



**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 9<sup>th</sup>, 2021

5:30 p.m.

**Zoom** Meeting ID: 919 621 075

<https://imagineschools.zoom.us/j/919621075> Password: ISCCGB

1. Call to Order.....Chris Johnson, Chairperson
2. Public Notice Announcement..... Chris Johnson
3. Approval of Minutes.....Chris Johnson
  - June 14, 2021
4. Principal Report.....Stephanie Standley, Principal
5. Approval of Parent Representative.....Stephanie Standley
6. Approval of New Policies.....Stephanie Standley
  - Involuntary Examinations
7. Approval of 2021-22 Handbooks .....Stephanie Standley
8. Building Hope.....Tom Sutterfield
9. Image Cleaning- Additional Porter.....Stephanie Standley/Mary Salas
10. STO Contract for 21-22.....Stephanie Standley
11. Approval of 2021-22 Drill schedule.....Stephanie Standley
12. Air Conditioning Update.....Mary Salas
13. UV Lighting for A/C.....Mary Salas
14. Playground Proposal.....Stephanie Standley
15. Structural Engineer Report.....Mary Salas
16. Tax Referendum Update.....Stephanie Standley
17. Accountant Resume.....Stephanie Standley
18. Financials.....Jorge Puente-Duany,  
Business Manager

19. 21-22 Board Meeting Dates Adjusted.....Stephanie Standley
20. Closed Door Meeting Pursuant to §281.301, Florida Statutes to discuss Charter School Security Matters  
Stephanie Standley
21. Return to Public Session.....Chris Johnson
22. 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

August 9, 2021

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, Tom Sutterfield, Co-Chair, Marie Chapman, Treasurer, Elizabeth Stephan, Secretary and Jennifer Weser. Imagine employees in attendance were: Rod Sasse; Executive Vice-President, Susan Onori, Regional Director, Stephanie Standley, Principal, Michael Watts, Assistant Principal, Jorge Puente-Duany, Business Manager; and Mary Salas, Facilities Manager. Also in attendance was Richard Moreno from Building Hope and Keeley Haverland from Haverland AG Innovations.

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

Chris Johnson asked if the meeting was properly noticed. Stephanie Standley reported the meeting had been posted on the Imagine-Chancellor website, parent newsletter and on the entry doors at the school.

The first order of business was the approval of the minutes from June 14, 2021. Tom Sutterfield made a motion to approve the board minutes from the June 14, 2021, board meeting. Marie Chapman seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. No Board members stated any; the motion passed unanimously.

The next order of business was the Principal update. Stephanie Standley reviewed the new hires for the FY22 school year with the board. Miss Standley stated Imagine-Chancellor was the Imagine Schools, Inc. School of the Year and School of Character Runner Up. Miss Standley also informed the board the Imagine-Chancellor Summer Camp and Summer School Program were a tremendous success. Miss Standley gave a huge shout out to Mary Salas and her crew for preparing the building for the school opening.

Miss Standley reviewed the FSA results that had been released with the Board, showing the comparison between Imagine-Chancellor, the district, and the state. Discussion ensued regarding this matter. Miss Standley informed the Board she had made some grade level teacher adjustments for the FY22 school year, to help our students get back on track. Miss Standley reviewed the new parent hub that was developed so parents can access all the necessary school information in one spot.

Miss Standley reviewed the mask mandate passed by the district with the “opt out” option for the parents. Miss Standley informed the board Imagine-Chancellor would implement one minute of silence after the pledge of allegiance and further reviewed the procedures with the board.

Miss Standley informed the board the cafeteria seating would be four students to a table with all students facing the same direction for the FY22 school year with outdoor seating still being utilized as well.

Miss Standley updated the board regarding the nurse that would be provided through the Department of Health for Covid testing and contact tracing. The Department of Health could not confirm a start date for the nurse but did state the nurse would not be on site for the opening of school.

The next order of business was the approval of the Parent Representative. Stephanie Standley made the recommendation for Marie Chapman to continue as the Parent Representative for the FY22 school year. Tom Sutterfield made a motion to approve Marie Chapman as the Parent Representative for the FY22 school year. Jennifer Weser seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. No Board members stated any; the motion passed unanimously.

