

EXCELSIOR CHARTER OF BROWARD dba Everest Charter

Board Meeting

**July 2, 2013
10054 West McNab Road
Tamarac, Fl 33321**

6:00pm.

AGENDA

Minutes Approval

- Approval of policies, student manual**
- Approval of employee manual, and HR**
- Building improvement follow up**
- Basketball construction**
- Discussion of Emergency Procedure training for teachers**
- Discussion of FCAT Results**
- Teacher and Leader Evaluation**
- Financial Statements overview and Budget Approval**

Public Input

New Business

Adjourn

MINUTES 2013-20114

Excelsior Charter of Broward dba Everest Charter		
7.2.2013	6:00pm	Location : 10056 McNab Rd.
Meeting called	Leo Minor Chairman	
Type of meeting	Approval of documents	
Facilitator	Chairman	
Note taker	Mrs. Reynolds	
Timekeeper	Mr. Baez	
Attendees	Leo Minor/Chairman, Wanda Vizcarrondo/Secretary, Cristina Reynolds/Administrator, Raul Baez/Admin.	
Operational Documents		
10 minutes	Leo Minor	
Discussion	Approval of policies, student manual	
The board clarifies topics related with the students' uniform differentiation for each school. Mrs. Vizcarrondo said that she was satisfied with the handbook.		
Conclusions		
After the revision and modification of the student handbook, the board approved the Student Handbook.		
Action Items	Person	Deadline
Operational Documents		
10 minutes	Leo Minor	
Discussion	Approval of employee manual, and HR	
The Chairman Mr. Minor asks to approve the employee Handbook which is the same as previous year. Further discussion was not necessary.		
Conclusions		
The Employee Handbook was approved by the board		
Action Items	Person	Deadline
Building Improvement and Basketball Court		
10 minutes	Raul Baez	
Discussion	Building and Play area Update	
Mr. Baez reported that the parents painted the building. Mrs. Vizcarrondo was concerned about having the building ready for the first day of school. Mr. Baez indicated that he expected to be prepared for the initial day of school.		
Conclusions	Mr. Baez expressed that the construction of the basketball court as well As the outside cafeteria area will not be ready due to City inspection and delay from the Builders waiting for material. However, inside it will be ready.	
Action Items	Person	Deadline
Basketball Court follow up	Mr. Baez	Next Mtg.

Excelsior Charter of Broward dba Everest Charter		
7.2.2013	6:00pm	Location: 10056 McNab Rd
Meeting called by	Leo Minor Chairman	
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Emergency Procedure		
15min	Wanda Vizcarrondo	
Discussion	Discussion of Emergency Procedure training for teachers	
Mrs. Vizcarrondo indicated that the board revised the emergency procedures, and they want to add more emphasis on the emergency code that the school should use in case of any emergency. Like the use of code such as red code, yellow code and what each one represents. Mr. Baez indicated that training was scheduled for the first week of employee work. Mr. Minor indicated that was very important to provide a practical emergency training to the staff as well as to the students if we want to be effective in case that the schools have a real emergency situation. In addition, he adds that monthly fire drills should happen.		
Conclusions	Mrs. Reynolds compromised to revise this area of the handbook and to modify the necessary information in order to provide a more effective way of communication.	
Action Items	Person Responsible	Deadline
Modify Emergency handbook, add codes	Reynolds	Next Mtg.
Academic Performance		
10 minutes	Raul Baez	
Discussion	Discussion of FCAT Results	
Mr. Baez indicated that the school grade was B the 2012-2013. However, the school was recognized by Governor Rick Scott because the school was in the top 1% school in Florida as follows:		

Governor Rick Scott sent a “Great Job! Note to Excelsior Charter of Broward, recognizing the outstanding educational performance of the school during the 2012-2013 school year. Broward County School District sent a report, showing the following positive academic achievement facts.

Excelsior Ranks:	Among All Florida Schools	Among Elementary Schools	Among All Charter Schools	Among All Schools with 25% or More English Language Learners
Reading Satisfactory or Higher	134 out of 3137 Reached Top 4%	72 out of 1780 Reached Top 4%	36 out of 391 Reached Top 9%	8 out of 728 Reached Top 1%
Improved Reading Performance from 2011-12 to 2012-13	7 out of 3053 Reached Top 0.2%	3 out of 1759 Reached Top 0.2%	5 out of 337 Reached: Top 1%	1 out of 709 Best Score

Even if we recognize the outstanding performance in these areas, we need to keep working to raise our standards in mathematics and science. However, at this time, we would like to celebrate our success, congratulate all our students and parents for their dedication and thank all our teachers and staff for their educational efforts.

Conclusions

Mr. Baez indicated that for the present year, both school has many new teachers who need understanding of the school vision and how to achieve the expected academic progress required by Broward County School District and the state of Florida. One major factor is the multiple educational changes that are happening simultaneously at district, state and nation level.

In addition, 1st year administrators, funding reductions for DOE grant construction issues and the addition of the middle school will create restraining forces, making difficult to achieve the maximum of the academic expectations. Mr. Baez indicated that collaboration and team effort will help achieve the expected student growth.

Action Items	Person Responsible	Deadline

Teacher and Leader Performance

5minutes	Reynolds and Baez
Discussion	Teacher and Leader Evaluation

Mr. Baez indicated that for 2012-2013 the state report for Teacher and Leader performance evaluation was sent it to the state. Excelsior was an effective school with 5 highly effective teachers. Everest was a highly effective school and 75% of the teachers were highly effective. The use of Coach One Evaluation System helped tremendously to achieve students' growth.			
Conclusions			
Mrs. Reynolds expressed that the use of Coach One Evaluation system was a great source to coach the teachers as well as to provide opportunity for educators growth. Research indicate that teachers are the learning then if teachers growth student growth probability is higher.			
Action Items		Person Responsible	Deadline
Use Coach One to compare performance		Administrators	End of Year
Financial Status			
15 minutes	Leo Minor		
Discussion	Financial Statements overview and budget approval 2013-2014		
Mr. Minor indicated that after the revision of both school budget and the financial Statements: Excelsior school budget is appropriated; however, Everest Charter budget is very limited. The final audit of both schools for previous year 2012-2013 was positive, and both schools did not have any financial situation according to the audit that was conducted by independent CPA auditors. Regarding 2013-2014 school year, Mr. Baez reported that Excelsior had 210 students. However, due to certain changes that were required by the FL DOE Everest school enrollment was limited to only middle school students. This situation creates financial circumstances, making very difficult to achieve all necessary fiscal expectations of the school. The student enrollment for middle school is 36 students. Mrs. Reynolds indicated that the school needs to do multiple fund-raising activities in order to financially help with the			
Mr. Minor recognized that Mr. Baez makes loans over \$35,000 to help school with the financial needs. The school creates a note payable to Mr. Baez as soon as the funds are available.			
Conclusions			
Mrs. Reynolds and Mr. Baez agreed to work in collaboration to help school with the financial needs.			
Action Items		Person	Deadline

Excelsior and Everest School Board Meeting adjourned at 7:45p;, not new business or public input.

Jaime Minor

7/2/14

Mr. Jaime Minor, Chairman of the Board

Date