



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: January 10, 2018

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

Called to Order: 4:00 pm

- I. Roll Call: Norma Matassini, Derrick Brooks, Joan Roberts, John Browne, Mercedes Hale, Altelio Moragne

Principal: Kristine Bennett

Administrative Assistant: Victoria Harris

Teacher Representative: A. Rinard

Parent Representative: Dale Kimball

Director of Development: Judy Anderson

Absent: Rich Lozada, Cynthia Vasquez

Guest: Judy Bragdon

- II. Approval of Minutes: 11/27/2017 unanimously approved and 12/14/2017 unanimously approved

III. Chair's Remarks:

1. Welcome New Board Member – Mrs. Matassini welcomed Judy Bragdon to the Board as the new Board member; Mrs. Bragdon will be official once all paperwork is in.
2. Guest Presentations acknowledged by Chair – 1 – 2-minute presentations
 - i. Perfect FSA Scorers – H. Vantoorenburg received perfect score on the 9th grade FSA ELA state assessment test last school year. C. Compton and B. Hopper (Graduated) received perfect scores on the History EOC state assessment last school year.
 - ii. Social Studies Department – Sarah Mead and Jessica Shattuck- Attended and presented at the Florida Council for the Social Studies Conference in October 2017, Innisbrook, Florida and at the National Council for the Social Studies, San Francisco, November 2017 – Ms. Mead presented at the conference female leaders that have influenced history. Mrs. Shattuck presented methods of successes of students in the writing and argumentation

Norma Matassini 1/29/18
Board Chair - (Back up)

skills which in turn helps develop their writing skills, AP History exam prep, and how she developed a game that allows for writing without grading essays.

- iii. Executive Internship – Dr. Salazar presented to the Board the Executive Internship course she teaches. She also shared what the students do in the course and outside in the field. Intern students, S. Persechino, H. Baker, and T. Khan presented their experiences at the internships they are assigned.
- iv. SGA Calendars – Mrs. Rinard on behalf of SGA presented the first SGA student calendar for 2018.

3. Approve New Board Member*- Tiffany Sperry

***Items Needing a Vote:**

Approval of New Board Member

Motion: Approve Tiffany Sperry as a new Board member for 2018-2019 school year

Vote: Motion approved unanimously

IV. Principal's Report:

1. Approve Parent Notification for Out-of-Field teacher*

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

Please Note: Ms. Julie Youngster is currently enrolled in a Master's program in the area of Reading. She is actively pursuing this degree and has signed an agreement to earn her certification in reading.

- 2. Set Board Meeting date (teleconference) for Board Minutes approval for FTE compliance- January 29th at 1:00 pm
- 3. Master Schedule Update – Teachers and Dept. leaders have met with teachers to place courses on the Master Schedule. There has been an increase in the interest of higher level courses. There will be a telecast to walk each grade level through their course selection schedule. BDCHS will review the Research classes and possibly make it an option of choice for upper grade levels.
- 4. Lottery Update – Application period ends January 12th at 3:00 pm and the Lottery will be February 1st at 4:00 pm.
- 5. **2018-2019 Academic Calendar ***
- 6. **Revised school start time for 2018-2019***

***Items Needing a Vote:**

Approve Parent Notification for Out-of-Field teacher

Motion: Approve Parent Notification letter for Out-of-Field teacher

Vote: Motion unanimously approved

2018-2019 Academic Calendar

Motion: Approve the 2018-2019 Academic Calendar

Vote: Motion unanimously approved

Revised school start time for 2018-2019

Motion: Accept the revised start time for 2018-2019

Vote: Motion unanimously approved

V. New Business:

1. BDCHS will be receiving their Local Capitol Improvement Revenue (Millage)
2. Frontier Update: Frontier increased network speed complimentary until January. After January, Frontier has requested BDCHS to update their network speed. The Commissioner and State Compliance Officer have been contacted about the issues with Frontier, with the hopes of getting things resolved. Spectrum will be too expensive to switch to for the amount of speed the school needs. Frontier never resolved the original issue so Mrs. Bennett and the IT Team doesn't believe the school should have to pay more for something that originally was not needed.

***Items Needing a Vote:**

Committee Reports:

1. Governance Committee: 1) Schedule Board applicant interviews 2) Schedule formal orientation for new Board members 3) Schedule and plan summer Workshop/Retreat
2. Education/Technology Committee: Nothing at this time
3. Finance Committee: Draft of the 2018-2019 Budget – tabled until next meeting
4. Development/Marketing Committee: Mrs. Anderson passed out the Development documents and the Development policies and procedures as assigned from the last Board meeting. It is an extensive packet that tell the operations, roles, and functions of Development.
5. PAC Report: Next meeting will be January 16, 2018 at 6:00 pm. The topic will be *Helping Teens Cope with Anxiety*

***Items Needing a Vote:**

VI. Old Business:

1. P.A.R.T. Update: Tabled until next meeting

VII. Delegation of Projects/Tasks:

Project/Task	Person(s)	Date Assigned	Date for Review	Due Date
Complete updated By-Laws	Mrs. Hale	11/27/17	4/5/2018	4/13/2018
Finance Handbook	Mrs. Williams	10/2017		6/30/2018
BDCHS Policies Draft	Mrs. Ervin	11/27/17	4/5/2018	4/5/2018
Final Draft Policies	Board	11/27/17		May 14th
Add Development Section in Team Drive and Board Policies and Procedure Manual	Mrs. Harris Mrs. Anderson	11/27/17		1/8/2018

VIII. Open Discussion

Meeting adjourned: 6:00 pm