

MINUTES
Governing Board Reading Edge Academy, Inc.
August 30, 2022 Reading Edge Academy 6:00 PM

Governing Board Members Roll Call:

Staff Members Roll Call:

Arlene Lowery	Chair /Secretary	P	Peggy Comardo	Principal	P
Sandy Kent	V Chair	P	Sue Smith	AP Reading Edge	P
Marianne Stanley	Treasurer	P	Maryann Roberts	AP Samsula	P
Samantha Higbee	Member	P	Don Comardo		P

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

The meeting was called to order at 6:00 PM at Samsula Academy by Arlene Lowery, Chair. The Pledge of Allegiance was recited, and roll call was taken.

PUBLIC PARTICIPATION

Guests included Toni Hunt, Central Florida ESE Advocate; Ramon Ayala and Lourdes Sambrana, Reading Edge parents; and Jamelle Wachuku, Exit Realtor who submitted a letter of interest in becoming a Governing Board member.

APPROVAL OF PREVIOUS MINUTES

The June 24, 2022 minutes written by Mrs. Lowery were previously sent to the board online and presented for approval. A motion was made by Mrs. Kent to accept the minutes and seconded by Mrs. Stanley. The motion carried 4– 0 with Mrs. Lowery, Mrs. Stanley, Mrs. Kent, and Mrs. Higbee approving the motion.

FINANCIAL REPORTS

The financial reports were presented by Mrs. Marianne Stanley for June 2022 and July 2022.

A motion was made to accept the Reading Edge Academy June financial report by Mrs.Lowery and seconded by Mrs.Kent. The motion carried 4 – 0 with Mrs. Lowery, Mrs. Stanley, Mrs. Kent, and Mrs. Higbee voting approval.

A motion was made to accept the Samsula Academy June financial report by Mrs.Higbee and seconded by Mrs. Kent. The motion carried 4 – 0 with Mrs. Lowery, Mrs. Stanley, Mrs. Kent, and Mrs. Highbee voting approval.

A motion was made to accept the Reading Edge Academy July financial report by Mrs.Kent and seconded by Mrs.Higbee. The motion carried 4 – 0 with Mrs. Lowery, Mrs. Stanley, Mrs. Kent, and Mrs. Higbee voting approval.

A motion was made to accept the Samsula Academy July financial report by Mrs.Kent and seconded by Mrs.Higbee. The motion carried 4 – 0 with Mrs. Lowery, Mrs. Stanley, Mrs. Kent, and Mrs. Higbee voting approval.

ASSISTANT PRINCIPAL'S REPORTS

Reading Edge Academy

July 1st - Attended an administrative meeting with Mrs. Comardo and Mrs. Roberts as we began discussing the 2022-2023 school year.

July 5th - Met with staff to introduce myself.

July 6th I began working on an instructional schedule for the building that would allow the Intervention Teacher access to grade levels at a set time.

July 12th - Completed the building schedule. Met with Mrs. Walton (Instructional Coach) and Mr. Asmussen (TOA) to review and make any adjustments as they deemed necessary. Created a recess/lunch schedule for the building. Attended a video conference on High Impact Reading Interventions and Targeted Supports Grant with VCS.

July 13th - Daovy Walton and I met with Mrs. Roberts and Sue Sbardella at Samsula to discuss the High Impact Reading Interventions and Targeted Supports Grant. We returned to school and began writing the grant.

July 14th - Completed and submitted our High Impact Reading Interventions and Targeted Supports Grant to VCS. Reviewed FSA data and school score data from spring testing administration. Began creating a watch list of students based on data from the end of the school year.

July 20th - Attended a meeting with Mrs. Comardo, Mrs. Roberts, and Sue Sbardella to discuss the opening meeting on August 11th. Met with Sandra Tweedy, Choice and Charter Specialist at VCS.

July 21st - Sent the Welcome Back letter to staff highlighting the meetings on August 8th- 12th.

July 25th - Attended VCS Administrative Institute.

July 26th - Attended VCS Administrative Institute Day 2.

July 27th - Power BI video conference.

August 3 and 4 New Teacher Orientation at VCS for new teachers.

August 5th Google Classroom Training for REA teachers 12:30-3:30 conducted by CFEA.

August 8th Staff returned. K-2 teachers met with Toni Hunt, CFEA, from 8-3 to learn more about BEST standards.

August 9th - Grade 3-5 teachers staff met with Toni Hunt, CFEA, from 8-3 to learn more about BEST standards.

August 10th - REA staff meeting was held at 9AM. Meet and greet with PTA volunteers.

