Virtual Preparatory Academy of Florida
School Advisory Council Meeting Minutes

Wednesday, October 28, 2026 | 10:00–10:45 AM | Virtual Meeting (Microsoft Teams)

I. Call to Order *— April Carter*

Meeting called to order at: 10:03

Presiding officer: April Carter; interim Chair

Quorum confirmed (Y/N): yes Voting members present: 25/28

II. Welcome and Introductions *— April Carter*

New school leadership introduced: Scott Schneider, Deputy Head of School; Rashard Willis, K–12 Principal.

Discussion/notes: Scott- introduced himself, discussed our focus on benchmarks, excited about the work ahead of us and the amazing staff at VPrep. Rashard Willis introduced himself, committed to support, recognized the team as a whole and the experiences and ideas that are brought to the table.

III. Review and Approval of Agenda *— April Carter*

Motion by: Katrina Feola Second by: Ma'Sha Tenant

Motion Carries Unanimously

IV. Approval of September 30, 2026 Minutes *— April Carter*

Corrections, if any: none notes

Motion by: Ma'Sha Tenant Second by: Cody Swoboda

Motion Carries Unanimously

V. Introduction of New SAC Members *— April Carter*

Parent representatives introduced: Kiara Lunas and Lystra Ethridge

Student representatives introduced: Talia Floyd, Karina Caraballo, Josh John

Membership/selection verification and voting eligibility notes: none noted

VI. SAC Officer Elections *— April Carter*

Chair nominee: Kiara Lunas (Parent) (she withdrew)

Co-Chair nominee: Ma'Sha Tennant (Academic Mentor Coordinator)

Secretary nominee: Lita Stanton (Lead Teacher)

Additional nominations (if applicable): none

Election method and eligible voters: 25/28 present eligible voters (admin not able to vote)

Chair result/vote: Kiara Lunas unanimous (later withdrew nomination)

Co-Chair result/vote: unanimous Ma'Sha Tennant

Secretary result/vote: unanimous Lita Stanton

VII. Upcoming SAC Meeting Schedule *— April Carter*

December SAC meeting rescheduled to December 9, 2026.

Future SAC meeting time announced: 3:00 PM.

Discussion or motion, if required: none noted

VIII. School Improvement Plan Updates and SAC Input *— School Leadership*

School improvement priorities/progress shared: Principal Willis shared new implementation of acronym BSI, PBIS, engagement, attendance etc toward path to getting commendable

Member questions, feedback, recommendations: none noted

IX. Public Comment *— SAC Chair / Presiding Officer*

Comments and responses (or "None"): How can SAC help improve communication and support for families whose children need additional academic support or accommodations? (asked by Kiara Collado)

- Inform families about meetings, provide resources and extra supports
- That would be fantastic to spread the word on the cameras on and use of their mics when prompted by the teachers. (From Scott Schneider)
- Will we reiterate our attendance expectations to students and families? Additionally, do we have a plan for students who are not on camera or active? (Cody Swoboda)
- I was thinking can we get tutoring and also the work some times is hard for my daughter Anjali and she also don't like to participate all the time so I have to encourage her too And I'm having a problem with her doing so (Lystra Ethridge) April Carter gave email address and offered to put student on tutoring waitlist
- At the last SAC meeting I had asked about stakeholder survey input. Do we have that information? (Jan Hancock) Scott Schneider mentioned that we are working with instructional empowerment and more information is coming soon on that
- Do we have a way to find out which of our students are missing our classes bc of tutoring? (Lisa Cohen) Ma'Sha said she would get her a copy of tutoring schedule
- Ma'Sha asked how can we make sure LC's are actively helping their students at home
- Principal Willis discussed how he's working on a communication plan to be able to get parents involved, communicate with them etc.
- Donna Vitek said We need to protect time in Civics because their EoC is 30% of their grade. April addressed that they are no longer being pulled out in civics so that should be corrected now
- Scott Schneider mentioned two more supports/interventions are coming on board to help with ELA and Math for Tier 2
- Jan Hancock asked about students being pulled for intervention during 1a/2a (small group time) and Scott Schneider said a schedule would come out and they will utilize breakout rooms but it should not hinder instructional time. It's to provide support but not interrupt instruction.
- Alanna mentioned that originally we had ESE/MTSS students on the tutoring list but many were taken out so they could get their ESE support from their ESE teacher. Only the ones whose parents requested them to stay in are in.

X. Closing Remarks and Adjournment *— SAC Chair / Presiding Officer*

Next Meeting December 9th at 3pm

Meeting adjourned at: 10:46 am

Motion/second, if required by bylaws: Ma'Sha Tenant and Cody Swoboda

SAC Membership and Attendance

Name	Representative Group	Present (Y/N)
April Carter	Coordinator	y
Scott Schneider (non voting member- admin team)	Deputy Head of School / Guest	y
Rashard Willis (non voting member- admin team)	K–12 Principal / Guest	y
Ma'Sha Tennant	Academic Mentor Coordinator	y
Lita Stanton	Lead Teacher	y
Donna Vitek	Teacher	y
Alanna Labella	Tutoring	y
Brandi Sanchez	Academic Mentor	y
Chelsea Nori	Teacher	y
Cody Swoboda	Teacher	y
Courtney Antosh	Teacher	y
Dani Vanryn	ESE Teacher	y
Emily A	Counselor	y
Jan Hancock	Teacher	y
Jermaine James	Instructional Coach	y
Katrina Feola	Teacher	y
Khadine John	Parent	y
Josh John	Student	y
Kiara Collado (Lunas)	Parent	y
Lisa Cohen	Teacher	y
Lystra Ethridge	Parent	y
Megan Vogel	ESE Coordinator	y
Shawntae Brown	Instructional Coach	y
Stephanie Patrick	Instructional Coach	y
Shelbey Lane	Teacher	y
Toni Chieppa	Instructional Coach	y
Wendy Ross	Operations	y
Madison Jandrew (non voting member- admin team)	AP K-12	y

Total attendees (including public): 28 Voting members present: 25

Action Items / Follow-Up

Action Item	Responsible Person	Due Date / Follow-Up
Tutoring Schedule	April Carter	
IE information to share	Scott Schneider	

Minutes prepared by: Lita Stanton Date: 10/28/26