



AGENDA

Meeting of the Governing Board
The Learning Excellence Foundation of South Palm Beach, Inc.
D/B/A
Imagine Schools-Chancellor Campus
3333 High Ridge Road
Boynton Beach, Florida 33426
August 10th, 2020
5:30 p.m.

1. Call to Order.....Chris Johnson, Chairperson
2. Public Notice Announcement..... Chris Johnson
3. Approval of Minutes.....Chris Johnson
 - June 15, 2020
 - July 20, 2020
4. Principal Report.....Stephanie Standley, Principal
 - Staff Covid-19 Training and Procedures
 - Imagine Innovation Model Distance Learning Schedule
 - Ms. Pat Surrago's Retirement (19 years of service)
 - Mrs. Kathy Volpe's Retirement (18 years of service)
5. Approval of Parent Representative.....Stephanie Standley
6. Approval of 2020-21 Employee Handbook.....Stephanie Standley
7. Approval of New Policies.....Stephanie Standley
 - Student Illness and Communicable Diseases Policy
 - Student Social Media and Networking Policy
 - Computer and Systems Usage Policy
 - Student Distance Learning Policy
 - Communicable Diseases Policy
 - COVID-19 Leave Guidance
 - COVID-19 Employee Face Mask Policy
 - COVID-19 Employee Social Distancing Policy
 - COVID-19 Employee Health Screening Policy
 - COVID-19 Emergency Remote Work Policy
8. Approval of 20-21 Family Handbook
9. STO Contract for 20-21.....Stephanie Standley
10. Approval of 2020-21 Drill schedule.....Stephanie Standley
11. Air Conditioning Update.....Mary Salas

- 12. Financials.....Jorge Puente-Duany,
Business Manager
- 13. Closed Door Meeting Pursuant to §281.301, Florida Statutes to discuss Charter School Security Matters
Stephanie Standley
- 14. Return to Public Session.....Chris Johnson
- 15. Public Input

Adjournment

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE LEARNING EXCELLENCE
FOUNDATION OF SOUTH PALM BEACH, INC.
D/B/A
IMAGINE SCHOOLS – CHANCELLOR CAMPUS

June 15, 2020
5:30 p.m.

The meeting of the Board of Directors (the “Board”) of the Learning Excellence Foundation of South Palm Beach, Inc. (the “Foundation”) d/b/a Imagine Schools-Chancellor Campus (the “School”) was held at 3333 High Ridge Road, Boynton Beach, Florida. In attendance were: board attorney, Julie Klahr and members of the Governing Board: Chris Johnson, Board Chair; Jennifer Weser, Marva Wilks, Elizabeth Stephan, Marie Chapman and Imagine employees in attendance were: Susan Onori, Regional Director; Stephanie Standley, Principal; Jorge Puente-Duany, Business Manager; Mary Salas, Facilities Manager.

Chris Johnson called the virtual board meeting to order at 5:33 p.m.

Chris Johnson asked if the meeting had been properly noticed. Stephanie Standley reported the meeting had been posted on the Imagine-Chancellor website.

The first order of business was the approval of board minutes. Jennifer Weser stated she reviewed the board minutes from the May 20, 2020 meeting and made a motion to approve the minutes. Marie Chapman seconded the motion. Chris Johnson inquired as to who was in favor of the motion. Jennifer Weser, Marie Chapman, Chris Johnson, Elizabeth Stephan and Marva Wilks, all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no, the motion passed unanimously.

