

**MINUTES**  
**Governing Board Reading Edge Academy, Inc.**  
**August 21, 2018 at Samsula Academy**

Governing Board Members Roll Call:

Staff Members Roll Call:

Chairman: Arlene Lowery	P	Peggy Comardo, Principal	P
V Chairman: Mike Caldwell	P	Don Comardo	P
Secretary: Lee Anne Carter	P	Debbie Smoak, AP REA	P
Treasurer: Marianne Stanley	P	Maryann Roberts, AP Samsula	P
Member: Sandy Kent	P		

- Meeting Called to Order: 6:00 pm
- Pledge of Allegiance
- Introduction of Members
  - All board members were present.
  - Guardians Kristine Delk (REA) and William Heasley (Samsula) were introduced and described their roles at their respective schools.
- Financial Report by Marianne Stanley
  - Motion was made by Mrs. Carter to accept the financial report for June 2018. Seconded by Mr. Caldwell. Motion carried 5-0 with Mrs. Carter, Mrs. Lowery, Mrs. Kent, Mr. Caldwell and Mrs. Stanley voting yes.
  - Motion was made by Mrs. Lowery to accept the financial report for July 2018. Seconded by Mr. Caldwell. Motion carried 5-0 with Mrs. Carter, Mrs. Lowery, Mrs. Kent, Mr. Caldwell and Mrs. Stanley voting yes.
- Approval of Previous Minutes — June 2018
  - Motion was made by Mrs. Lowery to accept the minutes as read. Seconded by Mrs. Stanley. Motion carried 5-0 with Mrs. Carter, Mrs. Lowery, Mrs. Kent, Mr. Caldwell and Mrs. Stanley voting yes.
- Public Participation
  - Jennifer Luznar—donated school supplies
  - Deana Osenieks attended as a potential board member
- Assistant Principals’ Reports—See reports below
- Principal’s Message
  - FSA Test results—both schools received a C. Mrs. Roberts and Mrs. Smoak talked about some of the initiatives being used to address the school grades.
  - There is a search for new board members.
  - The Jewish Foundation gave 30 filled backpacks for each school.

- There is a grant available for Samsula Academy for a “restart” from Hurricane Irma. It could total \$5900. Mrs. Comardo is looking at the paperwork currently.
  - Employee contracts. Mr. Caldwell made a motion to approve new employee contracts. Mrs. Kent seconded the motion. Motion carried 5-0 with Mrs. Carter, Mrs. Lowery, Mrs. Kent, Mr. Caldwell and Mrs. Stanley voting yes.
  - Mrs. Comardo commended her three Assistant Principals on their hard work over the summer and their work in getting school started with success.
  - Mrs. Comardo also commended Kim Bonfield and her work.
- Old Business
    - Mrs. Comardo’s evaluation was completed on June 25 by Mrs. Lowery, Mrs. Carter and Mr. Kruhm
- New Business
    - 2018-2019 school year started on August 13, 2018.
    - Both schools have been assigned Guardians from the Volusia County School Board. Kristine Delk and William Heasley were introduced earlier in the meeting.
    - New traffic patterns were established at Reading Edge to prevent car lines on Enterprise Road and Pond Court.
    - Mr. Comardo shared about the new freezer (Samsula, \$5300), pump repairs (Samsula, \$2800), freezer repairs (Reading Edge, \$1100), AC repairs (Samsula). Mr. Caldwell made a motion to approve the purchase of the new freezer at Samsula. Mrs. Stanley seconded the motion. Motion carried 5-0 with Mrs. Carter, Mrs. Lowery, Mrs. Kent, Mr. Caldwell and Mrs. Stanley voting yes.
    - Letters from several staff members for use of blackout dates. Mrs. Lowery made a motion to deny the requests submitted and follow the guidelines in the contract. Mrs. Stanley seconded the motion. Motion carried 4-1 with Mrs. Lowery, Mrs. Kent, Mr. Caldwell and Mrs. Stanley voting yes. Mrs. Carter voted no.
- Public Participation
    - None
- Next meeting: September 18, 2018 at Reading Edge Academy
  - Meeting Adjourned: 7:25 pm

