



Board of Directors Meeting Minutes

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

Date: August 1, 2016

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

Called to Order: **Called to order by Cynthia Vasquez at 3:45 pm**

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

Principal: Kristine Bennett

Administrative Assistant: Victoria Harris

Teacher Representative: Dan Allen

Parent Representative: Maryanne Funai

Absent: James Palermo, Valerie Panou

Guests: Judy Anderson, Jamie Ervin, Eric Fernandez

- II. Approval of Minutes: 05/23/2016 unanimously approved

- III. President's Remarks:

1. New Parent Representative to the Board was introduced: Maryanne Funai

***Items Needing a Vote:**

- IV. Principal's Report:

1. Introduction of new staff and personnel update-Mrs. Bennett updated the Board on position changes and new hires. Mrs. Lourdes Lozada retired and has been replaced by Mrs. Lisa Conrow. Cheryl Fernandez has accepted the opportunity to be an Asst. Principal at a district school. There is an opening for her position. English teacher, Kaitlyn Tainter accepted a position in the district and has been replaced by Ms. Erin Schult. A science teacher position was added and a new teacher, Mrs. Jacqueline Demko, has been hired. Mrs. Noemi Montanez has accepted a position closer to home at a district school, which leaves the Data Processor/Registrar position open.
2. **Legal Counsel***- It was voted on and approved that Stephanie Alexander will be utilized as an attorney experienced in Charter School policies. All questions in regards to Charter School

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9/30/16

year on correspondence, website, letterhead, and email. Finally, the Development Fundraiser Procedure that has been incorporated by the Development committee was shared with the Board.

4. Recruitment Committee: Prospective Student Open House will be August 27th at 2 pm. Mr. Lozada would like to explore the best method of recruitment and to quantify which procedures work best for recruitment.
5. Governance Committee: **Approve Revised Mission Statement***, Governance Objectives for Strategic Plan-The Governance Committee will designate workshops to bring understanding and to educate Board members in regard to certain goals within Strategic Plan.
6. Technology Committee: On board with Education Committee and Technology Committee coordinating their meeting schedules.
7. PAC Report: Judy Anderson reported on behalf of PAC, but Ms. Maryanne Funai will report for PAC at Board meetings. The 1st PAC meeting will take place August 16 at 6pm with a guest speaker. Mrs. Anderson gave an update on the 4th of July Parade; 20 participants, parents donated snacks & drinks, and Elder Ford provided the truck driven in the parade.

***Items Needing a Vote:**

Approval of 2015-2016 Final Budget*

Motion: Accept 2015-2016 Final Budget

Vote: Motion approved unanimously

Approve Revised Mission Statement*

Motion: Accept revised Mission Statement for the 2017-2021 Strategic Plan

Vote: Motion approved unanimously

VI. Old Business:

Meeting adjourned: 5:07 pm

Upcoming Events:

August 4th – Board Sponsored Luncheon: Meet & Greet – 12:00 pm – 1:00 pm

August 5th – Freshman Open House – 4:00 pm

August 6th – New 10th – 12th Grade Students Open House – 8:30 am – 9:00 am

August 6th – All 10th – 12th Grade Open House – 9:30 am – 12:30 pm

August 6th – Student Council Bake Sale at Brooks DeBartolo Collegiate High

August 10th – First day of School

August 16th – PAC Meeting – 6:00 pm

August 23rd – Development Committee Meeting at 9:30 am

August 27th – Prospective Student Open House at 2:00 pm, Brooks DeBartolo's cafeteria

September 7th - Development Committee Meeting at 9:30 am

policies will be funneled through Kris Bennett and Mercedes Hale and they will determine when to use Ms. Alexander's services.

3. **Approval of 2016-2017 Student & Family Handbook*, 2016-2017 Employee Handbook***
4. **Approval of Agreement to Earn*** (Reference chart below)
5. Review of Principal's Goals-See attached document
6. Employee Health & Benefits-The school's insurance plan is still considered small group, therefore, the rates have not changed. The only change is the Dental Plan has been updated to provide more coverage.

***Items Needing a Vote:**

Legal Counsel*:

Motion: Accept Stephanie Alexander as the BDCHS attorney that will give legal counsel for Charter School Policies

Vote: Motion approved unanimously

2016-2017 Student & Family Handbook*, 2016-2017 Employee Handbook*:

Motion: Accept 2016-2017 Student & Family Handbook & 2016-2017 Employee Handbook

Vote: Motion approved unanimously

Approval of Agreement to Earn*-

Motion: Accept teachers with an agreement to earn status

Vote: Motion approved unanimously

Agreement to Earn List

Teacher	Out-of-Field Area	Agreement to Earn
Theresa Gray	ESOL	
Lisa Conrow	ESOL	
Jacqueline Demko	ESOL	Chemistry
Lavel Dumont	ESOL	
Rantz Phelps	ESOL	

V. New Business:

1. Mrs. Harris will send committee chairs the 2015-2016 Committee list to update chairs & members, responsibilities, and/or goals for 2017-2018.

***Items Needing a Vote:**

Committee Reports:

1. Education Committee: Dr. Vazquez is soliciting new chair for the Education Committee. Dr. Vazquez would like to coordinate their meeting times with the Technology committee to allow for more effective communication and dissemination of information in each committee's meeting.
2. Finance Committee: **Approval of 2015-2016 Final Budget***
3. Development Committee: Mrs. Judy Anderson introduced new agenda for the Development Committee. It consists of assignments given to committee members, student stories from members, parents or students, and a time guideline to keep the meeting time on track. Mrs. Anderson reported that we were not chosen as finalist for the Super School Project, but the school has the option to move forward and wait for an email for more funding opportunities. A decision was made to move forward and see what is presented. Upcoming fundraisers-Elder Ford's Drive4URSchool, Phoenix Fund Campaign, Champion Breakfast (Nov. 1), and PDQ (Nov. 7-Dec.). Mrs. Anderson was approved to purchase the Donor Management System, which will assist her with the accountability and organization of the donor list. The BDCHS ten (10) anniversary logo was shared with the Board and she is asking if it's possible to use the logo this