

REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS  
Of  
Alpha Charter of Excellence  
1223 SW 4 Street Miami, Florida 33135  
February 9<sup>th</sup>, 2023

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**Minutes**

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**I. Call To Order and Roll Call** - meeting called to order at 2:09 p.m.

Present Board Members: Lisa Capote, JC Fernández, Dr. Celia Suarez  
Other Present: Isabel Navas, Principal Meeting ID: 985 6028 6532 Passcode: ace  
Absent: Dr. Judith Stein

**II. Public Comment** (limited to agenda items only)\*

**III. Approval of Agenda**

JC Fernandez motioned to approve the agenda as presented second by Dr. Celia Suarez, unanimously voted. Motion Approved.

**IV. Approval of Minutes:** September 22, 2022 - JC Fernandez motioned to approve the minutes as presented, second by Dr. Celia Suarez, unanimously voted. Motion Approved.

**V. Budget: 2022-2023**

- **Title I Amended / Revised Budget**

Due to teacher shortage, the school had to place interventionist inside Ms. Sandra Marin the classroom. Therefore, Ms. Marin total allocation in title I was reduced.

The Title I Budget Revision was needed since it increased from \$195,533.00 to \$203, 040.00. The allocations will be provided to teachers for extra period supplement.

Dr. Celia Suarez motioned to approve the Title I Budget as presented, seconded by JC Fernandez, unanimously voted.

- **Proposed Budget for SY: 2023-2024**

The budget is set for 275 students. We are not anticipating problems with reaching our budget enrollment goal.

The budget has been created with same allocation of FEFP for this year. The FEFP will be calculated in a few months. The budget as it presented is positive at the end of the school year. The rent was increased by 5% and health care by 10%. The rest of the expenditures were based on this current year. Dr. Celia Suarez motioned to approve the proposed budget for the school year 2023-2024, second by JC Fernandez, unanimously voted.

**VI. Old Business:**

- Building Lease redline was completed by J. Wood's office our charter attorney. My concerns are the following:
  1. Date of Execution should state 7/1/2023 instead of February 1, 2023 / July 1, 2022
  2. In addition to the redline.....we spoke about the following:
  3. Lease July 1, 2023 begins to Edit first page with the sections (Date of Lease, Term of lease section 1.2
  4. Page 4 Strick and delete entire section (b)
  5. Page 5 (Triple Net Lease 2.9) Remove completely.

6. Page 7 (Tenant maintenance 5.2) revisit with J. Wood's Edits
7. Page 7 (Landlord Maintenance 5.3) revisit with J. Wood's Edits

Isabel Navas reviewed the redline edits with the board.

Lisa Capote entertained the motion for Isabel and Jeff Wood's office to negotiate the current edits with the landlord and provide the final approval to the board for signature, second by JC Fernandez, unanimously voted.

- **Referendum Allocation 2022-2023**

A lump sum was received in January from the beginning of the school year to Jan. 2023. The school will continue receiving allocations in a monthly basis. The referendum plan was approved by the district as follows:

61.4% Teacher Increase, 5% contingency, 33.6% Safety and Security

Teachers will be receiving a lump sum of these allocations in the February payroll.

- **Lunch Vendor RFP-** To inform the board the school will complete a lunch vendor RFP early March. We will follow the state selection process and required selection Rubric template. Ms. Navas and Ms. Joan from Building Hope will manage and select vendor. The school was under an emergency contract due to Preferred Meals going out of business. The state only allows schools to be under emergency meeting for one academic year. Therefore, we will engage in the RFP process. The rubric template for selection will be used from the state.

## **VII. New Business:**

- ***The following teachers resigned in the month of Dec. 2022:***

Lisbeth Pinon – Went to a District School where her son attends.

Martha Uribe – Went to a District School in Miami, Florida

- ***NEW Hires:***

Ramona Arias – 2<sup>nd</sup> Grade Replacing Ms. Leone

Kenia Gomez – Curriculum Coach Replacing Ms. Uribe (waiting for clearance)

Desiree Giron – 3<sup>rd</sup> Grade Replacing Ms. Pinon (waiting for clearance)

Nikolas Garcia – Substitute Teacher

- **MDCPS Curriculum Compliance**

February 2022 Visit

Curriculum and Compliance Review no findings.

ESOL Compliance no findings.

ESE Compliance – assessments must be entered in each domain (IEP) plan. PF4 must be updated.

Both these findings were corrected.

- **School Improvement Plan Mid-Year Reflection**

The school has not reached the SIP goal yet. The FAST mid-year reflects the following proficiency levels:

Reading 20%

Math 15%

Very low.....The school has implemented a rigorous 3<sup>rd</sup> -5<sup>th</sup> Intervention for Reading and Math addressing those students not meeting grade level expectations. I-Ready Mid-Year is still being completed this week. Not all students have completed their exams. Currently we have a 44% proficiency in Reading and 42% proficiency in Math. The school performance Goals were shared with the Board.

- **Succession Planning**

Isabel Navas informed the board the day-to-day operations and the management of the school should be separated. Isabel Navas recommends to move her role into a management position for the school (Executive Director Budget / Operation) and hire a Principal for the day to day operation. Lisa Capote stated she would like to have information on schools that have this model already to see how it is managed. Lisa will also want to compare what a comprehensive management company provides to schools and what the schools pay for these services. Lisa Capote will reach out to Richard Moreno to receive more information.

- **Grants Update**

The following grants were submitted this year to MDCPS:

Title IV \$7,514.00

Targeted STEM \$ 2,410.00

Instructional Materials \$ 2,753.40

Intensive After School \$ 3,962.00

ESSER II Supplemental \$50,041.68

Hardening \$2,500.00

The following grants were submitted for reimbursement to MDCPS:

Summer Learning \$5,600.00

Safety \$4,644.47

Reading K-3 \$15,466.00

ARP ESSER Three Submissions totaling \$227,999.06.

***MDCPS Reimbursed the school already \$81,050.72 Learning Loss payment.***

**VIII. Extended Public Comment (non-agenda items only)**

**IX. Comments from the Board (non-agenda items only)\***

**X. Reconfirmation of Next Board Meeting on April 27, 2023**

**XI. Adjournment:** Lisa Capote motioned to adjourn at 3:23 p.m., second by Dr. Celia Suarez, unanimously voted. Motion Approved.

*\*Individuals wishing to address the board of directors under Public Comments are requested to sign-up with the recording secretary prior to the start of the meeting. Individuals are limited to three minutes for their comments. \*The board will not respond to extended public comments during the meeting but will follow up in the most appropriate and time-effective manner.*

The undersigned hereby certifies that Lisa Capote is a Director and/or Officer of Alpha Charter of Excellence, a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation & the individual charter schools sponsored by the said corporation. The minutes were adopted by the Board of Directors at a meeting held on April 27<sup>th</sup>, 2023 that

minutes were approved/adopted. Alpha Charter of Excellence, Inc. A Florida not-for-profit corporation

By: X  Lisa Capote, Board President