CITY OF HIALEAH EDUCATION ACADEMY, INC.

Meeting of the Board of Directors
September 18, 2025

Directors

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) (Present)*
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. Meeting called to order at 11:11am

    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 May 29, 2025 Board of Directors Meeting Minutes.

    b. **APPROVED**: The Board approved the Board Resolution for Out of Field and/or ESOL Waiver Assignments for the 2025-2026 school year; further authorizing the Board Chair and/or Vice-Chair authority to review and make necessary changes and execute for submission (including any necessary additions).

    c. **APPROVED**: The Board approved to Ratify the Board Chair's Approvals of the Charter School Title I Budget / Appropriation Details Form for the 2025-2026 school year for the Title 1 distinguished schools; further authorizing the Board Chair the authority and direction to review and make necessary changes and execute for submission (including any necessary revisions).

d. **APPROVED**: The Board approved the Drug-Fee and Alcohol-Free Workplace Policy.

e. **APPROVED**: The Board approved to submit the Teacher Salary Increase Allocation Plan.

f. **APPROVED**: The Board approved the 2025-2026 Wellness Policy.

g. **APPROVED**: The Board approved to Ratify:
   i. Master Lease Agreement between City of Hialeah Education Academy, Inc. and City of Hialeah, Florida
   ii. Revised Addendum to Master Lease Agreement between City of Hialeah Education Academy, Inc. and City of Hialeah, Florida
   iii. Usage Agreement between City of Hialeah Education Academy, Inc. and City of Hialeah, Florida

Motion to approve by Manny Llanes; second by Arnie Alonso; motion passed unanimously

4. Action & Discussion Items

a. Principal Report *(Principal Carbajosa)*
   a. Theme for the year is “Forward & Fearless”
   b. Updates on enrollment, staffing, safety and security, PM data, school grade, interventions, events, etc…

a. President of COHEA/CIVICA Educational Foundation Report *(Carlos Alvarez)*
   i. Holding quarterly meetings with the 3 schools/Principals
   ii. Upcoming Foundation meeting

b. Action & Discussion Items
   i. **APPROVED**: The Board reviewed & approved the Background Screening Policy for applicants seeking employment on or after July 1, 2025.
   Motion to approve by Noelle Iglesias; second by Manny Llanes; motion passed unanimously
   ii. Discuss: Mandatory Completion of I-9s for All Employees.
   iii. Financial Report – Revised budgets will be presented at the mid-year meeting; mini update provided today regarding recent events impacting the budgets.

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

5. **Notifications and Announcements**

6. **Adjourn Meeting**

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

CITY OF HIALEAH EDUCATION ACADEMY, INC.

Meeting of the Board of Directors
November 17, 2025

Directors

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

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Minutes

1. **Opening Exercises**

   a. Meeting called to order at 12:01pm

   b. Established a quorum

2. **Public Comment**

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 September 18, 2025 Board of Directors Meeting.

   b. **APPROVED**: The Board approved to Ratify Resolutions by the Chair:
      i. Approved to continue to utilize the Doral Leadership Institute Consortium of Public Charter Schools Instructional Personnel Evaluation System and School Administrator Evaluation System as the Teacher and Administrator Evaluation Tool.

   c. **APPROVED**: The Board approved to revise the Employee Handbook to include mandatory self-reporting policies.

d. **APPROVED**: The Board approved to receive & file the Financial Statements for the quarter ending September 30, 2025.

Motion to approve the consent agenda by Board Member Teck; second by Board Member Llanes; motion passed unanimously

4. Action & Discussion Items

a. Principal Report *(Principal Carbajosa)*
   a. Updates on enrollment, staffing, safety and security, PM data, school grade, interventions, events, etc…
   b. Working on earning the Lighthouse school designation as part of Leader in Me

b. President of COHEA/CIVICA Educational Foundation Report *(Carlos Alvarez)*
   a. Facility Report by Julio Robaina and Rolando Llanes
   b. Accreditation Update by Christine McGuinn

c. Financial Report
   i. **APPROVED**: The Board reviewed and approved the Financial Statement and Independent Auditors' Report for the period ending June 30, 2025.
   Motion to approve by Board Member Llanes; second by Board Member Teck; motion passed unanimously
   ii. **APPROVED**: The Board reviewed and approved the Revised Annual Budget.
   Motion to approve by Board Member Teck; second by Board Member Llanes; motion passed unanimously

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

5. Notifications and Announcements

6. Adjourned Meeting at 12:33pm

*The minutes were adopted by the Board of Directors at a meeting held on February 19, 2026.

CITY OF HIALEAH EDUCATION ACADEMY, INC.

CITY OF HIALEAH EDUCATION ACADEMY, INC.

Meeting of the Board of Directors
February 19, 2026

<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) (Present)*
Arnaldo "Arnie" Alonso *(Director) (Present)*

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Minutes

1. **Opening Exercises**

   a. Meeting call to order at 11:02am

   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 17, 2025 Board of Directors Meeting Minutes.

   b. **APPROVED**: The Board approved to receive & file the Financial Statements for the quarter ending December 31, 2025.

   c. **APPROVED**: The Board approved o authorize the Board Chair to submit any necessary charter school amendments by March 1st, including but not limited to:
      i. Request 15-year contract terms for any newly designated High Performing Schools.
      ii. Request any other necessary HP amendment requests as necessary.
      iii. Request any other misc./necessary amendment requests

CITY OF HIALEAH EDUCATION ACADEMY, INC.

