

**Bridgeprep Academy DADE, Tampa and BROWARD**  
**Board Meeting Agenda**  
**March 18, 2015**  
**7:00 PM**

**BOARD MEMBERS PRESENT:**

**DADE:** Yeneir Rodriguez-Padron (Board Chairperson), Luis Necuze, Lou Lofranco.

**TAMPA:** Yeneir Rodriguez-Padron (Board Chairperson), Lou Lofranco, Henry Llaugers

**BROWARD:** Yeneir Rodriguez-Padron (Board Chairperson), Luis Necuze, Lou Lofranco, Jenny Abreu

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

- Welcome (SMART Management)
- OLD Business (Dade and Broward)
- 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. Henry Llaugers Pending State Training (Tampa)
- 5. Connie Arnold Pending State Training (Tampa)
- 6. Luis Necuze Pending State Training (Dade and Broward)
- 7. Lou LoFranco Pending State Training (Dade, Broward and Tampa)

**Board Member Pending Reimbursement and Clearance**

- 8. Henry Llaugers (Tampa) Needs Reimbursement
- 9. Connie Arnold (Tampa) Needs Reimbursement
- 10. Luis Necuze (Dade approved and Broward?) Complete
- 11. Lou LoFranco (Dade, Broward and Tampa?) Needs Reimbursement (provided documents)
- 12. Jenny Abreu (Broward) Pending Documentation
- 13. Yeneir Rodriguez (Broward) Needs Reimbursement

**Financials**

- 14. Reimbursement of Board Member Screening
- 15. Tax Filing 990 Extension until March 2015.
- 16. Budget Conferences was held. Tampa Due to From to Date:
  - a. South \$40,000
  - b. Interamerican \$25,000
  - c. Hollywood \$7,500
- 17. Tampa is required to reduce Personnel Expense or Release Staff Member.
- 18. Grant Award Letters should be received within 2 weeks (Heather Harrel
- 19. Error in Broward Class Size Reduction Compliance requires approval of Plan for the FDOE. Reviewed today by the state are approved by Bridgeprep Board for Submittal tomorrow.
- 20. Bank United Revolving Line of Credit Signatures and Submittal for another 36 months.
- 21. Dade Board approved bids for \$25,000 purchase of desktop computers

## **Contractual Obligations**

22. South and Greater Miami Renewals have been approved for 10 year extension. Will go to CRC in May
23. Governing board agreed to use previously approved Miami-Dade district contract and mutually agreed terms by school and district.
24. Collier, Ocoola, Palm Beach and Duval Application were review with the district and will schedule workshop to resubmit for 2016 school year.
25. SMART Charter Group has offered Bridgeprep Academy of Village Green a Lease for their new facility for 2015. Unanimous approval to execute upon recommendation from Board Attorney
  - a. Miami-Dade District recommended for Superintendent approval the new location.
26. Broward Lease is being review for responsibility of improvements for use of 2<sup>nd</sup> Floor
27. Broward County will consider Middle School for Bridgerpep of Hollywood after their site review on January 26, 2015.
28. Principal Ortiz is requesting exception to the HR policy for Ms. Uriza.
  - a. She is requesting for Teacher to be paid for Holiday time even though she has not returned since December 19, 2014 due to severe illness.
  - b. Yeneir Rodriguez requested Proof of out of country travel for treatment
  - c. Richard Padron requested physician note of medical necessity and dates
  - d. With above mentioned information board makes an exception to pay unanimous.
29. 401k ADP Requirements
  - a. Must be offered to all staff
  - b. Formula must be for all staff for contribution
  - c. Vested Period must be contributed from the beginning, but is only released upon staff meeting requirements. If staff does not comply, tenure credit is given to future contributions.
  - d. Board approves unanimous implementation of plan with minimal contribution from school in order to properly forecast for the 2015-2016 year.
30. Uniform Proposal
  - a. Ibiley
  - b. Sunshine
  - c. Board unanimously approves Ibiley with corrections of agreed terms to contract to service Bridgeprep Schools uniform needs.
31. Obama Care Reform for healthcare of staff working 25 hours or more.
  - a. Benefits offered at 50% contribution
  - b. Board unanimously approved for qualifying schools.
32. TAMPA become members of the Florida Charter School Consortium.
  - a. Use the approved Evaluation tool from FCSC for this campus

## **New Policies and Forms**

33. SMART Management Created a Uniform Registration Packet for all campuses.
34. Acceptance for 2015 school year will commence next week.
35. Principals are in charge of scheduling tours for their facilities

