



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: May 14, 2018

Location: Room 115/116, 10948 N. Central Ave., Tampa, FL 33612

Called to Order: 4:00 pm

- I. Mr. Mallitz and Mrs. Bennett led a recognition of Norma Matassini's eight years of service on the Board.
- II. Roll Call: Norma Matassini, Derrick Brooks, Cynthia Vasquez, Joan Roberts, John Browne, Mercedes Hale, Altelio Moragne, Judy Bragdon

Principal: Kristine Bennett
Matt Bray

Administrative Assistant:

Teacher Representative: A. Rinard/A. Atkinson Parent Representative: Dale Kimball

Director of Development: Judy Anderson

Absent: Cynthia Vasquez and Mercedes Hale

Guest: David Mallitz, Geza Henni, Valerie Panou, Jim Palermo, Cookie Mitchell, Eric Fernandez, Chris Hochman, Jamie Ervin

- III. Approval of Minutes: 4/16/18 – Motion to approve the minutes was approved unanimously.

IV. Chair's Remarks:

1. Welcome to all guests, Board Members, and staff
2. Recognitions
 - Mr. Fernandez provided an overview of the two teams working on remotely operated vehicles and automotive engineering. The competitions focused not only on the technical aspects but also communicating the design and functionality of their devices. The MATE ROV team placed second, helped in part by their documentation and communication skills. They are currently looking at advancing to the international competition being held in Seattle this June.
3. Review and discuss Board Self-Evaluation participation due by 5/16 for inclusion in the analysis – The board was reminded to complete these and turn them in by Wednesday, May 16th.
4. Discussion of Board's Goals for 2018-2019, Approval of Principal's 2018-2019 Goals, and Review of Operational Calendar 2018-2019 will occur at the 5/30/18 Board meeting.
5. Graduation & Awards:
 - Graduation Ceremony: 5/18/2018 at 2 pm at the Straz Center (1 pm arrival)
 - Awards Ceremony: 5/21/2018 from 7:45 to 8:45 am in the Gym

6. Address Retiring Board Members – Rich Lozada resigned at the last meeting and Norma Matassini will be formally resigning in the coming weeks.
7. Board, Student, and Parent Climate Survey - Board members should review ahead of the 5/30/18 meeting.
8. Strategic Plan Review to be sent electronically; To be reviewed by 5/30/18. – Was presented in an overview to the board.
9. Update regarding Principal's Evaluation and Deliberate Practice
10. Revised Board Handbooks: Anything due to the board for review should be sent in with any comments.
11. Final Draft Policies – Submitted March 5th by Jamie Ervin. Mrs. Ervin discussed the potential changes to term limits in the bylaws.
 - ***Motion that the updated term limits language of the bylaws starts the fiscal year following the adopted changes.** Motion approved unanimously.

***Items Needing a Vote:**

V. Principal's Report:

1. Welcome – Judy Bragdon was instrumental in the teacher appreciation decorating and Mrs. Matassini's going away. BDCHS was named a U.S. News & World Report Best High School for 2017 and 2018. Mr. Brooks asked for ongoing feedback and advice about engaging with students. Based on the success of the recent town hall Mrs. Bennett wants to hold quarterly town halls with students.
2. Budget Update – Board members received a budget update via email and the Finance Committee will be meeting to review another revision.
3. Dual Enrollment Funding – Mrs. Bennett discussed the notification from HCC that they will be charging for courses. The school is looking at ways to retain FTE funding, including hiring adjunct professors and BDCHS teachers that may qualify to teach those courses. Mrs. Bennett is recommending that Mrs. Ervin be hired for June and July to work on course offerings and dual enrollment issues. Mr. Brooks asked the Board to look at other potential avenues for savings including the summer staff.
 - ***Motion to extend Mrs. Ervin's contract through the end of the year to include June and July.** Motion approved unanimously.
4. Student Achievement and End of the Year Assessments – Those scores will be arriving in the summer.
5. Discussion of Development Director Position – This was done as part of the budget update that was sent out.

