



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: April 16, 2018

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

Called to Order: 4:00 pm

- I. Roll Call: Norma Matassini, Derrick Brooks, Cynthia Vasquez, Joan Roberts, John Browne, Altelio Moragne, Rich Lozada, Judy Bragdon, Mercedes Hale (Absent)

Principal: Kristine Bennett

Administrative Assistant: TBD

Teacher Representative: Areon Atkinson/Andrea Rinard (Absent) Parent Representative: Dale Kimball

Director of Development: Judy Anderson

Absent: Mercedes Hale, A. Rinard/A. Atkinson

Guest: Matt Bray, Mrs. Williams, Mr. Trevor Joensen, Ms. Julie Youngster

- II. Approval of Minutes: 1-29-18

1. Motion to approve the minutes. Unanimously approved.

- III. Principal's Remarks:

1. Welcome – Principal Bennett welcomed the board and the parents and students in attendance. Provided an overview of the board's role.
2. Guest Recognitions acknowledged by Chair – 1-2-minute presentations
 - i. Chandler Carr – 2018 Valedictorian. Positive Coaching Alliance Finalist. To be awarded at the Rays game.
 - ii. Logan Eade, Kayla Blaine, and Adriana Delgado - BDCHS students that are being recognized as Heart of a Champion recipients through the Bob Griese Foundation for showing leadership within their community, family, and school while also overcoming overcome obstacles. This is the first time BDCHS has had three recipients.
 - iii. Jacob Smith is a US Army-Pro Football Hall of Fame Excellence Award Finalist
 - iv. Elsida Caraballo is one of our teachers, being recognized for the subjects of AP Spanish Language and Literature with the Scholarship for Southern Conference on Language Teaching. She has been awarded this scholarship to study abroad in Madrid.
3. **New Board Candidates for 2018-2019*** - Mrs. Matassini welcomed the new board candidates, Dr. David Berger, Mr. Jeffrey Kamis, and Mrs. Charyn Selig, as individuals who strongly believe in the

mission of BDCHS. Mrs. Matassini invited the Board, including the new members, to attend BDCHS graduation on Friday, May 18th at 2 pm.

***Items Needing a Vote:**

Dr. David Berger's Appointment to the Board

Motion: Appoint Dr. David Berger to the Board

Vote: Motion unanimously approved

Jeffrey Kamis's Appointment to the Board

Motion: Appoint Jeffrey Kamis to the Board

Vote: Motion unanimously approved

Charyn Selig's Appointment to the Board

Motion: Appoint Charyn Selig to the Board

Vote: Motion unanimously approved

4. Review and discuss Board Self-Evaluation – Mrs. Matassini expressed a desire that by Friday 100% of the surveys be returned by members of the Board. The final 5-6 questions prompt reflection and areas of improvement for the workshops in the summer. Mrs. Bennett pointed out that the SACS accreditation team will be looking at the Board's participation in these kinds of surveys.

***Items Needing a Vote:**

IV. Committee Reports:

1. Finance Committee –

- Review finances in light of FTE for 18-19: Dr. Vasquez provided an overview of the proposed balanced budget. Mrs. Matassini discussed the process of trimming down the budget to get everything balanced. There is one more Finance Committee meeting before the final vote in May. Mr. Brooks expressed that he would not be voting for the budget without discussing it with Mr. DeBartolo first. Mrs. Matassini discussed the process which included soliciting feedback from a variety of stakeholders. Dr. Vasquez pointed out the generosity of the Brooks and DeBartolo families helped placed BDCHS on solid footing to balance the budget based on full enrollment. Mr. Moragne asked Mrs. Bennett about other possible revenue streams. Mrs. Matassini, Mrs. Bennett, and Dr. Vasquez responded that there are a variety of possible additional funding sources, including grants, but that those are unpredictable and should not be used to balance the budget. When discussing the financial costs associated with transport for dual enrollment, Dr. Roberts asked about the possibility of volunteers providing transportation, an issue that will be raised at the Town Hall. Next meeting of the committee is April 26th at 4:30 pm.
- **Recommendation for Budget Draft for 18-19***

***Items Needing a Vote:**

Approving the Draft 2018-2019 Budget

Motion: Approval of the draft 2018-2019 Budget

Vote: Approved by 7-0, with Mr. Brooks abstaining.