The next order of business was the Principal update. Stephanie Standley informed the Board K-5 report cards were emailed to the parents by the teachers on the last day of school and middle school report cards would be emailed to the parents, when released by the district. Miss Standley informed the Board of the student “drive through days”, where the students were able to wave to their teachers and were given any items that had been left at the school. Additionally there was a special celebration “drive-through” for the 5th and 8th grade students, with decorations and music playing as the students came through. Miss Standley informed the Board the Imagine Parent Survey went out to all parents. She discussed the different categories and the results in the survey. Miss Standley informed the Board that all but 20 of the 200 chrome books loaned out to families and been returned and are in good condition. Miss Standley discussed the decision not to have summer camp at the school this summer. Miss Standley informed the Board that creative position changes had been made to ensure that no positions would have to be eliminated for the 20-21 school year. Miss Standley discussed the transformation of the Media Center into a STEAM Media Center for the 20-21 school year and with funds received from the Book Fair Bucks a STEAM cart had been purchased and the robotics tables would be moved into the Media Center. Miss Standley discussed the Digital Tools Certificate Programs being added to the 20-21 school year, which would allow the students to obtain a digital tool certificate and the school would receive extra FTE funding to enhance the schools technology program. Miss Standley informed the Board Imagine-Chancellor adopted a new *Pick My Kid* dismissal application, where each student is assigned a number and when the parent arrives to pick up their child or children their name would be displayed and the student would then go outside. The students would no longer wait outside of the building at dismissal.

The next order business was the 20-21 school year update. Stephanie Standley discussed the family survey for the 20-21 school year options. The options were full time in school, blended model (in school and distance learning) and distance learning only. The results from the families are split amongst all three options with 40 percent of the families wanting full time in school. There was also a question in the survey regarding the need for bus transportation. Miss Standley informed the Board the opening of schools would be up to each individual

school district. Susan Onori stated Imagine Schools, Inc. had set up a task force in regards to opening of schools in August. Discussion ensued regarding this matter. Stephanie Standley added items had already been ordered such as, face masks for staff, 15 digital thermometers, and a static sprayer to disinfect a room if needed and a protective shield for the front office desk would be ordered before school opened. Marie Chapman discussed the parent concerns she had received in regards to the rigor for the fall if a full distance learning model had to be done for the opening, Stephanie Standley replied the rigor would be increased for all students.

The next order of business was transportation update. Stephanie Standley informed the Board Mary Salas had been in contact with A & S Transportation regarding the bus guidelines for the 20-21 school year. Mary Salas stated she was informed the new regulations would allow 75% of the bus students to ride with spacing requirements, but that could change depending on the current spike in Covid cases. Discussion ensued regarding possibly doing additional runs if necessary or getting larger busses.

The next order of business was the threat assessment procedure review. Stephanie Standley informed the Board she had received a threat assessment procedure review from the Department of Education and it stated a threat assessment procedure would have to be adopted. Miss Standley reviewed the procedures with the Board. Marie Chapman made a motion to approve the adoption of the threat assessment procedures before the Board. Elizabeth Stephan seconded the motion. Chris Johnson inquired as to who was in favor of the motion. Jennifer Weser, Marie Chapman, Chris Johnson, Elizabeth Stephan and Marva Wilks, all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no, the motion passed unanimously.

The next order of business was Covid building update. Mary Salas informed the Board since March, the building had been electrostatically sprayed as the building was packed up, and the floors were being buffed and waxed. Mrs. Salas stated discussions regarding all classrooms being provided with disinfectant to immediately be able to spray an area if needed, and the cash register area in the café would have the protective shields installed. Stephanie Standley added the cafeteria set up would be different and all tables would face one way. Discussion ensued regarding CDC cleaning procedures of bathrooms, door handles etc. Miss Standley discussed different scenarios regarding switching of classes for those that departmentalize and in middle school. Discussion ensued regarding meeting the social distancing guidelines within the classroom. Miss Standley stated she would forward the guidelines to the Board members.

The next order of business was contract approvals. Julie Klahr inquired about the A & S addendum. Stephanie Standley stated she did not receive it to date. Julie Klahr sent the addendum to Board. Miss Standley shared the contract with the Board and discussion ensued regarding this matter. Marie Chapman made a motion to approve the A & S Transportation contract subject to A & S approval and Julie Klahr the authority to negotiate the contract. Jennifer Weser seconded the motion. Chris Johnson inquired as to who was in favor of the motion. Jennifer Weser, Marie Chapman, Chris Johnson, Elizabeth Stephan and Marva Wilks, all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no. The motion passed unanimously.