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

4. **Action & Discussion Items**

    a. Principal Report *(Principal Carbajosa)*

    b. President of COHEA/CIVICA Educational Foundation Report *(Carlos Alvarez)*
        a. Network Mid-Year Data Review
        b. 2026 Expansions
            1. CIVICA South Homestead – a 6-12 charter

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

5. **Notifications and Announcements**

    a. Next Board Meeting - May 14th (Annual Meeting)

6. **Adjourned Meeting at 11:37am**

The minutes were adopted by the Board of Directors at a meeting held on May 14, 2026.

CITY OF HIALEAH EDUCATION ACADEMY, INC.

Meeting of the Board of Directors
May 14, 2026

Directors

Teresa "Tessie" Santalo Sanchez *(President / Board Chair / Director) (Present)*
Noelle Iglesias *(Vice-President / Vice-Chair / Director) (Present)*
Armando "Manny" Llanes *(Director) (Absent)*
Vincent "Vince" Teck *(Director) (Present)*
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. Meeting called to order at 11:13am

   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 February 19, 2026 Board of Directors Meeting Minutes.

   b. **APPROVED**: The Board approved to receive & file the Financial Statements for the quarter ending March 31, 2026.

   c. **APPROVED**: The Board approved the Parent Conflict Liaison/Parent Involvement Representatives for the 2026-2027 school year:

      i. City of Hialeah Educational Academy - Graciela Carbajosa
      ii. CIVICA Academy South Homestead - Layda Morales

d. **APPROVED**: The Board approved the Annual Ratification & Reapproval of Board Policies & Procedures, including:
    i. Conflict of Interest *(Each Board Member is required to sign and return the written acceptance form)*
    ii. Ethics
    iii. Whistle Blower
    iv. Bylaws

e. **APPROVED**: The Board approved the Annual Ratification & Reapproval of Student Policies, including:
    i. Anti-Discrimination Policy / Title IX
    ii. Out of State and Country Field Trip Policy
    iii. Student Enrollment Lottery Policy
    iv. Internet Safety Policy
    v. Florida High School Athletic Association (FHSAA) Participation & Bylaw Adoption

f. **APPROVED**: The Board approved the Approval 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 (each 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 2026-2027 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 Adoption of the Wellness Policy.

l. **APPROVED**: The Board approved the Board Members and Officers for the 2026-2027 School Year:
   i. Teresa "Tessie" Santalo Sanchez *(President / Board Chair / Director)*
   ii. Noelle Iglesias *(Vice-President / Vice-Chair / Director)*
   iii. Armando "Manny" Llanes *(Director)*
   iv. Vincent "Vince" Teck *(Director)*
   v. Arnaldo "Arnie" Alonso *(Director)*

m. **APPROVED**: The Board approved the renewal of the Audit Agreement with Verdeja & Alvarez, LLP.

Motion to approve the consent agenda by Board Member Alonso; second by Board Member Iglesias; motion passed unanimously

4. Action & Discussion Items

a. President of COHEA/CIVICA Educational Foundation Report *(Carlos Alvarez)*
   a. Action Items
      1. **APPROVED**: The Board approved for City of Hialeah Educational, Inc. to enter into a Membership Agreement with CIVICA Educational Foundation to provide support to City of Hialeah Educational Academy and CIVICA Academy South Homestead.
         Motion to approve by Board Member Iglesias; second by Board Member Teck; motion passed unanimously
      2. CIVICA Academy South Homestead
         a. Update on new school
         b. **APPROVED**: The Board approved to designate Layda Morales as the Principal.
         c. **APPROVED**: The Board approved the ESP Agreement with Academica for the new school.
         d. **APPROVED**: The Board approved to enter into a Facility Usage Agreement with Somerset Academy, Inc. (for the Somerset Academy South Homestead Campus) for an allocated amount per student.
         Motion to approve items b-d by Board Member Alonso; second by Board Member Teck; motion passed unanimously
   b. Civica New Smyrna was approved yesterday by a state-authorized
   c. 6-12 approved in Volusia County

b. Principal Reports
   a. City of Hialeah Educational Academy *(Graciela Carbajosa)*
   b. CIVICA Academy South Homestead *(Layda Morales)*

c. Financial Report *(Alina Chester)*
   a. **APPROVED**: The Board reviewed and approved the Final 2025-2026Annual Budget.
   b. **APPROVED**: The Board reviewed and approved the Proposed 2026-2027 Annual Budgets.
      Motion to approve the budgets by Board Member Alonso; second by Board Member Iglesias; motion passed unanimously

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

5. **Notifications and Announcements**

6. **Adjourned Meeting at 11:35am**

*The minutes were adopted by the Board of Directors at a meeting held on September 17, 2026.