

ANNUAL REPORT TO THE CITY COMMISSION

NAME OF BOARD: Charter Elementary and Middle School Advisory Board

CHAIR: Dr. Imran Siddiqui

VICE CHAIR: Lisset Estevez

REPORTING TERM: September 2024 – May 2025

Date Submitted: June 4, 2025

33.503 ANNUAL REVIEW

On or before May 5th of each year, the representative Advisory Board or Committee shall forward to the City Commission a summary of the Advisory Board's or Committee's accomplishments during the prior year. Along with any recommendations or suggestions to the City Commission regarding any improvements to City operations, ordinances, or policies, they see fit to transmit based on their work and observations over the year.

I. SUMMARY OF ACCOMPLISHMENTS DURING THE REPORTING TERM:

- Election of Chairman and Vice Chair of Advisory Board.
- Annual review of the Sunshine Law Presentation.
- Reviewed and approved the 2024-2025 Charter System Wellness Policy.
- Reviewed Charter System School Security, Safety and Evacuation Plan.
- Reviewed Charter System student/parent reunification and emergency protocols.
- Reviewed and approved the 2024-2025 Guide to Proactive Discipline for Charter Elementary and Middle Schools.
- Reviewed and approved additions to Proactive Discipline concerning bullying for Charter Elementary and Middle Schools.
- Reviewed and approved the 2024-2025 Parent Handbook for Charter Elementary and Middle Schools.
- Reviewed and approved the 2024-2025 Improvement Plan for Charter Elementary and Middle Schools.
- Reviewed and approved the 2025-2030 Charter System Strategic Plan.
- Reviewed and approved the A+ Funds Distribution Committee's final report for Charter Elementary and Middle Schools.
- Approved the updated Innovative Learning process for funding.
- Reviewed Charter System fundraising activities, which includes dress-down days.
- Principals spoke about Jaguar Parent Point Series workshops and volunteer hours events and encouraged parents to participate.
- Parents were updated on the FAST testing during workshops conducted during several meetings.
- Principals regularly reported on individual school activities and middle school sports accomplishments.

- Recognized employees annually for their outstanding achievements and awards at meetings.
- Recognized the Charter School's accomplishments and organizational awards presented to the school.
- Strongly encouraged parent participation and to strongly support S.O.S. fundraising efforts.
- Conducted an "Open Forum" at every Board Meeting, encouraging parents, guardians, teachers, and students to raise issues, voice praise or concerns. This also an opportunity for parent questions to be answered directly by principals and other members of City and school staff present at Board meetings.
- Encouraged parent communication with Administrators and Board members.
- Maintained open communication with our Charter School Partners; "Chartwells" requesting availability to discuss and respond to any questions or concerns.
- Encouraged parents and guardians of students to also attend the Charter High School Advisory Board Meetings.
- Reviewed and approved the 2025-2026 Advisory Board Election Timeline.
- City Manager's office provided updated information on fund raising activities, upcoming events to earn volunteer hours, and lottery enrollment process and results.
- City Manager office advised on upcoming budget process for 2025-26 and when it will be presented to board for review and approval at the June meeting.
- Participated in the Budget Workshop.
- Supported staff during preparation for five-year Accreditation process.

II. SUPPORTING OR BACKUP DATA, MATERIAL, OR OTHER CLARIFYING DOCUMENTS, IF APPLICABLE.

- 2024– 2025 Attendance Record of Charter Elementary and Middle School Advisory Board Members.

III. ADDITIONAL COMMENTS

The Advisory Board appreciates the City Commission's support throughout the year.

IV. Statement regarding meeting date at which report was approved by Board or Committee for presentation to the City Commission.

The 2024-2025 Annual Report to the City Commission was presented for review and approved by the Charter Elementary Middle School Advisory Board at the May 6, 2025 meeting.

Dr. Imran Siddiqui
Chair

Charter Elementary Middle School Advisory Board
Attendance
June 2024 - May 2025

	JUNE	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	EXCUSED	UNEXCUSED
East Elementary												
Diana Lee Baptiste	P	P	P	P	E	P	E	P	P	P	2	0
Kevin Spence		Installed	P	P	P	P	P	P	P	E	1	0
Alternate Charisse Sands	P	P	E	E	P	E	P	E	P	E	5	0
Central Elementary												
Imran Siddiqui	P	P	P	P	P	P	E	P	E	P	2	0
Brandon Carrero		Installed	P	P	P	P	E	E	P	E	3	0
Andre Levy - Alternate	P	P	E	P	P	E	P	P	E	E	4	0
Central Middle												
Ron Osorio	E	P	E	P	E	E	E	E	E	E	8	0
Lizette Estevez	P	P	E	E	P	E	P	E	E	E	6	0
Alternate Hersham Ali		Installed	P	P	P	P	E	P	P	E	2	0
West Elementary												
Roxsana Yen-Chu		E Installed	P	P	P	P	P	P	P	P	1	0
Mark Phillips	P	P	P	P	P	P	E	E	P	E	3	0
Alternate Vacant												
	JUNE	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	EXCUSED	UNEXCUSED

Charter Elementary Middle School Advisory Board
Attendance
June 2024 - May 2025

[illegible]