



## 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: December 5, 2016

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

### Called to Order:

- I. Roll Call: David Mallitz, Cynthia Vasquez, Geza Henni, Derrick Brooks, Joe Affronti, James Henning, Rich Lozada, Norma Matassini, Delia Palermo, James Palermo, Valerie Panou, Bonita Pulido,

Principal: Kristine Bennett

Administrative Assistant: Victoria Harris

Teacher Representative: Dan Allen

Parent Representative: Maryanne Funai

Absent: Chad Chronister, Mercedes Hale

Guest: Teresa Gouger, Jamie Ervin, Kelly Catania, Eric Fernandez

- II. Approval of Minutes: 10/17/2016 unanimously approved

### III. President's Remarks:

1. Introduction of Guest: Teresa Gouger – Mrs. Matassini introduced Teresa Gouger to the Board. Ms. Gouger shared with the Board her professional background and her interest in education.
2. Linda Sustakoski- BDCHS Information Technology Director – Ms. Sustakoski demonstrated to the Board the Net Support program and showed the Board the school's classroom laptop cart. It holds 30 laptops and the IT Dept. are in need of more carts for the classrooms.
3. Restructuring of Committees and Board – Mr. Mallitz reported that the Board needs to evolve by creating an operating board, advisory board, and become a board that is more active. The advisory board will only meet a couple of times a year and will make high level decisions. Board members serving on committees need to be an active participant on the committee. Mr. Mallitz asked Board members to think about their role and where they see themselves.

**\*Items Needing a Vote:**

*[Handwritten signature]*  
1/23/17

IV. Principal's Report:

1. **Policy Revision Process\*** and Timeline – Mrs. Bennett is appealing to the Board to make clear and have in writing the school's policy on out of county students applying to Brooks DeBartolo. A request was made by Mrs. Bennett at the last meeting for the Board to write a letter to the District Charter office stating we support school choice and we want to keep our current policy to offer choice to all students, out of county and in-county which is reflective of our current Lottery Policy. Mr. Mallitz recommends a letter be sent by legal representative (lawyer) stating our stance on our admission policies. The Board voted on three items in regards to the policy revision process. **(see Items Needing a Vote section)** Mrs. Matassini presented Board Policy timeline. **(see attached document)** Dr. Vasquez explained the drafted timeline and expressed the policies are the responsibility of the Board to write. David recommends using a template that various committees can use to update the area of their policy.
2. Personnel Update-John Bangley, Assistant Principal, resigned; his last day will be December 12<sup>th</sup>, 2016. Mr. Allen, BDCHS Science teacher, will assume the Assistant Principal Interim role for the remainder of the Year. Terri Gray, English Teacher, will now be the new ESE Teacher and ESOL Compliance. Ms. Meo has been hired as an English II teacher to replace Mrs. Gray.
3. **Approval of the Revision and New Calendar\*** - Mrs. Bennett presented the Board with the revised 2016-2017 BDCHS Student Academic Calendar and the 2017-2018 BDCHS Student Academic Calendar Draft for their approval.

**\*Items Needing a Vote:**

**Policy Revision Process – Three Steps**

Motion: Attorney will respond about interpretation of law

Vote: Motion approved unanimously

Motion: Draft policy based on recommendation to be placed in policy manual

Vote: Motion approved unanimously

Motion: Draft letter to District articulating school's stance on policies

Vote: Motion approved unanimously

**Approval of the Revision and New Calendar**

Motion: Approve the revised 2016-2017 BDCHS Student Academic Calendar

Vote: Motion approved unanimously

Motion: Approve the 2017-2018 BDCHS Student Academic Calendar Draft

Vote: Motion approved unanimously

V. New Business:

1. Holiday Board Social – Sacred Pepper, December 7, 2016 at 6:30 pm
2. Mrs. Matassini recommends the addition of a new Board member at the next Board meeting. She requested a response about this recommendation from board members in a timely manner.

**\*Items Needing a Vote:**

VI. Committee Reports:

1. Education/Technology Committee: Goals combined – Teacher evaluation plan is being discussed in teacher workshop with subject area leaders, administration, and education committee board members. Finance Committee: Athletic Facility Update- Mr. Mallitz expressed reality of football team due to enrollment/lottery; not enough to fill football. Mr. Mallitz suggested focusing on La Crosse, soccer, and Home court for basketball, volleyball, cheerleading, and flag football. Mrs. Matassini also suggested using facility as rental space for income.

2. Development Committee: PDQ Fundraiser will end on December 7<sup>th</sup>; all monies and forms need to be submitted to Mrs. Anderson. PDQ cards will be passed out the following week before the Winter break.
3. Recruitment Committee: The last Prospective Student Open House on December 15<sup>th</sup> at 6 pm will be the last open house before the lottery. There are four more open houses scheduled before school ends.
4. Governance Committee: Division of Governance & Administrative Roles Handout – The committee has been getting ready for renewal and preparing for policy renewal. Mrs. Bennett was commended for her help with the Leader/Board Division of responsibility. The timeline for Board restructuring was also referenced.
5. PAC Report: (had to leave, no report at this time)

**\*Items Needing a Vote:**

VII. Old Business:

Meeting adjourned:

**Upcoming Events:**

**November 14<sup>th</sup> – December 7<sup>th</sup> – PDQ Fundraiser**

**December 7<sup>th</sup> – PDQ Envelopes/Orders are due**

**December 7<sup>th</sup> – Band/Choral Winter Concert**

**December 9<sup>th</sup> – Mayor's Hour Taping – 11:00 am, BDCHS**

**December 12<sup>th</sup> – 14<sup>th</sup> – PDQ Card Delivery**

**December 13<sup>th</sup> – 16<sup>th</sup> – Semester I Exams – Early Dismissal - 12:50 pm**

**December 14<sup>th</sup> – Development Committee Meeting – 9:30 am**

**December 15<sup>th</sup> – Faculty/Staff Holiday Luncheon – 1:30 pm, BDCHS Cafeteria**

**December 15<sup>th</sup> – Prospective Student Open House – 6:00 pm**

**December 18<sup>th</sup> – December 30<sup>th</sup> – Winter Break, BDCHS Closed**

**January 2, 2017 – Happy New Year - Faculty/Staff Work Day, BDCHS Open**

**January 3, 2017 – Classes resume, students return**

