



Emma Jewel Charter Academy



"Helping the Village Raise the Child"

Minutes for the Board of Directors for Emma Jewel Charter School Incorporated

DBA Emma Jewel Charter Academy

October 28, 2024

5:30 p.m.

705 Blake Avenue

Cocoa FL 32922

Community Center

1. **Call to Order**- Mr. Erik Jones called the meeting to order at 5:30 p.m.
2. **Pledge of Allegiance/School Pledge**- Led by Mr. Thomas Cole
3. **Roll Call**- Ms. Lacy Bussey the board Secretary conducted roll call. Present at the meeting were Ross Whitley, Alton Edmond, Reggie Jones, Alexis White, Lacy Bussey, and Phillip Holder. Absent, Eric Jones.
4. **Opening Statement**- Ms. Bussey read the opening address that outlined how the board would conduct business.
5. **Public Notice**- Mr. Edmond, asked Mr. Cole how the meeting was noticed in order to meet the standard of public notice. Mr. Cole reported that the meeting was noticed in the school app as well as the school website. In attendance were two parents, Three scholars, and a community leader.
6. **Approval of Board Meeting Minutes from September 23, 2024 ***
7. **School Improvement Plan*** Mr. Cole recently presented the school improvement plan to the board members and audience, providing an in-depth explanation of the plan's structure and objectives. He emphasized that the plan, which spans about 42 pages, is a comprehensive approach focused on enhancing student achievement across various benchmarks. A significant aspect of the school improvement plan is the detailed analysis of student demographics, examining the academic progress of Hispanic, White, and Black students to ensure the school meets their unique educational needs. By assessing achievement levels across these groups, the school can develop targeted strategies that foster measurable improvements in reading and mathematics. Mr. Cole highlighted key areas of focus within the improvement plan, such as increasing fifth-grade science scores and overall proficiency in reading and math. For the school to achieve its goals, he explained that a critical milestone is reaching at least 40% proficiency in every benchmark area, which has been a consistent challenge. Despite this, Mr. Cole pointed out that the school has achieved notable learning gains each year, a testament to the effectiveness of past strategies and efforts. He concluded that the ultimate goal of the school improvement plan is to make steady progress toward achieving that 40% proficiency target across all benchmarks, ensuring every student can reach their potential in critical academic areas. Mr. Edmond, entertain motion to approve the school improvement plan. Ms. Bussey made the motion, Mr. Whitley second the motion. The motion stood 6-0 vote.
8. **School Family Compact*** Mr. Cole provided a thorough overview of the school-family compact to the board and audience, detailing its role in supporting the school improvement plan. He explained that the compact's primary goal is to enhance student proficiency and learning gains in ELA and math, primarily through the I-Ready program. The compact not only outlines these goals but also ensures that families remain informed about their scholars' academic progress. Through the I-Ready family report, parents and caregivers can see specific skill areas that their students need to work on, giving them a way to actively support learning at home. Additionally, Mr. Cole noted that for students in grades K-3, the school uses Saxon Phonics, which includes home activities designed to help parents reinforce foundational learning beyond the classroom.



During the discussion, Board Secretary Ms. Lacy Bussey inquired about parent access to I-Ready accounts, asking who they should contact if they want to monitor their scholars' progress online. Mr. Cole clarified that Mrs. Jamie Woods would be the contact person for parents interested in accessing I-Ready. He also mentioned that after each I-Ready lesson, students will receive printouts showing their scores and areas needing improvement, further assisting families in tracking and supporting their children's growth. Mr. Cole emphasized that these resources are essential in creating a strong partnership between school and family, ensuring students can build skills both at school and at home. Mr. Edmond, entertained motion to approve the family compact. Mr. Holder made the motion and Mr. Jones second the motion. The motions stood 6–0 Vote.