Respectfully submitted:  
 Lee Anne Carter  
 Secretary

## Assistant Principal's Report for Reading Edge Academy

### Debbie Smoak, AP

Tuesday 7/24/18	The staff took Mrs. Comardo to lunch to celebrate her birthday at the Genuine Bistro in Debary.
Wednesday 7/25 Monday 7/30 and Tuesday 7/31	Teachers were allowed back into the facilities to begin prepping their classrooms. The three Assistant Principals, Mrs. Foster, Mrs. Roberts and myself attended the Administrative Institute from 7:15 a.m.-4:30 p.m. and attended several breakout sessions about leadership.
Thursday 8/2 Friday 8/3 Monday 8/6/18	Administrative team worked at Samsula preparing for our "Back to School" kick off. Entire staff of Reading Edge Academy, Inc. met at Samsula Academy for HR requirements. Staff ID photos were taken along with a site-specific Employee photo. Breakfast was prepared by Sweet Thumb Catering and lunch was arranged with Firehouse Subs, NSB. Insurance, Payroll/deductions, Staff handbook and dress code were reviewed and discussed. Support/non-teaching staff were released after lunch and educational specific training was done for the faculty in the afternoon.
Tuesday 8/7/18	The entire faculty met at Reading Edge Academy for specific training for CHAMPS (procedures) ESE Behaviors and Moby Max (math and reading computer program). John Simmons and REA PTA provided donuts and fruit for breakfast. Mr. Simmons is our health insurance representative. The training concluded at noon and faculty returned to their specific school site after a lunch break. Administration also met our assigned Guardians and showed them our campus.
Wednesday 8/8 and Thursday 8/9 Friday 8/10/18	Teachers were allowed uninterrupted time in their classrooms. "Meet the Teacher" began at 8:15 a.m. and concluded at 11:00 a.m. There was a short faculty meeting at 11:00 a.m. to prepare for Monday's opening.
Monday 8/13/18	First Day of School – we had a good opening, went smoothly. Kindergarten's Curriculum night began at 6 p.m. – 7:00 p.m. There was a decent turnout. Our Guardian, Kristine Delk came, and we were able to introduce her to the families and she took the opportunity to explain her role at our school.
Tuesday 8/14/18	Second Day was even better. First and Second grades had Curriculum Night at 6:00 p.m.-7:00 p.m. Mrs. Kristi Delk came and again explained her role to those families. The families were so pleased, she received a standing ovation from those present.
Wednesday 8/15/18	This would be our first Early Release Day this year. We were prepared for some parental confusion about pick-up but was pleased it went well. Third grade had their Curriculum night at 6:00 p.m.-7:00 p.m. There was a good parent participation and Mrs. Kristi came and shared her role at our school and received a strong round of applause from those present.
Thursday 8/16/18	Another great day. Fourth and Fifth grade had Curriculum Night from 6:00 p.m.-7:00 p.m. with Vickie Foster. Mrs. Kristi presented her program and received several positive comments and applause for her role.
Friday 8/17/18	Mrs. Comardo came and completed our first week of school.
Saturday 8/18 and Sunday 8/19/18	The floors at both school were burnished and prepared for school. Both sites were closed to the faculty and staff for the weekend.
Tuesday 8/21/18	We had the first of our two required Fire Drills. Vacated the building in 3 minutes and 30 seconds.
Wednesday 8/22/18	We will have our drill for a Lockdown and SIPPS training from 1:30 p.m.-2:30 p.m.
Thursday 8/23/18	The second required Fire Drill will take place.
Tuesday 8/28/18	There will be a Faculty meeting at 2:30 p.m.
Wednesday 8/29/18	There is a PTA Board meeting at 8:30 a.m. to re-organize our PTA at 8:30 a.m.
Friday 8/31/18	Volusia County Health Department will conduct our Health Screenings for Kindergarten, First and Third grades.

## **Assistant Principal's Report for Samsula Academy**

### **Maryann Roberts, AP**

8/9/18 – Site faculty meeting took place. Topics discussed included Articulation preparation and Tier 3 students, campus safety, code of conduct lesson, and computer lab etiquette.

8/10/18 - Meet the teacher began at 10:00 until 11:00. Teacher then worked in their classrooms for the remainder of the day.

8/13/18 - The students came back to school and eased right back into their routines. They acted as though they never left. K had a large turnout on curriculum night.

8/14/18 - Grade 1 & 2 curriculum night was well attended.

8/15/18 - Grade 3 curriculum night was well attended.

8/16/18 - Grade 4 & 5 curriculum night was well attended.

8/22/18 & 8/25/18 – Two required fire drills.

Our Guardian Mr. Bill Heasley attended all curriculum nights and fielded questions from parents.

#### **Other Information:**

**Samsula Happenings** is a Newsletter goes out weekly to keep teachers updated with campus news and shout outs for teachers and students. Mrs. Sue Smith our instructional Coach does a weekly curriculum, data, and testing newsletter.

Reading Edge Inc. purchased Moby Max which is standards-based computer program found in 82% of US schools. Teachers are using it as a supplemental Math program as well as for Math interventions for student who have not mastered the standards.

I-station is up and Running at Samsula. The lab opened this week.

Articulation took place 8/15 and will again on 8/22. Teachers are meeting to discuss their bottom quartile or Tier 3 students as well as ESE and those students promoted with a plan.

PD for September had been scheduled: Number Talks and Reading I-station Data reports and Interventions. PD on the Developmental Reading Assessment (DRA) will follow on the first Wednesday in October.

PTA Coordinators meeting will take place on Wednesday evening September 12<sup>th</sup>. We are going to hold meetings in the evening in order to accommodate working parents. Light refreshments will be served.

Our first book fair is the second week in September.