



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 7, 2017

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

Called to Order: 5:20 pm

I. Roll Call: Norma Matassini, Derrick Brooks, Cynthia Vasquez, Joan Roberts, Joe Affronti, John Browne, Altelio Moragne

Principal: Kristine Bennett

Administrative Assistant: Victoria Harris

Teacher Representative: Areon Atkinson

Parent Representative: Dale Kimball

Director of Development: Judy Anderson

Absent: Mercedes Hale, Rich Lozada

Guest: Millie Carmack, Eric Fernandez, Jennifer Ervin, Ryan Malo, Vicky Phares, Anicette Richardson, Linda Sustakoski

II. Approval of Minutes: 5/15/2017 unanimously approved

III. Chair's Remarks:

1. Welcome – Mrs. Matassini, Chair of the Board of Directors, greeted the board and visitors. She also introduced the new Board members, J. Browne, A. Moragne, and J. Roberts.
2. Brief review of meeting format – (Did not have time to discuss.)
3. Major Goals for 2017-2018 - Mrs. Matassini discussed the Board Goals for the 2017-2018 school year and assigned each committee a goal to incorporate into their goals to help implement. (See attached document)

***Items Needing a Vote:**

A handwritten signature in black ink, followed by the date "09/25/17" written vertically.

IV. Principal's Report:

1. **Approve Handbooks/Policies/Procedures***- Dr. Vasquez suggested having the handbooks ready for review during July to give the Board time to read, discuss, and have a workshop before the August Board meeting. Mrs. Bennett and Mr. Brooks shared concerns about the July due date because June and July are the time frame for review and updating the new school year's information.
2. Agreement to Earn - Julie Youngster-continued agreement – Ms. Youngster is currently pursuing her master's at USF which will satisfy her Reading Endorsement requirement.
3. Principal's yearly goals set for approval – Principal's goals will be approved with the update to increase the percentage amount in the second goal from ten percent (10%) to twenty percent (20%). (See attached document)
4. Employee Insurance Renewal Update – Mrs. Bennett shared with the Board the price increase on the employee insurance renewal. (See attached document.)
5. Policy recommendation for a backup signatory/approval process from Board - Mrs. Bennett recommended the Board to have a backup signatory in place for situations that may arise if the Chair is not available to sign documents of financial matters.
6. Introduction of new staff members – Mrs. Bennett introduced to the Board the addition of Mr. Malo, Asst. Principal of Administration, Mrs. Campbell, Health Assistant, Mr. Dang, Long Term Sub for Math, and Mr. Ranaweera, Math Teacher.
7. Graduation date changed from May 22nd to Friday, May 18th, 2018 at 2:00 pm. It was suggested to talk to someone at the Straz Center in advance about parking, especially for our Board members and guests (Hillsborough County school board, charter office, and guest speaker).
8. Spanish National Honor Society had an opportunity to give their chapter a name. They voted to have it called, *The Norma Matassini Chapter*.

***Items Needing a Vote:**

2017-2018 Student & Family Handbook*, 2017-2018 Employee Handbook*, 2017-2018 Athletic Handbook*:

Motion: Accept 2017-2018 Student & Family Handbook, 2017-2018 Employee Handbook, & 2017-2018 Athletic Handbook contingent upon any necessary revisions needed.

Vote: Motion approved unanimously

V. New Business:

1. Discussion of 2016-2017 Amended Budget – Dr. Vasquez opened the discussion to the Board of the 2016-2017 Amended Budget.
2. **2016-2017 Amended Budget* - needs approval**
3. Discuss Board special project administrator- Ms. Carmack will be assisting the Board with special projects and workshops. She will also assist Mrs. Harris by attending Board and Committee meetings, recording the minutes, typing and distributing the minutes.
4. Board procedure for public presentation or comment – Mrs. Matassini would like to have more teachers and students to present, at the Board meetings, their activities, accomplishments, or special projects they are conducting or have been involved. She recommends allotting fifteen (15) to twenty (20) minutes at the beginning of each Board meeting. Mrs. Matassini also discussed with the Board and guests the procedures for requesting time to speak at a Board meeting. A sample copy of the Request to Speak Form was passed out to Board members and guests to view. Guests may obtain the official form from the Board Administrative Assistant prior to the Board meeting starting.
5. Mrs. Matassini announced La France, Unisex Vintage Clothing shop, will sponsor a thousand dollar (\$1,000) scholarship for a BDCHS student in Performing/Visual Arts.

***Items Needing a Vote:**

Approval of 2016-2017 Amended Budget*

Motion: Accept 2016-2017 Amended Budget

Vote: Motion approved unanimously

Committee Reports:

1. Governance Committee: Mr. Brooks congratulated everyone on the Charter Contract renewal. SACs accreditation is coming and Mr. Brooks is asking everyone to dig deep to labor to re-work Board policies and procedures through the Policy Adoption Revision Team (P.A. R. T.) with the goal to be completed by May.
2. Education/Technology Committee: Mrs. Bennett stated the Department of Education will make a decision to check the validity of VAM. This will determine whether VAM stays or goes. The assessment schedule from the district has been revised, and BDCHS will follow the district's schedule for assessment. Ms. Sustakoski reported from Technology that all computers are in operation except the Mac computers. Vendor-related issues have set Technology back with the Macs. All labs are completely stocked with computers. The Tech team beta tested a few file-sharing programs and could not find one that would fit for BDCHS. Google introduced "Team Drives" for file sharing and it's free for schools. Ms. Sustakoski was able to get more information and training on the program and has already set the school staff and teachers with accounts. Accounts will be made for Board members. A training will be made available to the Board. The Education/Technology Committee will have its meeting September 6th, 2017, time to be determined.
3. Finance Committee: The Finance Committee will review the annual budget at their meeting on August 31st, 2017, 9:30 am at BDCHS.
4. Development/Marketing Committee: Mrs. Anderson will finalize the committee's meeting dates. At the upcoming August 16th meeting, she will discuss membership and the direction of the committee. Mrs. Anderson passed out a copy of the *Save the Date* flyer for the upcoming Spring Event. She also distributed committee updates in a packet format entitled, *Development Plan*, and will share with the Board any changes or updates to the *Development Plan*.
5. PAC Report: Mr. Kimball would like to create a form or letter to request more involvement from parents. The first PAC meeting will be September 12th at 6:00 pm.

***Items Needing a Vote:**

VI. Old Business:

VII. Delegation of Projects/Tasks:

Project/Task	Person(s)	Date Assigned	Date for Review	Due Date
Updated handbooks-discuss as old business for September Board mtg.	K. Bennett/Admin. team	TBD	TBD	TBD
Policy for backup signatory for financial matters	D. Brooks and Governance	8/7/17	-	9/11/17
Committees – update goals for 2017-2018	Committee Chairs	8/7/18	9/11/17	9/11/17
Committees update membership list	Committee Chairs	8/7/18	9/11/17	9/11/17

Meeting adjourned:7:30 pm

Upcoming Events:

See attached calendar