Mayor Esteban Bovo, Chair/Director
Monica Perez, Vice Chair/Director
Jacqueline Garcia-Roves,
Secretary/Treasurer/Director

Directors:

Bryan Calvo
Luis Rodriguez
Jesus Tundidor
Carl Zogby

CITY OF HIALEAH
EDUCATION ACADEMY INC.,
A Florida Non-Profit Corporation

CITY OF HIALEAH EDUCATION ACADEMY, INC.
MEETING OF THE BOARD OF DIRECTORS

MINUTES

August 13, 2024
5:15 p.m.

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1. CALL TO ORDER

A. Mayor Bovo called the meeting to order at approximately 5:54 p.m.

2. ROLL CALL OF BOARD OF DIRECTORS

B. **REPORT:** Marbelys Fatjo, City Clerk, called the roll with the following Board of Directors present:

1. Mayor Esteban Bovo
2. Council President Jesus Tunidor
3. Council Member Monica Perez
4. Council Member Luis Rodriguez
5. Council Member Carl Zogby

C. **REPORT:** Marbelys Fatjo, City Clerk, called the roll with the following Board of Directors absent:

1. Council Vice President Jacqueline Garcia-Roves, Secretary/Treasurer
2. Council Member Calvo

3. MEETING GUIDELINES

The following guidelines apply to today's Meeting of the City of Hialeah Educational Academy, Inc. Board of Directors:

- **ALL LOBBYISTS MUST REGISTER WITH THE CITY CLERK**

- As a courtesy to others, please refrain from using cellular telephones or other similar electronic devices in the Council Chamber.

- A maximum of three (3) speakers in favor and three (3) speakers in opposition will be allowed to address the Board on any one item. Each speaker's comments will be limited to three (3) minutes.

- No signs or placards, in support of or in opposition to an item or speaker, shall be permitted within the Council Chamber.

- Any person, whether participating via the web platform, telephonic conferencing or physical presence at City Hall, interested in making comments or posing questions on matters of public concern or on any item on the agenda, may do so during the meeting.

- Members of the public may address the Board of Directors on any item pertaining to business of the Not-For-Profit during the Comments and Questions portion of the meeting. A member of the public is limited to one appearance before the board and the speaker's comments will be limited to three (3) minutes.

- The public can view public meetings on the City's YouTube page (www.youtube.com/cityofhialeahgov).

- Members of the public may hear the meeting live through telephonic conferencing using any telephone or cellular phone service. A smart device or computer are not necessary to participate in the meeting if you join by phone.

- All persons participating via the web platform will be muted during the meeting until called upon to be heard. Participation through Zoom requires a computer or smart mobile device with a microphone and web camera. The participant may elect to participate in the meeting using audio only or appear through both audio and video. The video function of all participants appearing through video will be turned off until called upon to be heard.

REPORT: Marbelys Fatjo, City Clerk, read the meeting guidelines into the record.

4. COMMENTS AND QUESTIONS

A. REPORT: No member of the public participating via Zoom expressed interest in making comments or posing questions on matters of public concern.

B. **REPORT**: No member of the public present in the Council Chambers expressed interest in speaking during this portion of the meeting.

5. ANNOUNCEMENT OF AMENDMENTS/CORRECTIONS TO THE AGENDA

- Items G and H have been added to today's agenda.

6. CONSENT AGENDA

All items listed with letter designations are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member or a resident so requests, in which case the item(s) will be removed from the consent agenda and considered along with the regular order of business.

REPORT: Motion to Approve the Consent Agenda made by Director Zogby, and seconded by Director Tundidor. Motion passes 5-0-2 with Directors Calvo and Garcia-Roves absent.

A. Request permission to approve the minutes of the City of Hialeah Education Academy, Inc. Meeting of the Board of Directors held on September 12, 2023.

B. Request permission to approve the 2024 Florida Not-for-Profit Corporation Annual Report.

C. Request permission to ratify all items of fiscal year 2023-2024 for the City of Hialeah Charter School Oversight Committee.

D. Request permission to ratify actions of corporate officers of the City of Hialeah Education Academy, Inc., for fiscal year 2023-2024.