August 11th – REA, Inc Opening Meeting 7-3.

August 12th - Meet the Teacher

Kindergarten: Last name A-L 7:45 a.m. – 8:15 a.m.

Last name M-Z 8:30 a.m. – 9:00 a.m.

1st Grade: 9:15 a.m. – 9:45 a.m.

2nd Grade: 10:00 a.m. – 10:30 a.m.

3rd Grade: 10:45 a.m. – 11:15 a.m.

4th Grade: 11:30 a.m. – 12:00 p.m.

5th Grade: 12:15 p.m. – 12:45 p.m.

August 15th - Students returned.

Met with Tara Dickey, Training and Technical Assistance Specialist,
Bureau of Child Nutrition Programs, Division of Food, Nutrition and Wellness,
Florida Department of Agriculture and Consumer Services

August 16th - Attended a webinar on Free and Reduced Applications sponsored by
Bureau of Child Nutrition Programs, Division of Food, Nutrition and Wellness,
Florida Department of Agriculture and Consumer Services.

August 17th - Admin meeting with Toni Hunt 9-10 am. Faculty meeting in the afternoon.

August 18th Met with Tara Dickey, Training and Technical Assistance Specialist, Bureau of Child
Nutrition Programs, Division of Food, Nutrition and Wellness, Florida Department of Agriculture and Consumer
Services.

August 22nd Meeting with Mr. Asmussen, Mrs. Comardo, and Sharon Toldson, VCS Mental
Health Team Clinician at 8:45 for an introduction to their services. Attended a video conference
on the Charter School Targeted Math and Stem Grant with VCS at 10 am. Kindergarten
Curriculum Night 6:15-7:15.

August 23rd was a Professional Development Day for staff. In the morning the staff was
presented information about Multitiered systems of support by Toni Hunt, CEFA. In the
afternoon the classroom teachers learned about using Number Talks by Maryann Roberts and
Mariella Robles. In the evening was grade 1 curriculum night.

August 24th Attended a webinar on Civil Rights sponsored by Bureau of Child Nutrition Programs, Division of Food, Nutrition and Wellness, Florida Department of Agriculture and Consumer Services. Faculty meeting in the afternoon. Second grade curriculum night was held from 6:15-7:15.

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August 25th - Met with Mrs. Roberts to discuss the Math and STEM Grant. We submitted the grant to VCS. Curriculum night for third grade from 6:15-7:15 pm.

August 29th- Curriculum night for fourth and fifth grades from 6:15-7:15 pm.

Reading Edge Academy's enrollment is currently 310.

SAMULA ACADEMY by Mrs. Maryann Roberts

July 1 – Administration meeting took place to discuss school opening plan for the 2022-2023 school year.

July 11th - Teachers were given their keys so they could start setting up their classrooms for the new school year.

July 8, 12, & 14th - Taylor Roberts painted the office hall bathrooms, clinic and clinic bathroom.

July 12-14th - Administration attended a virtual meeting, reviewed documents and wrote the HIRITS Grant. Grant monies from the state are being used to purchase materials for reading interventions.

July 20th – The Administrative team met to discuss the opening joint faculty meeting for both schools. Other opening week details were discussed as well.

July 28th-31st - Volunteers organized by the Higbee family, pressure washed, painted the front of the school, cut down trees bushes and plants. New plants and mulch were added to the front loop.

July 25th and 26th – Administrative Institute took place at the Plaza Hotel and Mainland HS. Topics were Improving School Climate with guest speaker Anthony Muhammad and ESE Laws/DOJ update. All other departments gave a 30 minute presentation to update administrators on policy changes and introduce new district administration.

August 5th – All teachers met for the Ins and Outs of Google Classroom PD.

August 8th – Teachers reported back to school. K-2 teachers met at Samsula Academy for PD on the newest BEST standards.

August 10th – District meetings took place for ESE, Music, Art, and PE. Toni Hunt met with teachers at Samsula Academy to discuss implementation of Google Classroom for the 2022 – 2023 school year.

August 11th – Reading Edge Academy, Inc. met at REA for the joint beginning of the year faculty meeting. Pictures were taken by Mr. Tim Skinner for ID Badges. The Employee Personnel Handbook, Dress Code,

Security and other areas of the Employee Personnel Handbook were reviewed. Mr. Keith Asmussen presented the Threat Assessment Power Point and Security updates.

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August 13th – Meet the Teacher took place. Samsula Academy Teachers and Staff participated in the opening sit specific faculty meeting.

August 15th – Opening Day – First Day of School

August 17th & 31 – Articulation meetings took place for all grade levels: K - 1, 2-3, 4-5. On the 25th Grades 1-2 and 3-4 took place.

