



## BOARD MEETING MINUTES

**Location** Innovation Charter School  
600 SW 3<sup>rd</sup> St., Pompano Beach, FL 33060

**Date | time** 07/25/2019 1:00 PM

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### Attendance

#### *Board of Directors*

Paul Walker (Chair)  
Nicole Johansson (Treasurer)  
David Salvatelli  
Tammy Hoskins (Secretary)  
Tylena Adudu

#### *School Representatives*

Susan Alexander (Principal)  
Janet Yates (Assistant Principal)

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### Call to Order

The meeting commenced at 1:03pm with a Call to Order by Paul Walker. Roll call was taken and a quorum was established.

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### Items to be Added/Removed

Review of the School Improvement Plan notification letter

Meeting Structure Discussion

**MOTION:** made by Tammy Hoskins to accept these addition to the agenda. David Salvatelli seconded. Motion was approved unanimously.

Re-election of Tammy Hoskins as board member

**MOTION:** made by Nicole Johansson to re-elect Mrs. Hoskins to serve an additional term on the board and to continue in the role of Secretary. Tylena Adudu seconded. Motion was approved unanimously.

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### Close Agenda

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### Review of Documents

Meeting Minutes for approval- June 13, 2019

**MOTION:** made by Nicole Johansson to accept the minutes. David Salvatelli seconded. Motion was approved unanimously.

Principal's Report & Updates- Susan Alexander presented the following:

- Current Enrollment- 2019/20 enrollment is 448 students with applications and documents still being received..
- Academics & Assessments- Janet Yates presented the iReady diagnostic assessments from 2018/19 for Tier 1 students and will present those for students in Tiers 2 and 3 in the next board meeting. She shared the 2019/20 goals set for literacy, math and science for all subgroups to raise the school grade. Collaboration and communication amongst grade-level teams and with the literacy coach and vice principal will ensure implementing the plan with fidelity and ongoing monitoring to attain these goals.
- ESE/ELL/MTSS- Mrs. Alexander shares there are no new updates as the staff is on summer break, but they are attending respective trainings.
- Title 1- ICS was awarded the Unified School Improvement Grant for 2019/20 in the amount of \$222,062.50. The budget for those funds is being created in collaboration with input received from district personnel and as training is being received by ICS support team members, being held simultaneously to this board meeting.
- Staffing- All positions for 2019/20 are filled and include 6 new teachers and 3 new Educational Assistants.
- Safety Update- Process for Safe School Officer shared with a candidate identified. Assailant response policy template was received and will be tailored to fit the needs of the ICS community.
- Upcoming Events & Calendar Items- Some highlights of upcoming events include:
  - August 5- New Teachers arrive

- August 7- Returning Teachers and Educational Assistants return
- August 12- Preview Day
  - 9-11am New Families
  - 1-3pm Returning Families
- August 14- First Day of School

**MOTION:** made by Nicole Johansson to accept the Principal's report. David Salvatelli seconded. Motion was approved unanimously.

#### New Business & Discussion

- Annual Conflicts of Interest- Tammy Hoskins distributed the board policy on conflicts of interest for board members to review with a conflict of interest form to complete and sign.
- FCPCS Evaluation System

**MOTION:** made by Paul Walker to implement the FCPCS evaluation system in accordance with the Staff/Faculty Handbook. Tylene Adudu seconded. Motion was approved unanimously.

- Contract Renewal Timeline- Susan Alexander presented the timeline for compiling the renewal application document content and submission dates. The timeline lists areas to be compiled with staff and board members assigned to collaborate for each section/topic. The documents will be submitted via Charter.Tools on October 28, 2019. Interviews with the Principal and Board Chair (or designee) will likely be held the week of December 9, 2019.
- 5-year Enrollment Projection- Discussion of enrollment for the renewal contract years will result in determining if another 5<sup>th</sup> grade class may be added. Current facility space limits growth, but full capacity of the facility will be maintained.
- School Improvement Plan (SIP) notification letter and process- The SIP notification letter was received with Mrs. Alexander, Mrs. Yates, and Mrs. Hoskins participating in the technical assistance meeting held by the Charter School Support team on July 24, 2019. Information received will guide ICS administration and SIP team members to create a plan to increase student achievement in all subgroups and raise the school grade. David Salvatelli's expertise in school leadership and academic achievement will serve as a main resource for Mrs. Alexander and the ICS team in creating the SIP. The SIP is due to the District on August 23, 2019 for Grades 4 & 5 and on December 11, 2019, for Grades K-3.

#### Old Business & Discussion

- Audit Update- In preparation for receiving a formal response from the State, Mrs. Hoskins and Mrs. Alexander will compile a timeline of the events surrounding the citation being issued and submit it to legal counsel for review.

#### Public Comment- None

Next Meeting- August 22, 2019 at 1:00pm

#### Adjournment

**MOTION:** made by Nicole Johansson to adjourn the meeting at 2:40pm. Tylene Adudu seconded. Motion was approved unanimously.



Tammy Hoskins, Board Member, Secretary



Date