E. Request permission to ratify employment agreements entered into by Carlos Alvarez as Principal on behalf of the City of Hialeah Education Academy, Inc. for the 2023-2024 school year.

F. Request permission to approve amended bylaws of the City of Hialeah Education Academy, Inc., effective July 1, 2024.

G. **ADD-ON ITEM**: Request permission to increase the annual expenditure for instructional materials (AP Exams) for the City of Hialeah Educational Academy to the College Board, from $26,000.00 to a cumulative amount not to exceed $54,678.00.

H. **ADD-ON ITEM**: Request permission to increase the annual expenditure for professional services for management services for the City of Hialeah Educational Academy to Academica Dade, LLC from $438,750.00 to a cumulative amount not to exceed $462,975.00.

7. UNFINISHED BUSINESS

8. NEW BUSINESS

A. Nomination and Election of New Board Members:

1. Teresa Santolo
2. Armando Llanes
3. Vincent Teck

REPORT: Motion to Approve Item 8A made by Director Tundidor, and seconded by Director Zogby. Motion passes 5-0-2 with Directors Calvo and Garcia-Roves absent.

B. Resignation of Board Members:

1. Mayor Esteban Bovo, Chair, Director
2. Jesus Tundidor, Vice-Chair/Director
3. Jacqueline Garcia-Roves, Secretary/Treasurer/Director
4. Luis Rodriguez, Director
5. Bryan Calvo, Director
6. Monica Perez, Director
7. Carl Zogby, Director

REPORT: Motion to Approve Item 8B made by Director Perez, and seconded by Director Zogby. Motion passes 5-0-2 with Directors Calvo and Garcia-Roves absent.

9. ADJOURMENT

A. Mayor Bovo adjourned the meeting at approximately 6:00 p.m.

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodations to participate in the proceeding should contact the Office of the City Clerk for assistance no later than two (2) days prior to the proceeding at telephone number (305) 883-5820; if hearing impaired, telephone the Florida Relay Service numbers, (800) 955-8771 (TDD) or (800) 955-8770 (Voice).

Approved / Ratified 8/22/2024
T. Santalo Sanchez, Board Chair

CITY OF HIALEAH EDUCATION ACADEMY, INC.

Meeting of the Board of Directors
August 22, 2024

Directors
Teresa "Tessie" Santalo Sanchez *(Present)*
Armando "Manny" Llanes *(Present)*
Vincent "Vince" Teck *(Present)*
Noelle Iglesias *(Present)*

***To allow greater community involvement, today's meeting was physically held at the school and via communications media technology.*

Minutes

1. **Opening Exercises**

    a. Meeting call to order at 9:01am

    b. Established a quorum

2. **Public Comment** - *None*

3. **Consent Agenda -** *All items listed with letter designations are considered routine and were enacted by one motion.*

    a. **APPROVED**: The Board approved & ratified all actions included in the Minutes from the August 13, 2024 Board of Directors Meeting Minutes.

    b. **APPROVED**: The Board approved to receive & file the quarterly financials for the period ending June 30, 2024.

    c. **APPROVED**: The Board approved the Board Policies:
        i. Board Policies & Procedures, including:
            1. Conflict of Interest
            2. Ethics
            3. Whistle Blower

            4. Bylaws
        ii. Student Policies, including:
            1. Anti-Discrimination Policy / Title IX
            2. Out of State and Country Field Trip Policy
            3. Student Enrollment Lottery Policy
            4. Internet Safety Policy
        iii. Financial Policies
        iv. Policy and Procedures for Charter School Compliance with School Safety and Security Requirements template.

d. **APPROVED**: The Board approved to Accept the Annual Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information.

e. **APPROVED**: The Board approved to Renew the Leadership Training Services Agreement & School Site Memorandum of Understanding with Doral Leadership Institute for Professional Development Services.

f. **APPROVED**: The Board approved to Ratify the Mental Health Plan.

g. **APPROVED**: The Board approved the Teacher Salary Increase Allocation Plan.

h. **APPROVED**: The Board approved the Referendum Settlement Agreement with Miami-Dade County Public Schools.

i. **APPROVED**: The Board approved the Board Resolution for Out of Field / ESOL / Gifted Waiver Assignments for the 2024-2025 school year; further authorizing the Board Chair to review and make necessary changes and execute for submission.

j. **APPROVED**: The Board approved to utilize Doral Leadership Institute Consortium of Public Charter Schools Instructional Personnel Evaluation System and School Administrator Evaluation System as the Teacher and Administrator Evaluation Tool.