The next order of business was approval of new policies. First was the Involuntary Examination. Stephanie Standley informed the board if a student is Baker Acted the School will follow all the procedures with the staff and specific steps will be followed. School staff will try to contact the parents and if parents are unable to be contacted, the student's emergency contacts will be contacted without giving any information regarding the situation. Discussion ensued regarding this matter. Tom Sutterfield made a motion to approve the Involuntary Examination policy. Jennifer Weser seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. No Board members stated any; the motion passed unanimously.

The next item for approval was the Imagine-Chancellor Student/Parent Handbook and the Employee Handbook. Miss Standley reviewed the handbook with the board including the additions that had been made. Discussion ensued regarding this matter. Miss Standley

informed the board the students would each receive a chrome book and personal computers would not be allowed to be used on campus. Miss Standley also reviewed the Imagine Schools, Inc. Covid policy with the board, as stated in the handbook. Discussion ensued regarding this matter. Tom Sutterfield made a motion to approve both the Student/Parent and the Employee Handbooks. Jennifer Weser seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. No Board members stated any; the motion passed unanimously.

The next order of business was Building Hope. Tom Sutterfield informed the board Julie Klahr made sure that Building Hope was properly licensed in the State of Florida. Julie Klahr reviewed the information from the previous meeting stating Building Hope had not been registered in the State of Florida and she had since been in contact with their legal counsel. Miss Klahr informed the board Building Hope is now properly registered in the State of Florida. Discussion ensued regarding this matter. Miss Klahr stated she had contacted Building Hope to correct the contract and advised Tom Sutterfield to sign the agreement with the revisions clarified. Tom Sutterfield stated he would sign the contract by the end of the day. Richard Moreno thanked Julie Klahr for her assistance with getting the contract signed.

The next order of business was Image Cleaning, Inc. Stephanie Standley informed the board in the original contract brought before the board for the FY22 school year the day porter used for FY21 school year had been removed from the contract. Miss Standley informed the board until things improve with COVID cases, Imagine Chancellor would like to reinstate the day Porter and it would be reviewed on a month-to-month basis. Discussion ensued regarding this matter. Tom Sutterfield made a motion to approve the additional day porter. Jennifer Weser seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. No Board members stated any; the motion passed unanimously.

The next order of business was Haverland AG Innovations. Tom Sutterfield discussed the condition of the field and the huge spots of dead grass and weeds in the St. Augustine grass. Keeley Haverland, a representative from Haverland AG Innovations referred to a report she received stating Chris Rivera, the Imagine Chancellor Maintenance employee informed them he had to divert some of the water to the common areas. Tom Sutterfield stated that a tank had been added to address the areas and the tank had been empty and stated at a previous meeting Haverland AG Innovations indicated they would handle the watering and if any issues arose, he would be contacted. Miss Haverland stated Chris Rivera handled the watering and Haverland AG Innovations had been discussing the water maintenance with him. Mr. Sutterfield stated it had been a very wet summer and the grass should not be in the shape it is in. Miss Haverland stated that the field is on pure

sand and there is nothing to hold the water and a more aggressive program needs to be implemented for the field. Mr. Sutterfield stated the last two times the board had met with Haverland AG Innovations he requested the aggressive plan and it had yet to be received. Miss Haverland stated proposals have been presented and due to budget issues, the proposals did not go through. Mr. Sutterfield responded there had not been a proposal presented that had not been approved. Miss Haverland stated Haverland AG Innovations would be happy to provide Imagine Chancellor with a new plan. Tom Sutterfield stated a plan had not been presented, but a new contract with increased cost had been. Discussion ensued regarding this matter. Tom Sutterfield informed Keely he would like a plan on how to recover the field. Miss Haverland suggested starting with nematode testing on the bare areas. Chris Johnson stated he felt there was a disconnect between the two parties and a plan had never been presented to the board. Julie Klahr informed the Board there was an addendum in the contract that had not yet been presented to Haverland AG Innovations., so she suggested a meeting with Haverland AG Innovations. Miss Klahr suggested prior to the meeting to create a list of all the issues with the field, so it could be incorporated into the addendum. Julie Klahr suggested requesting the plan in writing after the meeting. Keeley asked Tom Sutterfield to email her to set up an in person meeting to address the issues and he agreed.

The next order of business was the approval of the 2020-2021 drill schedule. Stephanie Standley presented the 2020-2021 emergency drill schedule with the board. Jennifer Weser made a motion to approve the 20-21 drill schedule. Elizabeth Stephan seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. No Board members stated any; the motion passed unanimously.