9. **PFEP*** –Mr. Cole presented the school's Parent and Family Engagement Plan (PFEP) to two board members and the audience, highlighting its role in fostering parent involvement and transparency with the governing board and school district. The PFEP outlines the school's commitment to holding an annual Title I meeting that explains parents' rights to be engaged in their child's education, with flexible meeting times to accommodate varying schedules. Mr. Cole explained that the school has previously held these Title I sessions both during the day and in the evening to maximize participation. He also noted that part of the Title I budget of \$250,000 is allocated toward providing resources, such as backpack reading supplies and summer learning activities, to support students' learning continuity. Additionally, the school dedicates 10% of these funds to resources specifically designed for parental use, as mandated by the PFEP. Mr. Cole further reviewed several key elements of the PFEP, emphasizing that the school must offer resources and training to help parents understand academic standards and support their children's academic growth. He underscored the importance of providing parents with materials and training sessions throughout the year to build their engagement in their children's education. With the recent shift to the Focus platform, Mr. Cole pointed out that the school has provided computers in the front office for parents, along with staff support, to assist them in navigating Focus and accessing their child's progress. He concluded by emphasizing that all these measures serve as assurances that the school will actively uphold the goals of the PFEP, ensuring that parents have the tools and opportunities to be involved in their children's academic success. Mr. Edmond, entertained motion to approve the schools, parent and family engagement plan. Ms. White made the motion and Ms. Bussey second the motion. The motion stood a 6–0 vote.
10. **ESOL Assistant Requirement-*** Mr. Cole provided an overview of the school's ESOL (English Speakers of Other Languages) program to the board and audience, detailing how the program is structured to support students for whom English is not the first language. He explained that the ESOL identification process begins during the application stage, where parents indicate whether English is the primary language spoken at home. If parents check the box stating that English is not their child's first language, the student qualifies for the ESOL program. Mr. Cole added that when a school has 15 or more ESOL students who share a common native language, it is required to hire an ESOL assistant fluent in that language to provide more effective support for these students. Currently, with 18 Spanish-speaking scholars enrolled in the ESOL program, the school has met this threshold and therefore needs an ESOL assistant who can communicate with students in Spanish. To meet this requirement, Mr. Cole presented the résumé of Paola Anali Montero, a candidate for the new ESOL assistant position. The board members reviewed her qualifications, and after consideration, Board Chair Mr. Edmond entertained a motion to approve the hiring of Ms. Montero, ensuring the school



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would have the necessary support in place to meet the language needs of its ESOL students. Mr. Whitley made the motion to approve and Mr. Jones second motion. The motion a stood 6–0 vote.

11. **Board Member Background Check Update**- Ms. Bussey provided the board with an update on the background check process for board members, clarifying the requirements for renewing fingerprint records. She explained that if fingerprints are still valid after three years, board members can simply renew online by paying a small fee of eight dollars, avoiding the need to visit the district office for fingerprinting. However, if fingerprints have expired, board members must go in person to complete a new application and be re-fingerprinted. Ms. Bussey noted that, currently, Secretary Lacy Bussey, Treasurer Ross Whitley, and Board Members Reginald Jones and Phillip Holder are fully compliant with these requirements. This streamlined renewal process, she emphasized, provides board members with a more convenient option to maintain compliance, reducing the need for in-person visits when possible.
12. **Revised Schedule Based on Hurricane Milton***- Mr. Cole gave out the revised schedule based on hurricane Milton. He noticed that the only thing that would change is every Friday from now until January there will be no early release days. mr. Edmond, entertained motion to approve the revised schedule based on hurricane Milton. Ms. Bussey made the motion to approve and Mr. Whitley second the motion. The motion stood a 6–0 vote.
13. **Blue and Gold Fundraising Gala**- Mr. Cole announced to the board that the blue and gold fundraising gala for 2024 has been the most successful gala thus far. He said that \$22,000 was raised. The money that was raised will go towards new equipment for the cafeteria.
14. **Adjourn**- The meeting was adjourned at 6:46 p.m.

Board Secretary

Date