Minutes for the Board of Directors for Emma Jewel Charter School Incorporated
DBA Emma Jewel Charter Academy
February 9, 2026
5:30 p.m.
705 Blake Avenue
Cocoa FL 32922
Community Center

1. **Call to Order**- Alton Edmond called the meeting to order at 5:30 p.m.
2. **Pledge of Allegiance/School Pledge-** Led by the candidates of the school SGA.
3. **Roll Call**- Ms. Lacy Bussey the board Secretary conducted roll call. Present at the meeting were Ross Whitley, Alton Edmond, Lacy Bussey, and Reginald Jones. Absent were Mr. Phillip Holder, Alexis White, and Erik Jones.
4. **Opening Statement**- Ms. Bussey read the opening address that outlined how the board would conduct business.
5. **Public input**- There was one member in the public who wanted to introduce herself. Her name is Ms. Hillard and she is the grandmother of two(2) scholars who attend the school. She spoke about her background in Human Resources and how she wanted to be more involved in the school
6. **Public Notice-** Mr. Edmond asked Mr. Cole how the meeting noticed to meet the standard of public notice. Mr. Cole reported that the meeting was noticed in the school app, and electronic board.
7. **Approval of Board Meeting Minutes from November 17, 2025 *-** There were no corrections to be made on the board minutes. Ms. Lacy Bussey made a motion to approve the minutes, and Mr. Jones seconded the motion. All in favor signified by saying, I. The motion carried unanimously. The motion held a 5-0 vote.
8. **Monthly Financials*** Mr. Ross Whitley reviewed the monthly financial reports with the Board. He reported that we ended up with a positive fund balance of $12,454 in the general fund and $7,800 in the special revenue fund. Letting the board know that the school ended up with a plosive fund balance at the end of January. Mr. Cole explained that the funds may look low now, however within the next two months he expects for it to pick up due to the receiving the local capital improvement which is approximately $90,000 and the Title 1 improvement grant. He informed the board that those were revenues that have not come through the account yet. Mr. Whitley recommended that the Board accept the monthly financials as submitted. The motion was seconded by Mr. Jones and was approved unanimously.
9. **Reduction of Force Plan***- Mr. Cole explained to the Board that the school has fallen below its projected capacity due to recent low enrollment. As a result, tough decisions had to be made to address the budget shortfall. He shared that his priority is to protect instructional quality and ensure that staff members who are directly in front of scholars remain in place. Therefore, reductions were made in non-instructional positions. Mr. Cole informed the Board that Sergeant Eric Wyche was laid off, and Carla Haughton' s schedule was reduced to three days per week. He

emphasized that these decisions were solely based on the decline in enrollment. Mr. Cole further stated that, in response to the low enrollment numbers, the school has begun contacting families on the waiting list in an effort to increase student enrollment. Board chair, Alton Edmond, made a motion that we have received the reduction of force plan and accepted it. The motion was second by Mr. Jones and was approved unanimously.

10. **Brevard Public School Faculty Use Capacity Report**–Mr. Cole reviewed the Brevard Public Schools Capacity Report with the Board. He explained that the School District uses a 60% enrollment threshold to identify schools operating below capacity. Any school operating under 60% is considered low capacity by the district.
    Mr. Cole also discussed the recent closure of Cape View Elementary on the beachside as part of the district's response to declining enrollment trends. He presented documentation listing all schools currently operating below the 60% capacity threshold for the Board's review. This item was presented for informational purposes only, and no action was taken.
11. **Teacher Out-of-Field Report***- Mr. Cole informed the Board that several teachers are currently teaching English Language Learner (Ell) scholars and therefore must obtain the appropriate ESOL endorsement. He explained that these teachers are considered out-of-field for ESOL and require Board approval to complete the necessary coursework to add the endorsement. The teachers presented for out-of-field ESOL endorsement approval were Delisa Layne, Brittany Bronson, Malissa Thomas, Ashena Rankine, Emily Molina, and Gary Ross. Mr. whitely made a motion to approve the teacher out of Field (ESOL). Ms. Bussey seconded the motion, and the motion carried unanimously.
12. **The School Improvement Plan Progressing Monitoring Report**- Mr. Cole reviewed the School Improvement Plan with the Board. He noted that several external factors continue to impact the school's overall grade. In response, the school has implemented an aggressive plan to help mitigate those challenges and improve academic outcomes. Mr. Cole informed the Board that approximately 40% of scholars enter the school performing below grade level in ELA. He asked the Board for suggestions on how the school could strengthen its ELA program and increase student achievement. Board Chair Mr. Edmond suggested implementing an essay writing contest to encourage scholars to develop and strengthen their writing skills. Mr. Whitley stated that he would be willing to help with organizing and supporting the initiative. Ms. Bussey suggested increasing parental involvement, noting that research shows scholars perform better academically when parents are engaged. She recommended hosting reading nights or poetry nights where scholars could perform, followed by interactive ELA activities and programs for parents. Mr. Cole also reminded the Board that after-school tutoring is currently taking place two days per week and that Saturday School has recently begun to provide additional academic support. This item was presented for informational purposes only, and no action was taken.
13. **Attestation of compliance Section 1006.28, Florida Statues***- Mr. Cole informed the Board that he consulted with the school's attorney, Sean Arnold, about the school's responsibility in completing

the Attestation of Compliance. Mr. Arnold advised that, due to a recent Presidential Executive Order, any literature, maps, or books containing the term "Gulf of Mexico" must either be replaced or have a sticker placed over the text reflecting "Gulf of America," to remain compliant. Following discussion, Board Chair Mr. Edmond made a motion to approve the Attestation of Compliance. Mr. Whitley seconded the motion. The motion passed with a vote of 3–1.

14. **Department of Children and Families- Good Moral Character Attestation/Abuse reporting**-Mr. Cole reviewed the Department of Child Abuse reporting requirements with the Board. He reminded members that, as mandated reporters, they are legally required to report any suspected or observed incidents of child abuse in accordance with state law. The Board reviewed the required documentation and signed the Good Moral Character verification and the Child Abuse Attestation forms. Mr. Cole confirmed that all Board members have successfully passed background screenings and remain in good standing.
15. **SGA** - Student Government Secretary Chloe Thompson informed the Board that the Steppers have several upcoming engagements. She reported that the Steppers will perform at the Black History Program at the Rockledge Hub. She also shared that on February 21, the Steppers will perform at the Melbourne Auditorium. Additionally, the EJCA Black History Program will be held in the school cafeteria on February 26. SGA President Karter Davis reported that tutoring has officially begun and is being held on Tuesdays and Thursdays from 4:00 p.m. to 5:15 p.m., as well as on Saturdays from 8:00 a.m. to 12:00 p.m. He also announced that the school's Valentine's Day Ball will take place on February 13 from 8:00 p.m. to 11:00 p.m.
16. **Adjourn**-Meeting was adjourned at 6:37 PM

Larry Bussey

Board Secretary

4-27-26

Date