**Mrs. Bennett took a moment to recognize BDCHS's Florida Department of Education High-Impact Teachers in the areas of English Language Arts: Ms. Youngster and Mr. Joensen.

V. Principal's Report:

1. **2018-2019 Academic Calendar Revision*** - State assessment calendar was revised, necessitating a shift in the school's calendar, which mirrors the District's calendar.
2. **School Recognition Funds Plan*** - 100% to full-time staff having completed a full contract year.

3. Facilities 5-Year Worksheet – 5-Year Facilities Worksheet to be submitted remains the same as previous years.
4. Town Hall Meeting on April 24, 2018, at 6 pm – High turnout anticipated. Mrs. Ervin assisted with creating Google Form to gather RSVPs and potential topics for discussion from all members of the BDCHS community.
5. Graduation – Information regarding arrival time and suggestion of carpooling/Uber as parking is limited. Students nominated a student and a faculty member (Mr. Smith) to do an address. Mrs. Bennett went through the various Board and administration members who will be participating in graduation.
6. Planning re Legislative Update – There will be required active shooter drills. Safe School Plan will be required before school starts. Funding information will be coming on July 1.
7. SACS Accreditation dates have been set. Members will arrive the evening of December 5th (traditionally a dinner with the members). Room and board, renewal will be paid. December 6th and 7th they will be working in the conference room. Mrs. Matassini pointed out that board members should review the Governance Manual and attend Mrs. Bennett's upcoming training to be prepared for expected questions.

***Items Needing a Vote:**

2018-2019 Academic Calendar Revision

Motion: Approval of the revised 2018-2019 Academic Calendar

Vote: Unanimously Approved

School Recognition Funds Plan

Motion: Approval of the School Recognition Funds Plan

Vote: Unanimously Approved

VI. New Business:

1. **Principal's Succession Plan* - Mrs. Matassini: Mrs. Ervin has uploaded a copy of the succession plan to Google Drive. Board members to review.**
2. **Bylaws – Working to streamline and combine previous drafts and versions of the bylaws. A future vote will be held on adopting a new set of bylaws. BoD will be working to remove procedures from the Policies & Procedures.**
3. BoD Admin Assistant – Introduced Matt Bray as a finalist candidate.
4. Charter Board Partners Training (rescheduled to April 23, 2018, at The Pepin Center at 5:30 pm) – Mrs. Matassini reminded BoD of this.

***Items Needing a Vote:**

VII. Committee Reports (continued):

1. Governance Committee: Dr. Vasquez advised that Board go to Google Docs and look at Article IV of the Draft Bylaws (P.9) to review roles and responsibilities for board members. Email about staying on, joining, or leaving a role or the board in general. Review Draft Bylaws, Policies & Procedures, and the Principal's Succession Plan. Next meeting June 28th 4 pm.
 - Schedule Governance Training and Orientation for new Board Members
 - Discuss Roles and Responsibilities of Board Officers
2. Education/Technology Committee: Have been working on blended learning and discussing the limitations around course offerings. Mrs. Matassini asked Mr. Joensen to speak about blending English and the arts through drama and other media. Also spoke about how that impacts the HOT (Higher Order Thinking) questions that will show up on FSA testing.
3. Finance Committee: Previously covered
4. Development/Marketing Committee:
 - Soiree Update – Provided updated financials. Discussed

5. PAC Report: Universities will be coming in to talk about admissions. May 15th 6-7:15 pm.

***Items Needing a Vote:**

VIII. Old Business:

1. P.A.R.T Update
2. Bylaws

IX. Delegation of Projects/Tasks:

Project/Task	Person(s)	Date Assigned	Date for Review	Due Date
<i>BDCHS Policies Draft (discussed at today's meeting)</i>	<i>Mrs. Ervin</i>	<i>11/27/17</i>	<i>4/5/2018</i>	<i>4/5/2018</i>
Complete updated By-Laws	Mrs. Hale	11/27/17	4/5/2018	4/13/2018
Final Draft Policies	Board	11/27/17		5/14/2018
Finance Handbook	Mrs. Williams	10/2017		6/30/2018

X. Open Discussion –

1. Mrs. Matassini: Last board meeting of the year is May 14th at 4 pm.
2. Mr. Lozada reminded the Board that this is his last meeting as a member of the Board and thanked the Board for all of their support.

Meeting adjourned: 6 pm