Motion to approve the consent agenda by Manny Llanes; second by Vince Teck; motion passed unanimously

4. Action & Discussion Items

a. Principal Report *(Principal Alvarez)*
    i. This year's theme is "On the Rise"; an "A" School again for 5 consecutive years; record breaking data.

b. Board Business

i. **APPROVED**: The Board approved to ratify the newly elected Board Members/Directors:
   1. Teresa Santalo Sanchez
   2. Armando Llanes
   3. Vincent Teck

   Motion to approve by Manny Llanes; second by Vince Teck; motion passed unanimously

ii. **APPROVED**: The Board approved the nomination of New Board Member Noelle Iglesias.
   Motion to approve by Manny Llanes; second by Vince Tech; motion passed unanimously

iii. **APPROVED**: The Board approved the Appointment of Officer Positions:
   1. President/Board Chair – Teresa Santalo Sanchez
   2. Vice-President/Vice-Chair – Noelle Iglesias
   3. Secretary/Treasurer -Tabled

   Motion to approve by Manny Llanes; second by Vince Teck; motion passed unanimously

iv. **APPROVED**: The Board approved to adopt the Revised Bylaws.
   Motion to approve by Manny Llanes; second by Noelle Iglesias; motion passed unanimously

v. **APPROVED**: The Board approved to adopt the 2024-2025 Board Meeting Calendar.
   Motion to approve by Manny Llanes; second by Vince Teck; motion passed unanimously

vi. **APPROVED**: The Board approved the ESP Agreement with Academica.
   Motion to approve by Noelle Iglesias; second by Vince Teck; motion passed unanimously

c. Financial Report
   i. **APPROVED**: The Board reviewed and approved the Final 2023-2024 and Proposed 2024-2025 Annual Budgets.
   Motion to approve by Noelle Iglesias; second by Manny Llanes; motion passed unanimously

d. Construction Update & Approvals *(Julio Robaina, Hugo Arza, Rolando Llanes)*
   i. Review of Holland & Knight proposal by Hugo Arza
      1. **APPROVED**: The Board reviewed and approved the proposal by Holland & Knight.
      Motion to approve by Manny Llanes; second by Noelle Iglesias; motion passed unanimously
   ii. Review of Project and Design by Rolando Llanes

e. Other Items by Board Members, Staff, or ESP

5. Notifications and Announcements

a. Next Board Meeting: October 2nd

6. Adjourn Meeting at 9:35am

CITY OF HIALEAH EDUCATION ACADEMY, INC.

The undersigned hereby certifies that he/she is an Officer and/or Director of CITY OF HIALEAH EDUCATION ACADEMY, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation & the above mentioned charter school.

The minutes were adopted by the Board of Directors at a meeting held on October 2, 2024.

CITY OF HIALEAH EDUCATION ACADEMY, INC.
A Florida not-for-profit corporation

CITY OF HIALEAH EDUCATION ACADEMY, INC.

Meeting of the Board of Directors
October 2, 2024

<u>Directors</u>
Teresa "Tessie" Santalo Sanchez *(Present)*
Armando "Manny" Llanes *(Present)*
Vincent "Vince" Teck *(Present)*
Noelle Iglesias *(Present)*

***To allow greater community involvement, today's meeting was physically held at the school and via communications media technology.*

Minutes

1. **Opening Exercises**

   a. Meeting call to order at 11:05am

   b. A quorum was established

2. **Public Comment** – *None*

3. **Consent Agenda** - *All items listed with letter designations are considered routine and were enacted by one motion.*

   a. **APPROVED**: The Board approved the Minutes from the August 22, 2024 Board of Directors Meeting Minutes.