## **Board Training**

36. Scenarios to Review with Board Member (Requested by Luis Necuze)

## **Signatures Required**

37. Principal needing signatures
38. Payables needing signatures
39. Out of field waivers for TAMPA school approved
40. Opt-In to Tampa K-12 Comprehensive Reading Plan Approved

## **General Business**

41. Current FTE Enrollment: South from 442 to 435, Village Green from 185 to 179, Greater Miami from 367 to 370, InterAmerican from 171 to 165, Hollywood 249 to 242, Tampa 113 to 121
42. Current Applications for 2015-2016: South 107, Village Green 175, Greater Miami 121, InterAmerican 25, Hollywood 72, Tampa 43

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

## II. ADJOURNMENT

Yeneir Rodriguez and Richard Padron

\*\*\*\*\*

- NEW Business Meeting Started @ 7:00 pm
43. Welcome Visitors/Speaker Present:
  44. Review participation procedures for visitors. (if applicable)
  45. Sign previous minutes

### Board Member Update on 4hour Required Training

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

### Board Member Pending Reimbursement and Clearance

47. Henry Lluaguers (Tampa) Sent to Hollywood by accident mailed today.
48. Connie Arnold (Tampa) Mailed need Confirmation
49. Jenny Abreu (Broward) Pending Documentation

### Financials

50. Tax Filing 990 required form needs Signature for DADE
51. Budget Conferences was held. Tampa Due to From to Date:
  - a. South \$40,000 dropped to \$35,000
  - b. Interamerican \$25,000 to \$34,000
  - c. Hollywood \$7,500
  - d. Interest policy needs to be established on these funds. Policy:
    - i. % interest for funds not paid back by June 30<sup>th</sup>
    - ii. Promissory note implemented between district boards
52. Tampa is required to reduce Personnel Expense or Release Staff Member. Both Administrator and Assistant agreed with terms.
53. Tampa Grant Awarded in full and \$110,000 has been expensed. Pending \$65,000.
54. Hollywood Grant Awarded 25% at a time on a reimbursement basis. \$175,000 has been spent. Sending reimbursement paperwork 25% at a time.
55. Error in Broward Class Size Reduction Compliance requires approval of Plan for the FDOE. Plan was accepted and funds will not be withheld.
56. DADE Bank United Revolving Line of Credit Signatures and Submittal for another 36 months, was not renewed. Unanimous to accept 24 month Term loan to pay off balance.

### Contractual Obligations

57. South and Greater Miami Renewals have been approved for 10 year extension. Will go to CRC in May. All paperwork was submitted to district.
58. Village Green Resolution submitted from last board meeting. Pending approval for increase of student capacity from 600 to 826 students.
59. Broward Lease is being review for responsibility of improvements for use of 2<sup>nd</sup> Floor. Still pending
60. 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 Progamatic Review/Corrective Action Plan Board Approved.
  - c. Scheduled meeting with Jody Perry.
61. 401k ADP Requirements and execution of plan.
  - 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
62. Vote on Proposed Open Enrollment Healthcare plans for 2015-2016.
63. 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.

## **FSA STATUS**

64. 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**

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

## **Signatures Required**

67. Principal needing signatures
68. Payables needing signatures
69. Out of field waivers for TAMPA school approved
70. Opt-In to Tampa K-12 Comprehensive Reading Plan Approved

## **General Business**

71. Any Site Visit or Review taking place by any School District Requires Management notice and presence.
72. Current FTE Enrollment:
- a. South from 435 to \_\_\_, Village Green from 179 to \_\_\_, Greater Miami from 370 to \_\_\_, InterAmerican from 165 to \_\_\_, Hollywood 242 to \_\_\_, Tampa 121 to \_\_\_
73. Current Applications for 2015-2016:
- a. South 107 to \_\_\_, Village Green 175 to \_\_\_, Greater Miami 121 to \_\_\_, InterAmerican 25 to \_\_\_, Hollywood 72 to \_\_\_, Tampa 43 to \_\_\_
74. Current 2015-2016 enrollment. This includes returning students plus packets received from future students:
- a. South \_\_\_, Village Green 127th \_\_\_, Village Green 120<sup>th</sup> \_\_\_, Greater Miami \_\_\_, InterAmerican \_\_\_, Hollywood \_\_\_, Tampa \_\_\_

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

### **IV. ADJOURNMENT**