

MINUTES  
OF  
THE BOARD OF DIRECTORS OF  
ISLAND PREP SCHOOL, INC.

The monthly meeting of the board of directors of Island Prep School, Inc., a Florida Not-for Profit corporation (the “Non-Profit”), was held at Island Prep Elementary School on June 7, 2021 at 4pm, pursuant to notice given in accordance with Article VIII of the Non-Profit’s by laws.

All of the directors were present at the meeting:

Dani Gwiazda-Executive Director

Kate Batzel-Finance Director

Ryan Meyer-Treasury Director

Kara Brynteson-Secretary Director

Also present at the meeting were Rebecca Walker, Board member, as well as staff members, Shannon Darmer and Gina Diesl.

4:03 The Executive Director called the meeting to order and introduced the members of the board. Based on the number of directors in attendance at the meeting [and the Non-Profit’s by laws], the Secretary determined that a quorum was present and stated that the meeting could proceed.

4:05 Approval of Agenda

Motion: Dani Gwiazda

Second: Kate Batzel

4:07 Approval of Minutes

Motion: Dani Gwiazda

Second: Rebecca Walker

4:08 Old Business

A. Curriculum 2021-2022

a. Dani Gwiazda introduced Gina Diesl to discuss current curriculum and introduce new curriculum details. Currently, Island Prep is using a reading curriculum called Renaissance, which incorporates star reading assessments and reports. It helps students and teachers mark growth throughout the year by utilizing data to chart their growth. It can also chart and organize data class by class. Last year, this curriculum was purchased via grant money.

b. For the 2021-2022 school year, Gina Diesl is proposing to add the Star Math with the accelerated reader program, as the Star Reading has been such a success. Star Math assessments will be given quarterly to chart student growth. The accelerated reading program incorporates and encourages the use of computers with reading curriculum and articles. The estimate cost for this is \$4,000.00.

Motion to approve Star math and accelerated reading curriculum: Dani Gwiazda

Second: Kate Batzel

All in favor

c. Collaborative classroom is another curriculum that Island Prep currently uses for vocabulary and reading. This curriculum also offers a reading program for grades 3-5 to incorporate reading in groups as well as forming book clubs within the classroom. Work books, reading books and class sets are included in the estimated cost of \$10,000.00 for the 2021-2022 school year for grades 1-5. For struggling readers, SIPPS is used.

Motion to approve Collaborative classroom curriculum: Dani Gwiazda

Second: Rebecca Walker

All in favor

d. I-ready is a reading and phonics curriculum that is used by the public schools and has also been used at Island Prep to date. Moving forward, this will be used as a supplement, as needed, but will encourage teachers to work from and master Collaborative Classroom and Renaissance curriculums.

e. SAVVAS is a social studies curriculum that encourages culturally responsive learning for grades 3-5. Gina Diesl is contacting the company and will report back on a quote for this curriculum.

f. Singapore curriculum, which Island Prep uses for math, also has a science curriculum. Gina will get a quote on adding science and report back.

## B. PTO hours and procedures

a. Per last meeting, it was discussed to allow teachers to roll over paid time off days for 2021-2022. Moving forward, teachers will be able to roll over 50% of the paid time off hours they did not use into the next school year. There will be a 25% buyout at the end of their career at Island Prep if they choose to leave. Teachers may not be able to use two weeks together, with the exception of medical leave and/or approved leave based on circumstance.

Motion to approve new PTO hours and procedures: Dani Gwiazda

Second: Rebecca Walker

All in favor

## 4:46 New Business

### A. Budget Review

a. New CPA reports the budget projections to be in green and have surplus. The budget report will be added to the website for public knowledge.

b. Approximately \$4,000.00 is being allotted to professional development for the teachers and staff, to include the Orlando conference for teacher leadership that takes place this Summer 2021. Singapore curriculum training is coming up. Kate Batzel proposes to increase the budget for professional development to include more training and leadership sessions for teachers and staff. Other trainings to be considered include Collaborative Classroom, SIPPS and social/emotional training from a professional counselor. Ryan Meyer proposes a reserve fund could be set up to be able to fund extra professional development activities and trainings moving forward.

## 5:08 Comments/Announcements

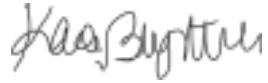
A. Social Studies curriculum quote and professional development training details will be sent to board members via email before next meeting date.

B. Reminder: add budget to website

5:09 The Executive Director highlighted that the next meeting of the board of directors is scheduled to be held on August 12, 2021 at 4pm, at the same location. There being no other business to consider, the meeting was adjourned at 5:10pm.

Motion: Dani Gwiazda

Second: Kate Batzel



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. Kara Brynteson

Secretary