   b. **APPROVED**: The Board approved to Ratify the Resolutions by the Board Chair:
      i. Approved to formally acknowledge that Ms. Angelica Pacheco is no longer on the Board. *9/5/24*
      ii. Approved the Charter School Title I Budget Appropriation Details Form for the 2024-2025 school year as a Title 1 distinguished school. *9/20/24*

   c. **APPROVED**: The Board approved to ratify the teacher Salary Increase Allocation Plan.

d. **APPROVED**: The Board approved the Progressive Discipline Acknowledgement & Policy; further directing all school to add the Acknowledgement & Policy as an attachment to the "Policy and Procedures for Charter School Compliance with School Safety and Security Requirements Set Forth in Florida Statutes and Rule 6A-1.0018; and Florida Administrative Code" manual, as created by each school using the board adopted template in June 2024.
   i. *Each district school board and charter school governing board shall adopt a progressive discipline policy for addressing any instructional personnel as defined in s. 1012.01(2) and any administrative personnel as defined in s. 1012.01(3) who knowingly violate school safety requirements.*

e. **APPROVED**: The Board approved to Ratify the Instructional Continuity Plan for the 2024-2025 school year; further requesting public comments if applicable.

Motion to approve the consent agenda by Noelle Iglesias; second by Vincent Teck; motion passed unanimously

4. Action & Discussion Items

a. Principal Report *(Principal Alvarez)*
   i. PowerPoint Presented
      1. PM1 Data
      2. Professional Development
      3. Community Outreach
      4. Phase IV of Expansion

b. Financial Report
   i. The Annual Budget will be presented at the next meeting after the official October FTE count.
   ii. The 23-24 Annual Audit was just completed and will be presented at the next meeting.

c. Other Items by Board Members, Staff, or ESP

5. Notifications and Announcements

6. Adjourned Meeting at 11:40am

CITY OF HIALEAH EDUCATION ACADEMY, INC.

*The minutes were adopted by the Board of Directors at a meeting held on November 14, 2024.

CITY OF HIALEAH EDUCATION ACADEMY, INC.

Meeting of the Board of Directors
November 14, 2024

<u>Directors</u>
Teresa "Tessie" Santalo Sanchez *(Present)*
Armando "Manny" Llanes *(Present)*
Vincent "Vince" Teck *(Present)*
Noelle Iglesias *(Present)*

***To allow greater community involvement, today's meeting was physically held at the school and via communications media technology.*

Minutes

1. **Opening Exercises**

    a. Meeting call to order at 9:35am

    b. Established a quorum

2. **Public Comment** - *None*

3. **Consent Agenda** - *All items listed with letter designations are considered routine and will be enacted by one motion.*

    a. **APPROVED**: The Board approved the Minutes from the October 2, 2024 Board of Directors Meeting Minutes.
    Motion to approve by Noelle Iglesias; second by Vince Teck; motion passed unanimously

4. **Action & Discussion Items**

    a. Principal Report *(Principal Alvarez)*
        i. School Initiatives Report
            1. Corporate Accreditation has been awarded!!!
            2. Expansion approval update

b. Financial Report

i. **APPROVED**: The Board reviewed and approved the Financial Statements and Independent Auditors' Report for the period ending June 30, 2024.

ii. **APPROVED**: The Board reviewed and approved the Revised Annual Budget.

Motion to approve the financial report by Noelle Iglesias; second by Vince Teck; motion passed unanimously

c. Other Items by Board Members, Staff, or ESP

5. **Notifications and Announcements**

6. **Adjourned Meeting at 9:58am**

*The minutes were adopted by the Board of Directors at a meeting held on February 12, 2025.

CITY OF HIALEAH EDUCATION ACADEMY, INC.

Meeting of the Board of Directors
February 12, 2025

<u>Directors</u>
Teresa "Tessie" Santalo Sanchez *(Present)*
Armando "Manny" Llanes *(Present)*
Vincent "Vince" Teck *(Absent)*
Noelle Iglesias *(Present)*
Arnaldo "Arnie" Alonso *(Present)*

***To allow greater community involvement, today's meeting was physically held at the school and via communications media technology.*

Minutes

1. **Opening Exercises**

   a. Meeting called to order at 11:03am

   b. Established a quorum

2. **Public Comment** - *None*

3. **Consent Agenda** - *All items listed with letter designations are considered routine and were enacted by one motion.*

   a. **APPROVED**: The Board approved the Minutes from the November 14, 2024 Board of Directors Meeting Minutes.

   b. **APPROVED**: The Board approved to receive and file the quarterly financial statements for the period ending in December 31, 2024.

