

University Preparatory Academy

Meeting of the Board of Directors
July 31, 2017

BOARD OF DIRECTORS

Anthony Polazzi, Board Chair (Present)
Darryl Cobb (Present)
Melissa Klafter (Present)
Britt Pogue (Present)

MINUTES

1. OPENING EXERCISES

- a. Call to Order
- b. Establish Quorum
- c. Others Present: Kelly Mallon, Doug Rodriguez;

2. PUBLIC COMMENT

- a. There were no comments by the public at this time.

3. ACTION & DISCUSSION ITEMS

- a. **APPROVED:** The Board approved the Minutes from the May 17, 2017 Board of Directors Meeting.
Motion to approve by Melissa; second by Darryl; motion passed unanimously
- b. **APPROVED:** The Board approved to Adopt Proposed Financial Policies and Procedures.
 - i. Board member Klafter requests that the school staff be properly identified who are responsible for procedures within. Board Chair Polazzi further requests that a chart be provided identifying key roles for the board's files. Ana Martinez will add names to the existing flow chart and share with the board.
Motion to approve by Anthony Polazzi; second by Darryl Cobb; motion passed unanimously
- c. FSA Data Report (*Hermes Ortiz, Data Specialist*)
- d. Update by Principal
 - i. Principal Ledgister updates the Board on efforts being made to improve the school grade; enrollment update (270 scholars currently enrolled); within the next week adding about 10-15 applicants; Board Chair Polazzi requests that Richard provide a breakdown by grade level; Richard states that this is provided in his board report which was circulated; staffing update; facility update; a/c is working great; playground has been installed; compliance and regulation update; discussed revised PTO plan; discussed adopting the Palm Beach salary scale; the board discussed and agreed to use the scale as a guideline, but not formally adopt it, in order to give the school more flexibility; discussed drug screening policy; Palm Beach does not require it; the board discussed and decided if they do implement this, they would like the school to incur the cost and not the employee; the board is in favor of this on a "go forward" basis; aftercare service; working with Collette Papa on the occupancy lease.
 - ii. **APPROVED:** The board approved the new PTO plan, as discussed.
Motion to approve by Anthony Polazzi; second by Melissa Klafter; motion passed unanimously
 - iii. **APPROVED:** The Board approved to adopt a drug screening policy effective August 7, 2017 in which all new hires must undergo drug screening at the expense of the school.
Motion by Darryl Cobb; second by Britt Pogue; motion passed unanimously
- e. Update by Academica
 - i. Ana Martinez updates on invoice processing; Academica is now processing everything for UPA; the financial policies and procedures will take immediate effect
- f. Other Items by Board, Staff, or ESP


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i. There were no additional items at this time.

4. ANNOUNCEMENTS AND NOTIFICATIONS

a. The next meeting is scheduled for October 11th.

5. MEETING ADJOURNED


APPROVED _____