

Bridgeprep Academy DADE and BROWARD
Board Meeting Minutes
June 30, 2015
6:30 PM

BOARD MEMBERS PRESENT:

DADE: Yeneir Rodriguez-Padron (Board Chairperson), Luis Necuze, Lou Lofranco, Jessica Jewitt

BROWARD: Yeneir Rodriguez-Padron (Board Chairperson), Luis Necuze, Lou Lofranco, Jessica Jewitt,

OTHER NON-VOTING MEMBER PRESENT: JC Quintana (Management) , Mitzie Ortiz, Lourdes Pena, Patricia Perez, Alejandro Garcia, Melissa Devlin, Patricia Garcia

- Welcome (SMART Management)
- OLD Business Meeting Started @ 7:25 pm
- 1. Welcome Visitors/Speaker Present:
- 2. Review participation procedures for visitors. (if applicable)
- 3. Sign previous minutes

Board Member Update on 4hour Required Training

- 4. Every Board member for all 3 districts have completed requirement

Board Member Pending Reimbursement and Clearance

- 5. Jenny Abreu (Broward) Pending Documentation

Financials

- 6. Tax Filing 990 required form needs Signature for DADE (Unanimously Approved)
- 7. Budget Conferences was held. Tampa Due to From to Date:
 - a. South \$40,000 dropped to \$35,000
 - b. Interamerican Increased from \$25,000 to \$34,000
 - c. Hollywood \$7,500
 - d. Interest policy needs to be established on these funds. Policy (Counsel will Develop):
 - i. % interest for funds not paid back by June 30th. (Unanimously approved)
 - ii. Promissory note implemented between district boards (Unanimously approved)
- 8. Hollywood Grant Awarded 25% at a time on a reimbursement basis. \$175,000 has been spent. Sending reimbursement paperwork 25% at a time. All grant expenditures submitted and approved by board and principal. Amendments will be necessary.
- 9. Error in Broward Class Size Reduction Compliance requires approval of Plan for the FDOE. Plan was accepted and funds will not be withheld.
- 10. DADE Bank United Revolving Line of Credit Signatures and Submittal for another 36 months, was not renewed. (Unanimous Voted) to accept 24 month Term loan to pay off balance.

Contractual Obligations

- 11. South and Greater Miami Renewals have been approved for 10 year extension. Will go to CRC in May. All paperwork was submitted to district.
- 12. Village Green Resolution submitted from last board meeting. Pending approval for increase of student capacity from 600 to 826 students.
- 13. Broward Lease is being review for responsibility of improvements for use of 2nd Floor. Still pending
- 14. Broward County will consider Middle School for Bridgerpep of Hollywood after their site review on January 26, 2015.
 - a. Review was held and action plan is required.
 - b. 2014-2015 Charter School On-Site Progomatic Review/Corrective Action Plan (Board Approved Unanimously)
 - c. Scheduled meeting with Jody Perry. (Requested by Board)

DADE. 

15. 401k ADP Requirements and execution of plan (DADE ONLY).
 - a. Must be offered to all staff
 - b. No Employee Fees. Included in Total Source service
 - c. Formula must be for all staff for contribution.
 - i. 25% matching contribution of the employee's first 4% salary contribution.
 - ii. 3 full school years of service to be vested.
 - iii. Maximum allowable annual employee contribution is \$18,000
 - iv. Contribution based on Calendar year not School Fiscal year.
 - v. Employee benefit to commence May 1, 2015
 - vi. Only applicable in DADE County
 - vii. Board Member Lou LoFranco Requests Disclosure of Fees to Staff from ADP.
16. Vote on Proposed Open Enrollment Healthcare plans for 2015-2016. (Unanimous for all Campuses)
17. Obama Care Reform for healthcare of staff working 29.5 hours or more.
 - a. Benefits offered at 50% contribution and may not exceed 10% of employees salary.
 - b. Board unanimously approved for DADE County ONLY. Broward and Tampa do not qualify.
18. RFP for Audit returned on provider. Previous auditor Verdeja De Armas and Trujillo (Unanimous)

FSA STATUS

19. Testing has not been impacted by any of the limitations mentioned by the STATE. All testing that has been scheduled has taken place.

SPRING Break Projects and Staffing Requirements

20. Facility Plan has been approved and budgeted for every campus.
21. Personnel has been approved and budgeted for every campus. Each campus will remain open.

Signatures Required

22. Principal needing signatures
23. Payables needing signatures
24. Opt-In to Tampa K-12 Comprehensive Reading Plan Approved
25. Opt-In to Dade Assessment use of EOY.