   Motion to approve the consent agenda by Noelle Iglesias; second by Manny Llanes; motion passed anonymously

4. Action & Discussion Items

a. Introduction of Board Nominee: Arnie Alonso *(Principal Alvarez & Board Chair Sanchez)*
   i. **APPROVED**: The Board approved to elect Mr. Arnaldo Alonso to serve on the Board of Directors.
   Motion to approved by Manny Llanes; second by Noelle Iglesias; motion passed unanimously

a. Principal Report *(Principal Alvarez)*
   a. School Data Report
   b. Student Attendance Competition
   c. Community Outreach & School Events
   d. Subject Selection Process
   e. Athletics
   f. Expansion approved by the city 5-0

b. Facilities Phase IV Update *(Rolando Llanes)*

c. Financial Report
   a. Discussed rent increase; new lease still pending.

d. Other Items by Board Members, Staff, or ESP

b. Notifications and Announcements

c. Adjourn Meeting at 11:37am

The minutes were adopted by the Board of Directors at a meeting held on April 17, 2025.

CITY OF HIALEAH EDUCATION ACADEMY, INC.

Meeting of the Board of Directors
April 17, 2025

Directors

Teresa "Tessie" Santalo Sanchez *(Present)*
Armando "Manny" Llanes *(Absent)*
Vincent "Vince" Teck *(Present)*
Noelle Iglesias *(Present)*
Arnaldo "Arnie" Alonso *(Absent)*

***To allow greater community involvement, today's meeting was physically held at the school and via communications media technology.*

Minutes

1. **Opening Exercises**

    a. Meeting call to order at 11:01am

    b. Established a quorum

2. **Public Comment** - *None*

3. **Consent Agenda** - *All items listed with letter designations are considered routine and will be enacted by one motion.*

    a. **APPROVED**: The Board approved the Minutes from the February 12, 2025 Board of Directors Meeting Minutes.

    Motion to approve the consent agenda by Noelle Iglesias; second by Vince Teck; motion passed unanimously

4. **Action & Discussion Items**

    a. Principal Report *(Principal Alvarez)*
        a. STEAM Certified by Cognia

b. **APPROVED**: The Board reviewed, discussed and approved the Procedures for Addressing Concerns.
   1. Removes: State concerns at a scheduled Governing Board meeting under Public Comment.
   2. Replace with: Discuss Concerns with the Governing Board's Grievance Committee (committee members shall be established by the Board Chair and shall include a minimum of 3 people which shall include the Board Chair or Board Member and at least two peer Academica school Principals *(from a campus not in which the student attends)* and others (as necessary).

   Motion to approve by Noelle Iglesias; second by Vince Teck; motion passed unanimously

c. General Updates

b. Financial Report
   a. Auditor Selection *(Ana Martinez)*
      1. Review of Proposals
      2. **APPROVED**: The Board reviewed and approved the Ranking of Proposals as follows:
         a. Verdeja & Alvarez, LLC
         b. HLB Gravier, LLC
         c. Garcia Santa Maria De Armas Trujillo, PLLC

      Motion to approve by Noelle Iglesias; second by Vince Teck; motion passed unanimously

c. Other Items by Board Members, Staff, or ESP
   a. **APPROVED**: The Board approved to authorize the Board Chair the ability to execute the Facility Lease with The City of Hialeah after all necessary negotiations are complete.
      Motion to approve by Noelle Iglesias; second by Vince Teck; motion passed unanimously

b. Notifications and Announcements

c. Adjourned Meeting at 11:25am

CITY OF HIALEAH EDUCATION ACADEMY, INC.

The minutes were adopted by the Board of Directors at a meeting held on May 29, 2025.

CITY OF HIALEAH EDUCATION ACADEMY, INC.