The next order of business was the air conditioning update. Mary Salas informed the board the new air conditioner for the server room had been installed in June. Mrs. Salas stated unit # 3 and #5 did have some issues over the summer, but Biscayne Air found that it had been a condenser leak that could be repaired. Miss Salas did propose to the board to approve the installation of UV lighting in the air conditioning units for the hallways and the cafeteria at \$1360.00-\$2500.00 per unit depending on the size totaling \$5,600.00. Discussion ensued regarding the procedure for installing the UV lighting. Jennifer Weser made a motion to approve the bid from Biscayne Air for the installation of the UV lighting totaling \$5,600.00. Marie Chapman seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. No Board members stated any; the motion passed unanimously.

The next order of business was the playground proposal. Stephanie Standley informed the Board three bids came in for the new K-2 playground from Top Line, Safe for Play and Playmore. Mary Salas discussed the three bids with the board and stated the Safe for Play bid was the company Imagine-Chancellor would like to have approved. Miss Salas

reviewed what would be included in the cost. Discussion ensued regarding this matter. Miss Standley informed the board the Fun Run raised \$24,000.00 and the PTSA would be contributing \$30,000.00 towards the total cost. Tom Sutterfield made a motion to approve the bid from Safe for Play for \$103,951.50. Jennifer Weser seconded the motion. Chris Johnson inquired as to whom was in favor of the motion. Tom Sutterfield, Marie Chapman, Jennifer Weser Elizabeth Stephan, and Chris Johnson all stated they were in favor of the motion. Chris Johnson inquired as to if anyone was opposed. No Board members stated any; the motion passed unanimously. Julie Klahr stated that proof of insurance from Safe for Play needed to be obtained prior to the start of the installation and if the policy expired during the process, a renewed policy would have to be submitted. At this time, Chris Johnson had to leave the meeting

The next order of business was the structural engineer report. Susan Onori informed the board a structural engineer walked the Imagine-Chancellor property to look for any structural damages or cracks. Mrs. Onori stated, to date, she had not received the final report but had verbally been told the structure was sound. Mary Salas added the only issue he discussed was some cracks due to the shifting of water in certain areas. Discussion ensued regarding this matter.

The next order of business was the tax referendum update. Stephanie Standley informed the board she forwarded all correspondence she received from the attorney regarding the tax referendum to all board members. Julie Klahr informed the board a hearing would take place on August 24, 2021. Discussion ensued regarding this matter.

The next order of business was the approval of the accountant resume. Stephanie Standley presented the resume of Jorge Puente-Duany. Discussion ensued regarding this matter. Marie Chapman made a motion to approve the resume of Jorge Puente-Duany as the account for Imagine-Chancellor. Jennifer Weser seconded the motion. Tom Sutterfield inquired as to whom was in favor of the motion. Marie Chapman, Jennifer Weser Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed. No Board members stated any; the motion passed unanimously.

The next order of business was the financial update. Jorge Puente-Duany presented the cash position as June 30, 2021 for \$910,000.00. Mr. Puente informed the board the annual audit was in process and should be completed in August. Mr. Puente-Duany reviewed the financials with the board. Discussion ensued regarding this matter.

The next order of business was the adjustment of the March board meeting. Stephanie Standley asked the board to change the March meeting to March 21, 2022, due to Spring Break. Marie Chapman made a motion to approve the change of the March meeting. Elizabeth Stephan seconded the motion. Tom Sutterfield inquired as to whom was in favor of the motion. Marie Chapman, Jennifer Weser Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed. No Board members stated any; the motion passed unanimously.

Tom Sutterfield asked for any public input.

There was no public input.

At this time pursuant to State Statute, the meeting would be closed to discuss school safety procedures. After the closed session, Marie Chapman made a motion to approve the Mental Health Plan. Jennifer Weser seconded the motion. Tom Sutterfield inquired as to whom was in favor of the motion. Marie Chapman, Jennifer Weser Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed. No Board members stated any; the motion passed unanimously. Marie Chapman made a second motion to approve the FSSAT Plan. Jennifer Weser seconded the motion. Tom Sutterfield inquired as to whom was in favor of the motion. Marie Chapman, Jennifer Weser Elizabeth Stephan, and Tom Sutterfield all stated they were in favor of the motion. Tom Sutterfield inquired as to if anyone was opposed. No Board members stated any; the motion passed unanimously.

Meeting was adjourned at 6:40 p.m.

Attested to by:



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Chris Johnson, Chairperson

9/13/21

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Date