The next contract for approval was In Unison. Miss Standley shared the contract with the Board. Julie Klahr stated she had completed an addendum for this contract as well, changing the term to one year. Miss Standley stated she would forward the addendum to In Unison. Marie Chapman made a motion to approve the In Unison contract subject to In Unison approval and Julie Klahr the authority to negotiate the contract. Jennifer Weser seconded the motion. Chris Johnson inquired as to who was in favor of the motion. Jennifer Weser, Marie Chapman, Chris Johnson, Elizabeth Stephan and Marva Wilks, all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no, the motion passed unanimously.

The next contract for approval was Panther Lawn Care. Miss Standley shared the contract and the addendum with the Board. Marie Chapman made a motion to approve the Panther Lawn Care contract dated May 12, 2020. Jennifer Weser seconded the motion. Chris Johnson inquired as to who was in favor of the motion. Jennifer Weser, Marie Chapman, Chris Johnson, Elizabeth Stephan and Marva Wilks, all stated they were in favor of the

motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no, the motion passed unanimously. The next contract for approval was Image Cleaning Services. Julie Klahr stated the termination language had been revised. Miss Standley shared the contract and the addendum with the Board. Chris Johnson inquired as to who was in favor of the motion. Jennifer Weser, Marie Chapman, Chris Johnson, Elizabeth Stephan and Marva Wilks, all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no, the motion passed unanimously. The next contract for approval was Biscayne Air. Stephanie Standley shared the contract with the Board and stated it had been approved at the previous meeting, but there was an error in billing for the previous school year, but they would not back charge due because it was their error. The new contract would increase by \$155 per month for the upcoming school year, which would add \$1860.00 to the budget for the year. Discussion ensued regarding this matter. Marie Chapman made a motion to approve the new Biscayne Air contract with the \$1860.00 increase for the year. Jennifer Weser seconded the motion. Chris Johnson inquired as to who was in favor of the motion. Jennifer Weser, Marie Chapman, Chris Johnson, Elizabeth Stephan and Marva Wilks, all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no, the motion passed unanimously. The next contract for approval was the Engagement Letter for accounting services with Keefe McCullough. Miss Standley shared the contract with the Board. Marie Chapman made a motion to approve the Keefe McCullough Engagement Letter. Jennifer Weser seconded the motion. Chris Johnson inquired as to who was in favor of the motion. Jennifer Weser, Marie Chapman, Chris Johnson, Elizabeth Stephan and Marva Wilks, all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no. The motion passed unanimously.

The next order of business was the financial update. Jorge Puente-Duany reviewed the financials with the Board and stated the budget was solid. Mr. Puente-Duany discussed the loss of income due to not having summer camp, and reviewed the reimbursement of field trip payments to the parents and from the businesses where the field trips were planned. Discussion ensued regarding the budget. Jennifer Weser inquired as to the summer camp hourly employees not being paid, and was curious if there would be a way to pay those employees in a financial hardship. A lengthy discussion ensued regarding this matter. Elizabeth Stephan stated she did not feel this topic was appropriate for a public forum.

The next order of business was the approval of the FY21 preliminary budget. Jorge Puente-Duany shared the budget with the Board and stated the Governor had yet to approve at state budget. Mr. Puente-Duany informed the Board the budget was based on 1040 students. Discussion ensued regarding the budget before the Board and the proposals from the Governor prior to Covid, and stated he had not adjusted those line items. Elizabeth Stephan inquired if Mr. Puente-Duany ran a worse case enrollment drop scenario model with the budget and he replied to date he had not. Julie Klahr suggested due to the Covid pandemic, creating a worst case scenario enrollment drop model. A lengthy discussion ensued regarding this matter and FTE funding if the FY21 school year had to be full distance learning. Jorge Puente-Duany informed the Board he would create a worse case enrollment drop scenario for the Board. Elizabeth Stephan discussed the survey and the 25% of the students that would like the distance learning platform and the possibility of losing students to another virtual program. Elizabeth Stephan inquired as to if Imagine Chancellor would be able to enroll more students if the district decided to go with the blended model and 25% of the students were not in the building. Julie Klahr stated the charter would have to be amended to add a virtual program. Discussion ensued regarding this matter. Elizabeth Stephan made a motion to approve the FY 21 preliminary budget. Marva Wilks seconded the motion. Chris Johnson inquired as to who was in favor of the motion. Jennifer Weser, Marie Chapman, Chris Johnson, Elizabeth Stephan and Marva Wilks, all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. All Board members stated no, the motion passed unanimously.

