



## Board of Directors Meeting Minutes

Brooks DeBartolo Collegiate High School strives to be a model collegiate high school offering a broad and rigorous educational program to students from diverse cultural backgrounds. Within a caring, respectful, multicultural environment, the school is committed to instilling in each student a desire to learn, to take appropriate risks and accept challenges. The School community is committed to developing students who are life-long learners and responsible citizens who will succeed in the 21<sup>st</sup> century.

Date: August 24, 2015

Location: Cafeteria, 10948 N. Central Ave., Tampa, FL 33612

Called to Order: 3:40 pm

- I. Roll Call: David Mallitz, Norma Matassini, Geza Henni, Derrick Brooks, Chad Chronister, Mercedes Hale, James Henning, Rich Lozada, Delia Palermo, James Palermo, Valerie Panou, Bonita Pulido, Bonnie Salazar, Cynthia Vasquez

Principal: Kristine Bennett

Administrative Assistant: Victoria Harris

Teacher Representative: Dan Allen

Parent Representative: Vicky Phares

Absent: Joe Affronti

Guest: Mr. Fernandez, Mrs. Ervin, John Byczek

- II. Approval of Minutes: The minutes were read from 5/18/2015 and approved.

- III. **Board Elections\*:**

**\*Items Needing a Vote:**

**Corporation Officers\*:**

Motion: David Mallitz as President, Derrick Brooks as Vice-President, Cynthia Vasquez as Secretary, and Geza Henni as Treasurer

Vote: Motion approved unanimously

**Board of Directors Officers\*:**

Motion: David Mallitz as Chairman, Cynthia Vasquez as Vice-Chairman, Mercedes Gonzalez-Hale as Secretary, and Geza Henni as Treasurer

Vote: Motion approved unanimously

- IV. President's Remarks:

1. Welcome back from summer vacation and to a great school year ahead. Introduction of new teacher representative, Dan Allen and parent representative, Vicky Phares.
2. Transportation issues-Mrs. Bennett reported on the condition of the buses and vans; the Honda van was repaired. Leasing a bus is no longer an option because those types of leases are no longer available to the schools. The option of leasing 16 passenger vans are still optional or

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8/24/15

- requesting the board to help find reliable, low-cost, multiple 16 passenger vans and/or bus. Open to used vehicles contingent upon condition and mileage.
3. Building update-Building report (please see attached) distributed to board members detailing the maintenance and repairs of the building. Mrs. Bennett reported the building leaks and lights were repaired.
  4. Athletic Complex update and **Director of Development\*** - Director of Development will assist with obtaining sponsors and donations for the Stadium.

**\*Items Needing a Vote:**

**Director of Development\*:**

Motion: Hire Judy Anderson as the Director of Development for Brooks DeBartolo Collegiate High School.

Vote: Motion approved unanimously

V. Principal's Report:

1. **2015-2016 Student & Family Handbook\*, 2015-2016 Employee Handbook\***
2. Staff Update – Mrs. Bennett will contact final candidate to offer position for the Director of Development. Dan Allen spoke about LINK Program conducted during Open House.
3. **Teachers with an Agreement to Earn\***- At this time, there are no teachers with an Agreement to Earn for their current teaching position.
4. **Out of Field Teachers\***

Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes	Highly Qualified
Theresa Bowman	Writing 1 Writing 2	August 1, 2015	English 5-9 English 6-12	ESOL	Yes
Lavel Dumont	Exceptional Student Education	August 1, 2015	ESE K-12	ESOL	Yes
Elsida Hernandez	Spanish 3 Spanish 4	August 1, 2015	Spanish K-12	ESOL	Yes
Brunilda Oquendo	Applied Computer Bus Skills, Computing for College and Careers, Research	August 1, 2015	Business Education K-12	ESOL	Yes

**Please refer to *Parent Notification Letter* (see attached)**

5. Teacher Peer Mentorship Program- 2015-2016 school-wide theme: Lead, Learn, & Grow. Ms. Kenney & Mr. Joensen put in writing a Peer Mentorship Program for teachers.
6. Principal's Goals-1) Increase in effective professional development 2) Increase collaboration 3) Increase teacher perception of support 4) Meet the goals of the School Improvement Plan as will be reported in next month's State of the School Report
7. Student Scholarships- Mrs. Bennett would like the Board to network with potential donors to offer BDCHS students scholarships for continuing education. The Matassini family offered a \$1,000.00 scholarship for a student interested in Social Justice.

**\*Items Needing a Vote:**

**2015-2016 Student & Family Handbook\*, 2015-2016 Employee Handbook\*:**

Motion: Accept teachers with an agreement to earn status

Vote: Motion approved unanimously

**Out of Field Teachers\***

Motion: Accept list of Out of Field Teachers (please refer to chart) and Parent Notification Letter

Vote: Motion approved unanimously along with Parent Notification Letter sent to Brooks DeBartolo parents

VI. New Business:

1. Committee Assignments-Mrs. Matassini presented a sign-up sheet for Board to join Committees.
2. Committee Goals & Schedule Due by Sept. 14th
3. Introduction of Mrs. Harris-Mrs. Bennett introduced Mrs. Harris, the new Administrative Assistant for the Board of Directors and Student Services at Brooks DeBartolo.
4. Update on Board Compliance-All Board members are in compliance and only one person is coming up for renewal.
5. Strategic Plan Update: Timeline-Mrs. Matassini would like to take this year to work on the New Strategic Plan before the current one expires. She needs three to four Board members to participate in the Strategic Plan Workshop in October along with parents, students, teachers, alumni, and community partners.

**\*Items Needing a Vote:**

Committee Reports:

1. Education Committee: Nothing to report at this time. First meeting scheduled for September 8<sup>th</sup> at 3:15pm.
2. Finance Committee: Mr. Henni discussed the 2015-2016 Projected Budget, which was already approved. Focus for committee is the Annual Audit on September 30<sup>th</sup>.
3. Development/Fundraising Committee: Nothing to report at this time.
4. Recruitment/Marketing Committee: Mr. Lozada reported the attendance for the August Open House was at full capacity. He will work on filling committee vacancies.
5. Governance Committee : **Would like to limit number of Board members to fifteen (15)\***
6. Technology Committee: Rooms To Go will donate tablets to BDCHS for students to use due to the partnership with the local retailer. The Technology committee needs parent volunteers to sign-up to visit the retailer and help wipe tablets clean before the school can obtain the tablets.
7. PAC Report: Dr. Phares, the parent representative from PAC (Parent Advisory Council) shared with the Board updates and activities on behalf of PAC.

**\*Items Needing a Vote:**

**Limit number of Board Members to fifteen (15)**

Motion: Accept the limit of Governing Board Members to fifteen (15)

Vote: Motion approved unanimously

VII. Old Business:

1. Members of the Board need to generate ten to fifteen questions for the Board Survey. A recommendation was made for the Education Committee to generate the survey questions.

Meeting adjourned: 5:01 pm