August 17th – Coaches and APs met with Toni Hunt at REA to discuss the MTSS process.

August 23rd – Professional development took place for both schools on the MTSS process of tiering students by academic and behavior. Maryann Roberts along with Mariela Robles conducted PD on Number Talks (a mental Math Strategy) for the REA staff.

August 25th – The APs at both schools met to write the Targeted Math and STEM/STREAM Grant for monies allotted from the state. Grant money will be used to purchase Math materials for intervention and fund field studies.

August 31st – Virtual meeting with Toni Hunt

August 31st – Mandatory compliance PD for the DOJ settlement. Review of IDEA, FAPE, and IEP Accommodations.

PRINCIPAL'S MESSAGE

Mrs. Comardo thanked her hard working Assistant Principals, Maryann Roberts and Sue Smith for getting both schools running for the new school year. She also thanked Kim Bonfield and Marianne Stanley for their extra efforts getting the new employee contracts ready for signatures.

Teachers Requesting Time Off During Block Out Dates

There was a discussion regarding how to work with teachers taking personal days on block out dates which are mandatory teacher attendance dates. The policy regarding this is that they will not be paid if they do so. Two teachers, one from each school, wrote letters to the board regarding their intention to do so, which was appreciated. However, a motion was made with regret that they could not be paid for the block out dates that they miss by Mrs. Stanley and seconded by Mrs. Kent. The motion passed 4 – 0 with Mrs. Lowery, Mrs. Kent, Mrs. Stanley and Mrs. Higbee voting to accept the motion.

OLD BUSINESS

Status Reports

Mrs. Comardo gave a status report on the following issues:

1. Lighting at Reading Edge Academy is completed
2. Cleaning and Painting building at Samsula is completed
3. Eight Samsula classroom drinking fountains are scheduled for repair, parts are on backorder
4. Fundraising for Samsula's Fall Festival will go toward replacing the K-1 playground
5. Applications for Free Lunches will be made by April to meet the Federal deadline

NEW BUSINESS

Employee Hires

Mrs. Stanley read the names of all the employees requested to be hired for the 2022 – 2023 School Year at Reading Edge Academy. Mrs. Stanley made a motion that this list of candidates be hired. Mrs. Kent seconded the motion. The motion carried 4– 0 with Mrs. Lowery, Mrs. Stanley, Mrs. Kent, and Mrs. Higbee approving the motion.

Mrs. Comardo read the names of all the employees requested to be hired for the 2022 – 2023 School Year at Samsula Academy. Mrs. Higbee made a motion that this list of candidates be hired. Mrs. Stanley seconded the motion. The motion carried 4– 0 with Mrs. Lowery, Mrs. Stanley, Mrs. Kent, and Mrs. Higbee approving the motion.

Addendum to Teacher Contracts of TSIA

An addendum that granted additional funds (TSIA monies) and explained to each teacher how it would be distributed in their paychecks was presented to the board members for approval. Mrs. Stanley made a motion that this be approved and added to their contracts. Mrs. Kent seconded the motion. The motion carried 4– 0 with Mrs. Lowery, Mrs. Stanley, Mrs. Kent, and Mrs. Higbee approving the motion.

Approval for Updating Bank Information

It was explained that due to the retirement of Deborah Smoak and the hiring of Sue Smith that banking information needed to be updated. A motion was made by Mrs. Samantha Higbee and seconded by Mrs. Marianne Stanley to remove Deborah Smoak’s name from all Reading Edge, Inc. bank accounts and to add the name of Sue Smith. Sue Smith will be on the Main Account, the PTA Account, and the Lunch Account. The motion passed by the vote of 4 – 0 in favor from all Reading Edge Academy, Inc. Governing Board Members, with Mrs. Lowery, Chair and Secretary; Mrs. Kent, Vice Chair; Mrs. Stanley, Treasurer, and Mrs. Higbee, Member, approving the motion.

PTA Dates

Mrs. Lowery was glad to note that PTA at both schools has already been preplanned by volunteers in July. The first meetings will be held on

September 12th at 6:15 PM at Reading Edge Academy

September 28th at 6:30 PM at Samsula Academy

All parents and guardians of students are strongly encouraged to attend. We want this upcoming school year to be back on track and a fun and exciting one to celebrate.

NEXT MEETING: September 20, 2022 at Samsula Academy.

ADJOURNMENT: The meeting adjourned at 7:00 P.M.

Respectfully Submitted,

Arlene Lowery, Secretary

Reading Edge Academy, Inc.

Governing Board