General Business

26. Any Site Visit or Review taking place by any School District Requires Management notice and presence.
27. Current FTE Enrollment:
 - a. South from 435 to 435, Village Green from 179 to 173, Greater Miami from 370 to 371, InterAmerican from 165 to 172, Hollywood 242 to 249
28. Current Applications for 2015-2016:
 - a. South 107 to 336, Village Green 175 to 660, Greater Miami 121 to 239, InterAmerican 25 to 95, Hollywood 72 to 237
29. Current 2015-2016 enrollment. This includes returning students plus packets received from future students:
 - a. South 442, Village Green 127th 126, Village Green 120th 358, Greater Miami 413, InterAmerican 178, Hollywood Not Available at time of meeting,

I. IDEAS, NEEDS, QUESTIONS AND CONCERNS

II. ADJOURNMENT

Broward
DADE: *[Signature]*

- NEW Business Meeting Started @ 7:15 pm

30. Welcome Visitors/Speaker Present:
31. Review participation procedures for visitors. (if applicable)
32. Sign previous minutes

Board Member Update on 4hour Required Training

33. Every Board member for all 3 districts have completed requirement

Board Member Pending Reimbursement and Clearance

34. Jenny Abreu (Broward) Pending Documentation

Financials

35. SMART Management has acquired the District Accreditation from SACS.
 - a. Will allow all Managed Campuses by SMART Management to received Capital Outlay.
36. Budget Conferences Scheduled for July FTE.
 - a. Due from Tampa as of June 30, 2015
 - i. South \$113,187.23
 - ii. Village Green \$ 8,948.60
 - iii. Interamerican \$ 10,000.00
 - iv. Hollywood \$ 7,500.00
 - b. Due from Hollywood
 - i. South \$ 62,181.40
 - ii. SSCD \$ 10,000.00
 - c. 5% Interest 24 month term promissory note on all balances.
37. Hollywood CSP Site visit pending items. Management working with FDOE. Management has advised that amendments will be required due to language used on Budget Narrative and changes in student projections. Hollywood Grant Awarded 25% at a time on a reimbursement basis. \$175,000 has been spent. Reimbursement still pending from school district.
38. Error in Broward Class Size Reduction Compliance Appeal was approved by Pam Stewart. Withheld funds will be released, however a definite date was not guaranteed.
 - a. Payroll was switched from July 5th to July 20th.
 - b. Employment contract has no payout on July 20th. (a) is a switch.
39. Hollywood Board approved Jackson Lewis in Kobrin case.
40. Hollywood Board approved Annual Budget for 2015-2016
41. Dade Board approved Annual Budget for 2015-2016
42. Photo copy policy for all campuses
43. Remove Maribel Mola From All Bank Accounts for Bridgeprep Academy of Interamerican
44. Add Maria Uriza for all Bank Accounts for Bridgeprep Academy of Interamerican

Contractual Obligations

45. Greater Miami was changed to a 5 year renewal since it is not yet High Performing.
46. Broward County Services Proposal approved.
47. Resolution submitted from last board meeting. Approved by MDCPS for increase of student capacity from 600 to 826 students for BidgePrep Academy of Village Green.
48. Goldstein Case for Distribution of pending Commission Agreement
49. Execute all Principal Evaluations as presented by Managing Firm and Review by Board Chair.
50. Broward Lease is being review for responsibility of improvements for use of 2nd Floor.
 - a. ADA Compliance improvements to use 2nd Floor Require approx. \$110,000
 - b. Both Attorneys feel each party has a case on defending the lease
 - c. We approve offering a cap of contribution at no more than \$55,000.
 - d. Deadline requires immediate action in order to use the second floor
51. Village Green Satellite Campus approved to Renew Lease agreement for 5 more years with a 1 year out from the Tenant ONLY.
52. New Administrators
 - a. Marilyn Beceiro (Assistant Principal)

Bridgeprep Village Green

Broward

D. Abreu

- | | |
|---|--------------------------|
| b. Patricia Perez (Promoted to Principal) | Bridgeprep South |
| c. Patricia Garcia (Principal) | Bridgeprep Village Green |
| d. Ana Natali (Potential Principal) | Bridgeprep Greater Miami |
| e. Yvette Rodriguez (Potential Assistant Principal) | Bridgeprep South |

53. Renewed Administrators

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| a. Lourdes Pena (Director) | Bridgeprep Village Green |
| b. Melissa Devlin (Principal) | Bridgeprep Hollywood |
| c. Mitzie Ortiz (Principal) | Bridgeprep Interamerican |
| d. Vanessa Latorre (Assistant Principal) | Bridgeprep Greater Miami |

54. Administrator No longer at Schools

- | | |
|-----------------------------|--------------------------|
| a. Angela Nunez (Principal) | Bridgeprep South |
| b. Monica Cueto (Principal) | Bridgeprep Greater Miami |

Summer and Staffing Requirements

55. Facility Plan has been approved and budgeted for every campus.
 56. Personnel has been approved and budgeted for every campus. Each campus will remain open.

Signatures Required

57. Principal needing signatures
 58. Payables needing signatures

General Business

59. Emails have been established for all Board Members.
 60. Yeneir Rodriguez Padron finishes her Term as Board Chair. Will require New Chair for DADE only.
 a. As of Next Board Meeting, Luis Necuze has been voted the position of Board Chairperson
 b. As of Next Board Meeting, Jessica Jewitt has been voted the position of Director
 c. Next Board Meeting, Lou LoFranco has been voted the position of Secretary
 d. Next Board Meeting, Yeneir Rodriguez has been voted the position of Treasurer.
 61. Any Site Visit or Review taking place by any School District Requires Management notice and presence.
 62. Will submit Charter School Application for K-8 charter in Broward county for August 2015.
 63. Will submit Charter School Application for High School in Dade for August 2015
 64. Current FTE Enrollment:
 a. South from 435 to 504, Village Green from 179 to 694, Greater Miami from 370 to 455, InterAmerican from 165 to 195, Hollywood 242 to 388

III. IDEAS, NEEDS, QUESTIONS AND CONCERNS

IV. ADJOURNMENT (8:13 pm)