

**NOTICE OF GOVERNING BOARD MEETING FOR  
PARRISH CHARTER ACADEMY, INC.**

A GOVERNING BOARD MEETING WILL BE HELD ON FEBRUARY 7, 2024, at 5:15 p.m.,  
UTILIZING COMMUNICATIONS MEDIA TECHNOLOGY (“CMT”).  
THE CMT USED WILL BE THE FOLLOWING:

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/86285796468?pwd=SU1Hc21vVUJJoNE0rYnFvMWFPamd5UT09>

[Meeting ID: 862 8579 6468](#)

[Passcode: S75jdb](#)

[One tap mobile](#)

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[+13126266799,,86285796468#,,,\\*889132# US \(Chicago\)](#)

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- [+1 646 558 8656 US \(New York\)](#)
- [+1 646 931 3860 US](#)
- [+1 301 715 8592 US \(Washington DC\)](#)

[Meeting ID: 862 8579 6468](#)

[Passcode: 889132](#)

INTERESTED PERSONS MAY EITHER ATTEND THIS MEETING VIA CMT OR IN-PERSON  
AT THE FOLLOWING ADDRESS:

**PARRISH CHARTER ACADEMY**  
**8605 Erie Road | Parrish, FL 34219**

FOR ADDITIONAL INFORMATION REGARDING THIS MEETING OR TO PROVIDE IN-  
FORMATION TO BE CONSIDERED AT THIS MEETING, PLEASE CONTACT:

**FORZA EDUCATION MANAGEMENT**  
**PO Box 830**  
**Parrish, FL 34219**  
[\*\*Info@FORZAedu.com\*\*](mailto:Info@FORZAedu.com)  
**727-642-9319**

THE MEETING WILL INCLUDE INFORMATION REGARDING  
PARRISH CHARTER ACADEMY. ALL BOARD PACKETS ARE DISTRIBUTED TO THE  
BOARD TO REVIEW PRIOR TO THE SCHEDULED MEETING.

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## **AGENDA**

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**I. Call to Order and Roll Call: 5:18**

Helen called the meeting to order at 5:18 p.m.

**School Board:**

Helen Deitriech- VP

Gwen DaPore- Secretary

**FORZA:**

William Staros- RVP

Trine Alfaro- Director of Marketing

Rafael Mastre- Building Hope- Finance

**PCA:**

Dawn Patterson- Principal

**Parent/School Liaison:**

None

**Public/Other:**

None

**II. Approval of Agenda:**

Helen made a motion to approve the agenda. Gwen seconded the motion which passed unanimously.

**III. Approval of Minutes: NOVEMBER 1, 2023**

Helen made a motion to approve the minutes. Gwen seconded the motion and the motion passed unanimously.

**IV. Old Business: None**

**V. Public Comment: None**

**VI. New Business:**

**A. Treasurer's Report:**

Rafael presented his report on the financials for October, November, and December which included a review of fund balances and anticipated reserves. The report continues to show strong fiscal standing with a healthy balance sheet with excess revenue of over \$5.5 million. He asked if there were any questions, and there were none. It was noted that the budget currently shows the fees for the school's portable buildings and increased insurance for them, but these will be removed in the next month.

**B. Approve and Execute Financials: October, November, December 2023**

Helen made a motion to approve the financials. Gwen seconded the motion and the motion passed unanimously.

**C. Approve Projected Enrollment 2024-2025**

Mr. Staros reviewed the projected annual enrollment for the school which shows an expected 854 students for the upcoming school year. Gwen made a motion to approve the projection. Helen seconded the motion and the motion passed unanimously.

**D. Approve Projected Budget 2024-2025**

Based on the projection for the upcoming school year, FORZA worked with Building Hope and their financial team to create a projected budget based on 854 students. The budget considers debt service and the removal of the portable buildings. A healthy fund balance is projected for the year, which equates to another healthy year for the school with respect to fiscal responsibility. Gwen made a motion to approve the projection. Helen seconded the motion and the motion passed unanimously.

**E. Approve Tentative 2024-2025 Academic Calendar**

Mr. Staros presented the academic calendar, which is set to begin on August 12, 2024. There were no questions or concerns. Helen made a motion to approve the calendar. Gwen seconded the motion and the motion passed unanimously.

**F. Approve 2024-2025 Board Meeting Schedule**

Mr. Staros presented the board meeting schedule, which will continue to meet quarterly and via ZOOM. It was noted that additional meeting may be needed for items requiring Board approval between projected dates. Gwen made a motion to approve the schedule. Helen seconded the motion and the motion passed unanimously.

**G. Approve February Teacher Out of Field Letters**

Mrs. Patterson reviewed the current staff who are teaching out of field. Gwen made a motion to approve the letter. Helen seconded the motion and the motion passed unanimously.

Having reviewed the agenda before the meeting, Helen requested that we review items H, I, J, and K, which were reviewed and presented for Board vote collectively.

**H. Approve FORZA Decision Making for Food Service Provider (RFP)**

Mr. Staros explained that the current contract for food services ends this year, and the school is required to submit an RFP to review and select a Food Services Provider. This item gives FORZA the opportunity to develop and submit the RFP and decide for final selection.

**I. Approve FORZA Decision Making for Health Benefits Vendor (RFP)**

The Board requested that FORZA review the schools health benefits for the upcoming school year in order to determine if a change would need to be made, which would have to be done through an RFP. This item gives FORZA the go ahead to create and manage an RFP for Health Provider.

**J. Approve New Technology Vendor and Timeline (TechLab)**

Mr. Staros reviewed the need for a new vendor for IT Services based on the continued growth of the school. The school will begin working with Technology Labs for all IT needs, starting in July. The Board will craft a notification letter to BlueCoast Networks to thank them of their years of service and to detail the timeline for this transition.

**K. Approve New Payroll Services Agreement with Building Hope and Pay-  
locity**

Mr. Staros reviewed the need for a new vendor for Payroll Services based on the continued growth of the school. The school will expand its relationship with Build Hope Services to include its HR and Payroll needs, starting in July.

After a review of each item, Helen made a motion to approve items H-K on the agenda collectively and concurrently. Gwen seconded the motion and the motion passed unanimously.

**VII. Reports:**

**A. Principal's Report:**

**B. FORZA Education Management Report:**

**VIII. Comments from the Board: (non-agenda items only)**

**IX. Reconfirmation of Next Meeting Date: MAY 1, 2024**

Gwen made a motion to approve the May 1, 2024 Board Meeting. Helen seconded the motion which passed unanimously.

**X. Adjournment**

Helen Deitrich made a motion to adjourn the meeting at 5:50PM and Gwen Dapore seconded the motion which passed unanimously.

*\*Individuals wishing to address the Board of Directors under Public Comments, are requested to sign-up prior to the beginning of the meeting by emailing [Info@FORZAedu.com](mailto:Info@FORZAedu.com) or by stating your name during Roll Call and requesting to speak. Individuals are limited to three minutes to present their comments.*

*\*\*The Board of Directors will not respond to extended public comments during the meeting, however, will follow-up any comments presented, in the most appropriate and time-effective manner.*

**Minutes from the Meeting will be available at the following location:**

**PARRISH CHARTER ACADEMY Website: [PCAEDU.ORG](http://PCAEDU.ORG)**