Ruth, Certified Public Accountants, for the year ending June 30, 2022. She reviewed the Financial highlights. She stated that the School's governmental fund balance sheet reported a combined ending unassigned fund balance of \$243,068. She said that as of June 30, 2022, the Total net position was \$1,282,839. She stated 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 2021 - 2022 Financial Audit as reported. After discussion, on motion by Mr. Rorick seconded by Mr. Temple, the Board approved the 2021 - 2022 Audit Financial Report.

- **Proposed Operating Budget 2022 - 23:** Mrs. Haack presented the 2022 to 2023 Proposed Operating Budget for approval. She stated that the Projected General Funds is \$1,395,000.00 and the Total Budget including capital projects funds and special revenue funds is \$1,739,000.00. She stated that the Projected Budget as proposed is very close the Final 2021 - 22 Budget and is planned to ensure that expected revenues cover expenses. After review and discussion, Mr. Rorick motioned for Approval of the 2022 - 23 Proposed Operating Budget; Mr. Temple seconded the motion, the 2022 - 23 Proposed Operating Budget was approved.

IV. **DISCUSSION:**

- **2022 - 2023 School Improvement Plan:** Ms. Williams 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.
- **Family Engagement Plan 2022 - 2023:** Ms. Williams 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:** Ms. Williams informed the Board that the distribution of the Parent Compact Agreement was distributed on October 9, 2022. She stated that 25 families attended the Title 1 One Parent Night. She gave an update on upcoming events .
- **Program and Grants Management** – Ms. Williams informed the Board that the school received a Grant for Math tutoring in the amount of \$4,417.50.
- **VPK Program:** Ms. Constance Smith gave an update on the Pre-School VPK program. She discussed enrollment, curriculum and assessment. She said the program is running great with no issues.

VI. **ADJOURNMENT:** The meeting was moved for Adjournment by Mr. Temple and seconded by Mr. Rorick; Mr. Temple adjourned the meeting at 11:00 a.m.

**ST. PETER'S ACADEMY
GOVERNING BOARD
APPROVED MEETING MINUTES
APRIL 26, 2022**

PRESENT:

- **Rev. Andrew Jefferson**
- **Mr. Robert Temple**
- **Mr. John Rorick**
- **Ms. Jennifer Lopez**
- **Mrs. Ruth Jefferson**
- **Mrs. Weronicka Haack**
- **Mrs. Gloria Finch**
- **Mr. Dale Dawkins**
- **Ms. Constance Smith**
- **Ms. Genevieve Youance**

V. **CALL TO ORDER INVOCATION:** The St. Peter's Academy Governing Board meeting was called to order at 11:00 a.m. April 26, 2022 with prayer by Mr. Temple.

VI. **READING OF THE MINUTES:** The minutes of December 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.

VII. **REVIEW OF FINANCIAL REPORTS:**

- **Quarterly Financial 2022** - Ms. Weronicka reviewed the Quarterly Financial Reports ending December 2021 and ending March 2022. As of December 30, 2021 the Balance Sheet, Total Liabilities and Fund Balance was **\$376,792.00** and as of March 30, 2022 the Balance Sheet, Total Liabilities and Fund Balance was **\$388,146**. After discussion, on motion by Mr. Rorick seconded by Mr. Temple, the Board approved the Quarterly Financial Report ending December 31, 2021 and ending March 31, 2022.

- **Budget Amendments 2021 - 22:** Mrs. Weronicka presented the 2021 - 22 Budget Amendments required for approval. The Total Amendment Budget is \$1,591,000.00. She reviewed each line item that needed to be amended and explained each in detail. After review and discussion, Mr. John Rorick motioned for approval of 2021 - 22 Budget Amendments; Mr. Temple seconded the motion. The Budget Amendments were approved.

- **Proposed Operating Budget 2022 - 23:** Mrs. Weronicka presented the 2022 to 2023 Proposed Operating Budget for approval. She stated that the Projected General Funds is \$1,229,000.00 and the Total Budget including capital projects funds and special revenue funds is \$1,592,000.00. She stated that the Projected Budget as proposed is very close the Final 2021 - 22 Budget and is planned to ensure that expected revenues cover expenses. After review and discussion, Mr. Rorick motioned for Approval of the 2022 – 23 Proposed Operating Budget; Mr. Temple seconded the motion, the 2022 - 23 Proposed Operating Budget was approved.