***Items Needing a Vote:**

VI. New Business:

***Items Needing a Vote:**

VII. Committee Reports:

1. Governance Committee: Next meeting is June 28th at 4 pm.
 - Recognition of retiring Board Members' service
 - Governance Training and Orientation for new Board Members on June 6th
 - Discuss Roles and Responsibilities of Board Members
 - ***Motion re Tiffany Sperry's Start Date to replace Rich Lozada** – A motion was made to start Tiffany Sperry's term ASAP pending her clearing the background check and governance items. Motion approved unanimously.
 - ***Motion re adopting Distribution of Assets** – "Pursuant to Article XII of the Articles of Incorporation of Brooks DeBartolo Charities, Inc., in the event that this Corporation is dissolved at some future date, it is the desire of this Board of Directors that the monetary value of the assets of this Corporation be determined by a qualified appraiser and, after such appraisal is obtained and approved, it is the further desire of this Board of Directors

that the assets of this Corporation be distributed to Derrick Brooks Charities, Inc. and the DeBartolo Family Foundation in direct proportion to the cumulative monetary contributions previously made by each organization to Brooks DeBartolo Charities, Inc., d/b/a Brooks DeBartolo Collegiate High School.” Motion approved unanimously.

- ***Board Elections for Chair, Vice Chair, Treasurer, and Secretary –**
 - i. **Chair** – Motion to nominate of Dr. Cynthia Vasquez as our new Chair. Mrs. Matassini discussed Dr. Vasquez’s experience. Dr. Cynthia has already accepted the nomination. Approved unanimously.
 - ii. **Vice Chair** – Mr. Brooks has reiterated his desire to remain Vice Chair. Motion to nominate and elect Derrick Brooks as Vice Chair. Approved unanimously.
 - iii. **Treasurer** – Motion to nominate and elect John Browne to be Board Treasurer. Mr. Browne accepts. Approved unanimously.
 - iv. **Secretary** – Motion to nominate Judy Bragdon to be Secretary. Mrs. Bragdon accepts the nomination. Approved unanimously.

- ***Items Needing a Vote**

2. Education/Technology Committee:
3. Finance Committee:
 - Final Draft of Finance Handbook is being worked on.
4. Development/Marketing Committee:
5. PAC Report:
 - Parent Rep to the Board and the PAC Committee Coordinator positions have been combined. Nominations and elections will take place over the next two weeks.
 - Next PAC Meeting is 5/15 @ 6 pm.

***Items Needing a Vote:**

VIII. Old 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. This will be voted on at the 5/30/18 meeting.
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.**

IX. Delegation of Projects/Tasks:

Project/Task	Person(s)	Date Assigned	Date for Review	Due Date
<i>BDCHS Policies Draft</i>	<i>Mrs. Ervin</i>	<i>11/27/17</i>	<i>4/5/2018</i>	<i>4/5/2018 (Completed)</i>
Complete Updated By-Laws	Mrs. Ervin	11/27/17	4/5/2018	4/13/2018 (Completed)
Final Draft Policies	Board	11/27/17		5/30/2018
Clarifying Intellectual Property Rules	Mr. Brooks	5/14/18		

Finance Handbook	Mrs. Williams	10/2017		6/30/2018
SACS-CASI AdvancEd Accreditation	Everyone			12/5/2018

X. Open Discussion

1. Mr. Brooks closed out by thanking Norma Matassini again for all of her service to BDCHS.
2. Mrs. Matassini thanked Judy Anderson for her service and lamented that due to budget cuts related to the unexpected HCC Dual Enrollment fees that her contract would not be renewed.

XI. Board Wrap-Up

Next Meeting: 5/30/2018 from 3:30 to 4:30 pm in Rooms 115/116

Meeting adjourned: 6:36 pm

