



## 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: November 27, 2017

Location: Room 115, 10948 N. Central Ave., Tampa, FL 33612

Called to Order: 5:00 pm

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

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: Altelio Moragne

Guest: Tiffany Sperry, Judy Bragdon, C. Carr, S. Jenkins, I. Culver, J. Smith, T. Davis, Suzin Carr, Jim Carr, B. Harris, Sandra Morrison, K. Hopkins, Scott Morrison, Jamie Ervin, Chris Hochman, Eric Fernandez, Anicette Richardson

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

III. Chair's Remarks:

1. Welcome – Mrs. Matassini welcomed all guests to the Board meeting. She introduced to the Board two Board applicants, Ms. Sperry and Ms. Bragdon. Both of the ladies shared their background information and their reasons for being interested in Brooks DeBartolo and its Board of Directors.
2. Guest Presentations acknowledged by Chair – 1 – 2-minute presentations
  - i. MSSC Approval – Assessment Center – Mr. Fernandez – Mr. Fernandez explained to the Board what the Certified Production Technician (CPT) Program is and that BDCHS is an approved testing site to be authorized to administer the test. Mr. Fernandez completed the CPT Program to be certified to teach it at BDCHS. (see attached document)

A handwritten signature in black ink, appearing to be "D. Matassini", is located at the bottom left of the page.

01/10/18

- ii. 2017-2018 Electrathon of Tampa Bay – BDCHS student and founder of Mechanical Engineering Club, J. Smith, along with other club members, presented to the Board the mission and goal of the club. He also shared with the Board the club’s need for funds to build a new car or buy parts for the car they currently have. The club provided flyers that gave more information to the Board. (see attached document)
- iii. Student Recognitions – Chandler Carr & Kayla Hopkins-Pinto – C. Carr, BDCHS Senior, was recognized as this year’s Wendy’s High School Heisman Scholarship male recipient and one of the named high school class of 2018 finalist for the Triple-Impact Competitor® Scholarship Awards. BDCHS Senior, K. Hopkins-Pinto was also recognized as the Wendy’s High School Heisman female recipient.

**3. Approve Accountability Report\***

- 4. P.A.R.T. update – Dr. Vasquez is asking each team to check their Google Drive team folder for the proposed policies submitted by Mrs. Ervin and make comments or revisions. Due dates have been placed in the Delegation of Projects/Tasks chart below. Mrs. Hale suggested having the Charter School Attorney look over the By-Laws while reviewing the final policies to make sure they are cohesive.

**\*Items Needing a Vote:**

**Approve Accountability Report**

Motion: Approve Accountability Report

Vote: Motion approved unanimously

**IV. Principal’s Report:**

- 1. Review Student Achievement – An Honor Roll Breakfast will be held November 30, 2017, at 7:00 am. About 52% of the BDCHS students made honor roll for the first quarter. BDCHS also had about 83% of the students attend the first quarter Are You Collegiate? (AYC) celebration. AYC means a student did not have a grade lower than a “C” average, no absences, and no discipline concerns.
- 2. Review October FTE Survey – Mrs. Bennett updated the Board on the enrollment numbers for FTE Survey 2017-2018 school year. The projection was 595 students and BDCHS had 604 students enrolled during FTE Survey period. BDCHS currently has 606 students enrolled.
- 3. **Sale of donated bus\***
- 4. Parent Report Card – Parent Report Cards, created by Mrs. Glow, are distributed to each family showing the number of volunteer school hours they have completed and reports if the family paid the technology fee and/or the instructional donation. (see attached document)
- 5. FTE Audit – Student Services will be preparing for the FTE Audit on April 5<sup>th</sup>, 6<sup>th</sup>, and 9<sup>th</sup>, 2018.

**\*Items Needing a Vote:**

**Approve the sale of the donated BDCHS yellow bus and have the funds deposited into the Pupil Transportation Services account.**

Motion: Approve Accountability Report

Vote: Motion approved unanimously

**V. New Business:**

- 1. Save the Date for Board Holiday Dinner – New venue: Brio Tuscan Grille, December 7<sup>th</sup> at 6:30 pm
- 2. Faculty and Staff Holiday Luncheon – December 21<sup>st</sup> at 1:30 pm in BDCHS cafeteria

**\*Items Needing a Vote:**

Committee Reports:

1. Governance Committee: Next meeting is December 14<sup>th</sup> at 3:00 pm. New Board applicant resumés have been submitted for Governance to review and interview. Interviews will take place after the BDCHS 2018-2019 School Year Lottery.
2. Education/Technology Committee: The Education Committee reviewed goals for this year and discussed the changes and updates at BDCHS. Technology reported they are on track with all the new devices and will need to increase the school's bandwidth soon.
3. Finance Committee: Next meeting is January 25<sup>th</sup>, 2018 at 9:30 am. Dr. Vasquez highlighted notes from the finance committee and shared that BDCHS is still financially sound. The committee's goal is to continue to have a balanced budget for this year and next year.
4. Development/Marketing Committee: PDQ Fundraiser ends next Monday, December 4<sup>th</sup>. Mrs. Anderson shared with the Board Development updates. (see attached document) Mrs. Matassini recommended explaining development, its budget, and the Phoenix Fundraiser during a workshop. Mrs. Bennett suggested creating a Development tab in the BDCHS Policies Manual.
5. PAC Report: Although there was a smaller attendance at the meeting, PAC hosted five representatives from CVS Pharmacy to speak to parents about prescription drug abuse.

**\*Items Needing a Vote:**

VI. Old Business:

1. By-Laws – Mrs. Hale revised the By-Laws and will check for consistency with the P.A.R.T. policy drafts.
2. **Approve Annual Audit\***

**\*Items Needing a Vote:**

**Approve Annual Audit**

Motion: Approve Annual Audit

Vote: Motion approved unanimously

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: 7:02 pm

**Upcoming Events:**

**See attached calendar**