VIII. **DISCUSSION:**

- **Title 1:** Ms. Genevieve discussed Title 1 activities and reviewed the results of the Parent surveys. She also presented information on the School Improvement Plan and Family Engagement Plan. She gave an update of FSA testing dates which are from May 2nd to May 12th, 2022.
- **Capital Outlay Plan 2022 – 23:** Mrs. Finch presented the 2022-23 Capital Outlay Plan for approval. She indicated that the school would continue to use the Capital Outlay funds for monthly lease payments. After discussion, on motion by Mr. Temple seconded by Mr. Rorick, the Capital Outlay Plan was approved.
- **Wellness Policy 2022 – 23:** Mrs. Finch presented the Wellness Policy for approval as one of the requirements of the National School Lunch Program. She added that the school will establish a plan for monitoring the Wellness Policy implementation. Mrs. Finch stated that the Plan must be approved each year, to make sure we are following the correct guidelines that have been established. On motion by Mr. Temple, seconded by Mr. Rorick; the Wellness Policy was approved.
- **Summer School.** Mrs. Jefferson indicated that Summer school will begin on June 6, 2022 through July 1, 2022. She stated that the Program will run as usual for students and staff.
- **VPK Program:** Ms. Constance Smith gave an update on new regulations discussed by the FLOCS. She discussed the VPK curriculum, monitoring, schedules and plans for the school year 2022 - 2023.

- **Board Meeting Dates 2022 - 2023:** Mrs. Finch presented the 2022 - 23 Quarterly Board Meeting dates. After the review, the 2022 - 23 Board Meeting Dates were approved.
- **School Calendar 2022 - 2023:** Mrs. Finch presented the 2022 - 23 School Calendar. After review, the 2022-2023 School Calendar was approved.

I. **INFORMATION:**

- **Graduation:** The school graduation will be held on May 24, 2022 at 6:00 pm for all Kindergarten and VPK students.
- **Pre-Summer Registration:** Mrs. Jefferson stated that the Pre-Summer registration will be held on May 28, 2022 from 9:00 am to 3:00pm. She stated that the Summer Classes will begin on June 6 and will run until July 1, 2022 from 8:00 am to 3:00 p.m.. She said that Flyers were distributed in the community and also advertisement on 104.5 FM radio. She informed the Board of the structure of the classes, staffing and schedules.
- Last Day of our school is on May 27, 2022.
- The May 2022 calendar of events was presented and accepted.

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

**ST. PETER'S ACADEMY
GOVERNING BOARD
APPROVED MEETING MINUTES
DECEMBER 19, 2021**

MEMBERS PRESENT:

- **Rev. Andrew Jefferson**
- **Mr. Robert Temple**
- **Mr. Larry Taylor**
- **Mr. John Rorick**
- **Ms. Jennifer Lopez**
- **Mrs. Ruth Jefferson**
- **Mrs. Gloria Finch**
- **Ms. Barbara Andrews**
- **Ms. Constance Smith**
- **Ms. Genevie Youance**

II. **CALL TO ORDER INVOCATION:** The St. Peter's Academy Governing Board meeting was called to order at 6:00 p.m. Sunday, December 19, 2021 with prayer by Mr. Taylor.

III. **READING OF THE MINUTES:** The minutes of September 2021 were read. After discussion, it was motioned by Mr. Taylor and seconded by Mr. Rorick that the minutes be accepted. The motion was carried, and the minutes were approved.

IV. **REVIEW OF FINANCIAL REPORTS:**

Quarterly Financial 2021 - Mr. Rorick reviewed the Quarterly Financial Report ending September 2021. As of September 30, 2021 the Balance Sheet, Total Liabilities and Fund Balance was \$399,400.00. After discussion, Mr. Taylor motioned for approval of the Quarterly Financial Report ending September 30, 2021; Mr. Temple seconded the motion. The motion was carried; the Quarterly Financial Report was approved.

V. **DISCUSSION:**

1. **Title 1** – Ms. Youance gave an update on Title 1 activities. She informed the Board that the Title 1 Audit last November was successful. She mentioned that the annual Title 1 meeting was held on October. She added also that the Parent Involvement Plan was distributed, and the Parent Compact Agreement was already on the school website. She stated that the Parent Involvement Plan and School Improvement Plan needed to be reviewed. Ms. Youance stated the Parent Involvement Plan and School

Improvement Plan are both available for review online and that the Board should now officially approve both documents. After the Boards review, on motion by Mr. Taylor seconded by Mr. Rorick, the Parent Involvement and School Improvement Plans were approved.

2. **VPK Program:** Ms. Constance Smith gave an update on the Pre-School VPK program. She indicated that there's an upcoming second Volunteer Pre-Kindergarten Assessment (AP2). After discussion, the information was accepted as presented.

VI. **INFORMATION:**

- The January 2022 calendar of events was presented and accepted.

- VI. **ADJOURNMENT:** The meeting was moved for Adjournment by Mr. Taylor and seconded by Mr. Temple; Mr. Taylor adjourned the meeting at 7:00 p.m.

**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**

- VII. **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.
- VIII. **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.
- IX. **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.

X. 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.

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

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