



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: October 18, 2017

Location: BDCHS Room 11/5/116, 10948 N. Central Ave., Tampa, FL 33612

Called to Order: 3:46 pm

- I. Roll Call: Norma Matassini, Cynthia Vasquez, Joan Roberts, John Browne, Mercedes Hale, Rich Lozada, Altelio Moragne

Principal: Kristine Bennett

Administrative Assistant: Victoria Harris

Teacher Representative: A. Atkinson-Abs, A. Rinard-Abs Parent Representative: Dale Kimball

Director of Development: Judy Anderson

Absent: Derrick Brooks

Guest: Jennifer Ervin, Eric Fernandez, Ryan Malo, Aundrekia Williams

- II. Approval of Minutes: 9/27/2017 unanimously approved

III. Chair's Remarks:

1. Welcome – Appreciation was given to Mrs. Williams for the exemplary work she does when being audited.
2. Guest Presentations acknowledged by Chair – None at this time
3. Committee Yearly Goals and meeting dates – All committees have had the opportunity to meet individually. Mrs. Matassini states the Board will take an active role to work on the Board goals instead of the individual committees.
4. P.A.R.T. update – Dr. Vasquez is requesting P.A.R.T. teams to share with Mrs. Ervin drafts that need to be added to the Team drive. Mrs. Ervin has already placed draft policies on the drive for the Board to go in, review, and make comments.

***Items Needing a Vote:**

A handwritten signature in black ink, appearing to be 'J. Matassini'.

Nov 27/17

IV. Principal's Report:

1. Review of Audit – This year's audit for year end June 2017, was completed remotely due to the closure of Hillsborough County Schools in preparation of Hurricane Irma. In performing the audit remotely, the Auditors (McCrary Hess Certified Public Accountants) were able to stick with their original audit plan. Mrs. Williams provided the Auditors a 5-inch binder with all of the requested audit documents which was sent via postal service and also scanned the documents that were placed in Dropbox for an electronic copy. The Auditors were also provided full access to Quickbooks. Mrs. Williams provided a letter to the Board from the Auditors providing a general overview of the audit process and overall audit outcome. The Auditor's letter also indicated that the school received an unmodified opinion, which is the highest level of assurance provided. The school had no audit adjustments nor any findings or recommendation relating to internal control or compliance related matters. (See booklet on file and attached letter)
2. Review Technology and Instructional Needs – Mrs. Bennett, along with Ms. S, will meet with the Subject Area Leaders (SAL's) to discuss technology and instructional needs. Staff updates: BDCHS is looking for an Algebra 2 math teacher. The school currently has a certified teacher on record to teach the class with support coming from the math and science departments. There is also a vacancy for the Baseball Coach who was terminated recently. The Board stands by the decision made by BDCHS administration with the staff changes.
3. Review projected growth building and curricular needs – tabled at this time
4. SACS Update – Mrs. Bennett attended the AdvancED training and learned the new protocols. Mrs. Bennett informed that the new surveys and inventories will be given to the parents, students, and teachers this semester in order to prepare for this process during the reaccreditation visit next school year. Mrs. Bennett has also volunteered to be on an external review team to use the new protocols which help prepare us for our reaccreditation.
5. School Calendar – Hurricane Irma – Academic calendar for 2017-2018 will not change. The principal will meet with the SAL's to look at the high school time change the district has adopted.
6. Teacher of the Year is Andrea Rinard and Instructional Support of the Year is Ivelisse Dorta.

***Items Needing a Vote:**

V. New Business:

1. Save the Date for Board Holiday Dinner- Save the date – December 7, 2017, at 6:30 pm. The venue will be determined and a Save-the-Date notice will be emailed at a later date.
2. **Board Signatory Policy*** - Mrs. Williams suggested keeping the authorization amount the same as previous years. Mrs. Bennett suggested providing the financial report on the Team drive on a monthly basis. Mrs. Williams will provide a 30-day report with expenses and losses.

***Items Needing a Vote:**

Board Signatory Policy

Motion: Accept the check signing authority policy with the revision of the \$2500 back to the \$5000.

Vote: unanimously approved

Motion: Business Manager to place in the Board Team drive a 30-day profit/loss report as well as the end of the year fiscal report.

Vote: unanimously approved

Committee Reports:

1. Governance Committee: Board Protocol Manual will be created for Board members old and new. It will provide expectations of the Board.
2. Education/Technology Committee: Mrs. Matassini updated the Board on the Education/Technology committee's meeting. Mrs. Panou will be developing a brochure with a synopsis of the school's strategic plan. Mrs. Matassini spoke about scholarship opportunities

and she is requesting from the Board to help find more scholarship donors. The next meeting will be November 8th at 3:45 pm.

3. Finance Committee: The goal of the committee is to maintain a balanced budget and create strategies to implement their goal. The next meeting will be October 26th at 9:30 am.
4. Development/Marketing Committee: Mrs. Anderson shared the Development update sheet with the Board. She updated the Board on the status of Phoenix Fund Rising, Grants, and upcoming PDQ fundraiser. Mrs. Anderson will look to tweak the donor's page which was used for the first time for the Phoenix Fund fundraiser. A suggestion was made to use pledge cards and is now being developed. A survey will be given to students to get their input on incentive ideas to motivate them to be more involved with the school's fundraisers. The next meeting will be November 15th at 1:15 pm. (See the Development Update Sheet attached)
5. PAC Report: Mr. Kimball spoke about the success of the recent PAC meeting. The BDCHS counselors gave a presentation to parents about the school's Student Services Weebly page. They showed all the resources and information made available to students and parents and showed parents how to find information to help navigate their child through their high school years.

***Items Needing a Vote:**

VI. Old Business:

1. Reschedule Principal's Evaluation Meeting – The Principal's Evaluation Team will be notified of the new date and time.
2. By-Laws – Mrs. Hale will provide on the Board's Team drive the updated By-Laws. They will be made available for the Board members to review and make comments. Mrs. Hale made a recommendation to table the vote on the By-Laws until policy updates have been completed.

VII. Delegation of Projects/Tasks:

Project/Task	Person(s)	Date Assigned	Date for Review	Due Date

VIII. Open Discussion

Meeting adjourned: 6:00 pm

Upcoming Events:

See attached calendar