Meeting of the Board of Directors
May 29, 2025

<u>Directors</u>

Teresa "Tessie" Santalo Sanchez *(President / Board Chair/Director) (Present)*
Noelle Iglesias *(Vice-President / Vice-Chair/Director) (Present)*
Armando "Manny" Llanes *(Director) (Present)*
Vincent "Vince" Teck *(Director) (Absent)*
Arnaldo "Arnie" Alonso *(Director) (Present)*

***To allow greater community involvement, today's meeting was physically held at the school and via communications media technology.*

Minutes

1. **Opening Exercises**

    a. Called to Order at 11:03am

    b. Established a Quorum

2. **Public Comment** - *None*

3. **Consent Agenda** - *All items listed with letter designations are considered routine and were enacted by one motion.*

    a. **APPROVED:** The Board approved the Minutes from the April 17, 2025 Board of Directors Meeting Minutes.

    b. **APPROVED:** The Board approved to receive & file the quarterly financials for the period ending March 31, 2024.

    c. **APPROVED:** The Board approved the Parent Involvement Representative (new Principal) for the 2025-2026 school year.

d. **APPROVED:** The Board approved the Annual Ratification & Reapproval of Board Policies & Procedures, including:
   1. Conflict of Interest *(Each Board Member is required to sign and return the written acceptance form)*
   2. Ethics
   3. Whistleblower
   4. Bylaws

e. **APPROVED:** The Board approved the Annual Ratification & Reapproval of Student Policies, including:
   1. Anti-Discrimination Policy / Title IX
   2. Out-of-State and Country Field Trip Policy
   3. Student Enrollment Lottery Policy
   4. Internet Safety Policy

f. **APPROVED:** The Board approved to Ratify the Financial Policies.

g. **APPROVED:** The Board approved the Annual Ratification & Updates to Policies: Policy and Procedures for Charter School Compliance with School Safety and Security Requirements template (the school must complete their own document using the approved template). Further approving attached additional policies that are not included in the state template (Involuntary Examinations, Tornado Watch, Progressive Discipline).

h. **APPROVED:** The Board approved to authorize the Board Chair the ability to approve any year-end financial items which may be necessary to close the books.

i. **APPROVED:** The Board approved the Preliminary Board of Directors Meeting Schedule for the 2025-2026 School Year.

j. **APPROVED:** The Board approved to Accept the Annual Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information. Further approving to adopt the FERPA Hearing Procedures and authorizing the Board Chair the ability to make necessary changes as reviewed by legal and staff.

k. **APPROVED:** The Board approved the Board Members and Officers for the 2025-2026 School Year:
   1. Teresa "Tessie" Santalo Sanchez *(President / Board Chair / Director)*
   2. Noelle Iglesias *(Vice-President / Vice-Chair / Director)*
   3. Armando "Manny" Llanes *(Director)*
   4. Vincent "Vince" Teck *(Director)*
   5. Arnaldo "Arnie" Alonso *(Director)*

Motion to approve the consent agenda by Noelle Igelsias; second by Arnie Alonso; motion passed unanimously

4. **Action & Discussion Items**

   a. Principal Report *(Principal Alvarez)*
      a. General Updates

   b. **APPROVED:** The Board approved to appoint Graciela Carbajosa as Principal.
   Motion to approve the consent agenda by Noelle Igelsias; second by Arnie Alonso; motion passed unanimously

   c. Financial Report *(Alina Chester)*
      a. **APPROVED:** The Board approved to reviewed and approved the Final 2024-2025 Annual Budget.
      b. **APPROVED**: The Board approved to reviewed and approved the Proposed 2025-2026 Annual Budget.
   Motion to approve the consent agenda by Noelle Igelsias; second by Arnie Alonso; motion passed unanimously

   d. CIVICA Report
      a. Expansion Update/Report
      b. **APPROVED**: The Board approved the Architectural Services Agreement with CIVICA.
      Motion to approve the consent agenda by Arnie Alonso; second by Noelle Igelsias; motion passed unanimously

   e. President of COHEA/CIVICA Educational Foundation Report.

   f. Other Items by Board Members, Staff, or ESP

5. **Notifications and Announcements**

6. **Adjourned Meeting at 11:36am**

*The minutes were adopted by the Board of Directors at a meeting held on September 18, 2025.