

**Bridgeprep Academy DADE and BROWARD**  
**Board Meeting Agenda**  
**October 15, 2014**  
**7:00 PM**

**BOARD MEMBERS PRESENT:** Jessica Jewitt, Yeneir Rodriguez-Padron (Board Chairperson), Richard Padron (Secretary), Luis Necuze, Lou Lafranco, Jessica Jewitt, Treasurer

**OTHER NON-VOTING MEMBER PRESENT:** JC Quintana (Management) , Mitzie Ortiz, Lourdes Pena, Olivia Bernal, Angie Nunez, Monica Cueto, Eddie Diaz, Darlincy Katz, Alejandro Garcia, Melissa Devlin

- Welcome (SMART Management)
- OLD Business
- 1. Welcome Visitors/Speaker Present:
  - a.
- 2. Review participation procedures for visitors. (if applicable)
- 3. Sign previous minutes

**Financials**

- 4. Final Approval of Annual Budget for all campuses
- 5. Status of Financial Audit
- 6. NSLP will sponsor Tampa, Broward, and Academy of Arts and Minds.
- 7. Rosters from all Principals with salary schedule to confirm payroll.
- 8. CPI Increase for applicable leases at 2.4%
- 9. Budget Conferences were held with all Principals for staffing allocations
- 10. Interamerican release of Bonuses within 90 days of commencement of school for qualified staff
- 11. Payout of PTO for all qualified staff by September 30th

**Contractual Obligations**

- 12. Signing of New Bank Accounts needed for Site and After school operations.
- 13. Real estate commission for ECC space for Bridgeprep of Greater Miami.
- 14. Still Pending Curriculum Coach (Dade County) Location #2003
- 15. Approval of 501 c(3) for Dade, Broward, Tampa.
- 16. Janitorial Services for Broward Contract
- 17. Membership of New campuses for the Florida Consortium of Charter Schools
- 18. Staffing and Performance Pay approval from the Florida Consortium of Charter Schools
- 19. Broward Grade Book .
- 20. Approve the submittal

**Opening of School**

- 21. Staff Retreat and Professional Development
- 22. Do not transfer items from one location to another without approval
- 23. Support Personnel will be assigned to each campus
- 24. Status of Parent Meeting

**Signatures Required**

- 25. New bank accounts
- 26. CU needing signatures
- 27. Board member Clearance Needing signature for Dade, Broward and Tampa
  - a. Procedures for Tampa
  - b. Procedures for Broward
- 28. Principal needing signatures



## **General Business**

29. Current FTE Enrollment: South 431, Village Green 189, Greater Miami 380 pending, InterAmerican 184 pending
30. Broward and Tampa Local Board Members added
31. School Grades Dade
32. Review of Current By-Laws for Dade
33. Create New By-Laws for Tampa and Broward and approved unanimously
34. Completion of Term for Lily Steel and Grace Zaldivar as board members (resignations letters received)

### **I. IDEAS, NEEDS, QUESTIONS AND CONCERNS**

### **II. ADJOURNMENT** Jenny and Lily

- NEW Business Meeting Started @7:23 pm

35. Welcome Visitors/Speaker Present:
  - a. Kathy Salton
36. Review participation procedures for visitors. (if applicable)
37. Sign previous minutes

## **Board Member Transitions**

38. Approval of New Board Member for Dade And Broward Luis Necuze, unanimous
39. Approval of New Board Member for Dade and Broward Lou LoFranco, unanimous
40. Approval of New Board Member for Broward Jenny Abreu, unanimous
41. Official Resignation from Dade and Broward Lilly Steel, accepted
42. Official Resignation from Dade and Broward Grace Zaldivar, accepted
43. Official Resignation from Broward Richard Padron, accepted
44. Official Resignation from Broward Michael Sinnes, accepted

## **Financials**

45. Reimbursement of Board Member Screening
  - a. Yeneir Rodriguez for Broward
  - b. Michael Sinnes for Broward
  - c. Jessica Jewitt for Broward
46. Financial Audit complete and submitted for all 2013-2014 schools.
47. Tax Filing 990 due on November 15, 2014.
48. NSLP has sponsored Tampa, Broward, and Academy of Arts and Minds.
49. Budget Conferences will be held with all Principals last week of October after FTE
50. Interamerican release of Bonuses within 90 days of commencement of school for qualified staff
51. Questions on Financials.
  - a. Greater Miami budget is tight but it is being compensated with Aftercare revenue
  - b. Interamerican budget is tight but it is being compensated with Aftercare revenue
  - c. Hollywood Budget is tight and will be compensated by reimbursement of CSP Grant

## **Contractual Obligations**

52. Approval of 501 c(3) for Dade, Broward, Tampa.
53. Lead Teacher monies have been received and are being sent to schools with required forms.
54. South and Greater Miami Renewals have been delivered and are scheduled for December ARC
55. Collier Application is scheduled for review in November
56. Still Pending Duval.
57. Execute New Contract for Bridgeprep Academy South.
58. Pending Fingerprinting for Dade: Luis Necuze, Lou LoFranco
59. Pending Fingerprinting for Broward: Luis Necuze, Lou LoFranco, Jenny Abreu
60. Inform Dade County removal of Grace Zaldivar and Lidia Steel for the Board.



61. Inform Broward County removal of Richard Padron, Grace Zaldivar, Michael Sinnes and Lidia Steel for the Board.
62. Inform Dade County removal of Grace Zaldivar and Lidia Steel.
63. Inform Dade County of addition and clearance for Luis Necuze and Lou LaFranco
64. Inform Broward County of addition and clearance for Luis Necuze and Lou LaFranco and Jenny Abreu.
65. Need Parent Liason for Dade Board: Pending.
66. Following Board members need to be board trained: Luis Necuze, Lou LoFranco, Jenny Abreu

### **New Policies and Forms**

67. Developed forms to track PTO of Administration and Support Personnel. We will be introducing to Principals at their meeting on Friday
68. Developed forms to track Terminations and or resignations of Staff. We will be introducing to Principals at their meeting on Friday.
69. Developed a trail of all staff leaving the organization in order to assist administration prior to interviewing candidates from campus to campus.
70. Developed Organizational Chart to assist administration in the chain of command when support is requested. We will be introducing to Principals at their meeting on Friday.

### **Signatures Required**

71. Board member pending Clearance Needing signature for Dade, Broward
72. Principal needing signatures

### **General Business**

73. Current FTE Enrollment: South from 421 to 442, Village Green from 188 to 185, Greater Miami from 345 to 367, InterAmerican from 189 to 171, Hollywood 249

III. IDEAS, NEEDS, QUESTIONS AND CONCERNS

IV. ADJOURNMENT

Yeneir Rodriguez and Jessica Jewitt

A handwritten signature in blue ink, appearing to be 'Yeneir Rodriguez', is located at the bottom right of the page.