There was no public input.

Meeting was adjourned at 6:59 p.m.

Attested to By:



Chris Johnson, Chairperson

August 10, 2020

Date

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE
LEARNING EXCELLENCE FOUNDATION OF SOUTH PALM BEACH, INC.
D/B/A
IMAGINE SCHOOLS – CHANCELLOR CAMPUS

July 20, 2020
9:30 a.m.

The meeting of the Board of Directors (the “Board”) of the Learning Excellence Foundation of South Palm Beach, Inc. (the “Foundation”) d/b/a Imagine Schools-Chancellor Campus (the “School”) was held at 3333 High Ridge Road, Boynton Beach, Florida. In attendance were: board attorney , Julie Klahr and members of the Governing Board: Chris Johnson, Board Chair; Tom Sutterfield, Jennifer Weser, Marva Wilks, Marie Chapman, Lisa Carriegos and Imagine employees in attendance were: Susan Onori, Regional Director; Stephanie Standley, Principal and Jorge Puente-Duany. Others in attendance was a member of the public, but they did not state their name.

Chris Johnson called the virtual board meeting to order at 9:42 a.m.

Chris Johnson asked if the meeting had been properly noticed. Stephanie Standley reported the meeting had been posted on the Imagine-Chancellor website and front egress.

The first order of business was the Reopening Innovative Plan. Stephanie Standley presented the reopening innovative plan for the FY21 school year that would be sent to the Palm Beach County School District for approval. Stephanie Standley shared the school would open the school year with full-time distance learning while county is in Phase 1. Once the county is out of Phase 1, plans will be put into motion to provide students with additional learning options to include brick and mortar following CDC guidelines and recommendations to ensure safety and health of all students and staff. The district must submit their plan to the state for approval. Discussion ensued regarding this matter. Julie Klahr explained since South Florida is still in Phase 1, it is unlikely the Commissioner of Education would reject the district’s plan to open 100% distance learning and force schools to go back to brick and mortar. Tom Sutterfield made a motion to approve the FY 21 reopening innovative plan. Jennifer Weser seconded the motion. Julie Klahr inquired as to who was in favor of the motion. Jennifer Weser, Marie Chapman, Chris Johnson, Tom Sutterfield, Lisa Carriegos and Marva Wilks, all stated they were in favor of the motion. Julie Klahr inquired as to if anyone was opposed. All Board members stated no, the motion passed unanimously.

The next order of business was the Mental Health Plan. Stephanie Standley presented the Mental Health Plan and informed the Board it was the same district plan Imagine-Chancellor had in place the previous school year. Tom Sutterfield made a motion to approve the mental health plan. Jennifer Weser seconded the motion. Julie Klahr inquired as to who was in favor of the motion. Jennifer Weser, Marie Chapman, Chris Johnson, Tom Sutterfield, Lisa Carriegos and Marva Wilks, all stated they were in favor of the

motion. Julie Klahr inquired as to if anyone was opposed. All Board members stated no, the motion passed unanimously.

The next order of business was approval of the school accountant. Stephanie Standley presented Jorge Puente-Duany's resume to the Board for approval. Tom Sutterfield made a motion to approve the resume of Jorge Puente-Duany as the accountant for Imagine-Chancellor. Marie Chapman seconded the motion. Julie Klahr inquired as to who was in favor of the motion. Jennifer Weser, Marie Chapman, Chris Johnson, Tom Sutterfield, Lisa Carriegos and Marva Wilks, all stated they were in favor of the motion. Julie Klahr inquired as to if anyone was opposed. All Board members stated no, the motion passed unanimously.

Chris Johnson inquired as to if there was any public input and there was not.

Meeting was adjourned at 9:55 a.m.

Attested to By:



Chris Johnson, Chairperson

August 10, 2020

Date