



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: September 25, 2017

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

Called to Order: 4:00 pm

Roll Call: Norma Matassini, Derrick Brooks, Cynthia Vasquez, Joan Roberts, Mercedes Hale, Rich Lozada, Altelio Moragne

Principal: Kristine Bennett

Administrative Assistant: Victoria Harris

Teacher Representative: A. Rinard

Parent Representative: Dale Kimball

Director of Development: Judy Anderson-Absent

Absent: John Browne

Guest: J. Ervin, E. Fernandez, R. Malo

I. Approval of Minutes: 8/7/2017 unanimously approved

II. Chair's Remarks:

1. Welcome – Mrs. Matassini welcomed the group back from the disruption of Hurricane Irma.
2. Guest Presentations acknowledged by Chair – None at this time. Mrs. Matassini is inviting teachers and students to present to the Board any projects, events, or accomplishments.
3. Approve Board Goals – Tabled until next meeting after all committees have had a chance to meet.
4. Committee Yearly Goals and meeting dates – Mrs. Bennett suggested Mrs. Harris send the Board Goals to all committee chairs to place on their agenda to discuss.
5. **P.A.R.T. update – Approve the hiring of Jennifer Ervin as an independent consultant***
6. Resignation Letter – Joe Affronti – Mrs. Matassini read to the Board the resignation letter of Mr. Affronti effective September 25, 2017.

***Items Needing a Vote:**

Approve the hiring of Jennifer Ervin as an independent consultant

A handwritten signature in black ink, followed by the date "09/28/17" written in a similar style.

Motion: Approve the hiring of Jennifer Ervin to serve as an independent consultant in order to supervise and lead the process of amending and revising the Board policy manual.

Vote: Motion approved unanimously

III. Principal's Report:

1. Audit Rescheduled – The new audit deadline is October 6th. Mrs. Williams has been given permission to submit her documents for the audit electronically, and she is allowed to mail her binder to the auditors. Mrs. Bennett believes the accommodations given are attributed to the thoroughness of Mrs. Williams during her past audits.
2. **Approve Insurance Renewal*** - Mrs. Bennett distributed the insurance renewal packet, and reported the rate increase in some parts of the insurance due to the new bus and an additional vehicle. However, since there will be no more competitive cheer as a sport, there was a rate decrease for sports liability.
3. State of School Report – Mrs. Bennett shared with the Board the 2017-2018 State of School Report. She presented and explained each area of the report which included school wide data, survey results, and the state assessment requirements to the Board. Mrs. Bennett also stated the school's goals for the 2017-2018 school year as well as strategies for improvement.
4. **Approve Out of Field Teachers Parent Notification/Agreement to Earn*** - Julie Youngster-see chart below and attached letter

Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes
Julie Youngster	English 3 Intensive Reading	August 1, 2016	English 6-12	Intensive Reading

***Items Needing a Vote:**

Approve Insurance Renewal

Motion: Approve Insurance Renewal

Vote: Motion approved unanimously

Approve Out of Field Teachers Parent Notification/Agreement to Earn

Motion: Approve Out of Field Teachers Parent Notification Letter/Agreement to Earn

Vote: Motion approved unanimously

IV. New Business:

1. **Revise Enrollment Policy*** - In order to stay consistent and cut down the need to change verbiage, Dr. Vasquez recommends all policies match the language of state law going forward without including procedures.

***Items Needing a Vote:**

Approve Revised Enrollment Policy

Motion: Approve revised Enrollment Policy

Vote: Motion approved unanimously

Committee Reports:

1. Governance Committee: At this time, the By-Laws are in a state of revision and will be discussed further at the next meeting. Governance will meet September 28th at 3 pm in the Palermo Conference room.
2. Education/Technology Committee: Education/Technology will meet October 4th at 3:45 pm in the Palermo Conference room.

3. Finance Committee: The finance committee discussed and revised the budget of 2016-2017 amended budget and amended the budget for 2017-2018. The committee also reviewed the employee benefits insurance for the school. The committee's goal is to start early with their budget talks.
4. Development/Marketing Committee: Mrs. Bennett presented to the Board, on behalf of Mrs. Anderson, the Development Update sheet. (see attached document) Mrs. Anderson is asking all Board members to setup their Individual Donor Page.
5. PAC Report: PAC will meet October 3rd at 6:00 pm in the cafeteria.

***Items Needing a Vote:**

V. Old Business:

1. Due date for Updated Handbooks – see Project chart
2. Policy for backup signatory for financial matters – on-going
3. Committees updated membership list – see Project chart

VI. Delegation of Projects/Tasks:

Project/Task	Person(s)	Date Assigned	Date for Review	Due Date
Policy for backup signatory for financial matters	K. Bennett	9/25/17	10/11/17	10/18/17
Reschedule Principal's Evaluation Team	N. Matassini	9/25/17	TBD	TBD
By-Laws	M. Hale	9/19/17	10/11/17	10/18/17
View drafts of updated handbooks	BDCHS Admin	9/25/17	n/a	6/30/18

- VII. Open Discussion: Floor opened by Chair for comments. Mr. Malo shared with the Board the various events students of BDCHS will be participating in and his appreciation for the school.

Meeting adjourned: 6:13 pm

Upcoming Events:

See attached calendar

