

Bridgeprep Academy DADE, Tampa and BROWARD
Board Meeting Agenda
January 13, 2015
7:00 PM

BOARD MEMBERS PRESENT:

DADE: Yeneir Rodriguez-Padron (Board Chairperson), Richard Padron (Secretary), 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,

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

Board Member Transitions

- 4. Approval of New Board Member for Dade And Broward Luis Necuze, unanimous
- 5. Approval of New Board Member for Dade and Broward Lou Lofranco, unanimous
- 6. Approval of New Board Member for Broward Jenny Abreu, unanimous
- 7. Official Resignation from Dade and Broward Lilly Steel, accepted
- 8. Official Resignation from Dade and Broward Grace Zaldivar, accepted
- 9. Official Resignation from Broward Richard Padron, accepted
- 10. Official Resignation from Broward Michael Sinnes, accepted

Financials

- 11. Reimbursement of Board Member Screening
 - a. Yeneir Rodriguez for Broward
 - b. Michael Sinnes for Broward
 - c. Jessica Jewitt for Broward
- 12. Financial Audit complete and submitted for all 2013-2014 schools.
- 13. Tax Filing 990 due on November 15, 2014.
- 14. NSLP has sponsored Tampa, Broward, and Academy of Arts and Minds.
- 15. Budget Conferences will be held with all Principals last week of October after FTE
- 16. Interamerican release of Bonuses within 90 days of commencement of school for qualified staff
- 17. 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

- 18. Approval of 501 c(3) for Dade, Broward, Tampa.
- 19. Lead Teacher monies have been received and are being sent to schools with required forms.
- 20. South and Greater Miami Renewals have been delivered and are scheduled for December ARC
- 21. Collier Application is scheduled for review in November
- 22. Still Pending Duval.

23. Execute New Contract for Bridgeprep Academy South.
24. Pending Fingerprinting for Dade: Luis Necuze, Lou LoFranco
25. Pending Fingerprinting for Broward: Luis Necuze, Lou LoFranco, Jenny Abreu
26. Inform Dade County removal of Grace Zaldivar and Lidia Steel for the Board.
27. Inform Broward County removal of Richard Padron, Grace Zaldivar, Michael Sinnes and Lidia Steel for the Board.
28. Inform Dade County removal of Grace Zaldivar and Lidia Steel.
29. Inform Dade County of addition and clearance for Luis Necuze and Lou LaFranco
30. Inform Broward County of addition and clearance for Luis Necuze and Lou LaFranco and Jenny Abreu.
31. Need Parent Liason for Dade Board: Pending.
32. Following Board members need to be board trained: Luis Necuze, Lou LoFranco, Jenny Abreu

New Policies and Forms

33. Developed forms to track PTO of Administration and Support Personnel. We will be introducing to Principals at their meeting on Friday
34. Developed forms to track Terminations and or resignations of Staff. We will be introducing to Principals at their meeting on Friday.
35. Developed a trail of all staff leaving the organization in order to assist administration prior to interviewing candidates from campus to campus.
36. 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

37. Board member pending Clearance Needing signature for Dade, Broward
38. Principal needing signatures

General Business

39. 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

I. IDEAS, NEEDS, QUESTIONS AND CONCERNS

II. ADJOURNMENT

Yeneir Rodriguez and Jessica Jewitt

- OLD Business (Tampa)

40. Welcome Visitors/Speaker Present:
 - a. N/A
41. Review participation procedures for visitors. (if applicable)
42. Sign previous minutes

Board Member Transitions

43. Approval of New Board Member for Tampa Lou LoFranco
44. Official Resignation from Tampa Lilly Steel, accepted
45. Official Resignation from Tampa Grace Zaldivar, accepted
46. Official Resignation from Tampa Richard Padron, accepted

Financials

47. Reimbursement of Board Member Screening
 - a. JC Quintana paid for Yeneir Rodriguez
 - b. Connie Arnold
 - c. Llaugers
48. NSLP has sponsored Tampa, Broward, and Academy of Arts and Minds.
49. Budget Conferences was held with Ms. Fouchie today.
50. Questions on Financials.

- a. Tampa Budget is tight and will be compensated by reimbursement of CSP Grant

Contractual Obligations

51. Approval of 501 c(3) Tampa pending status from the IRS
52. Lead Teacher monies have been received and have been sent to schools with required forms.
53. Pending Fingerprinting for Tampa Jessica Jewitt, Lou LoFranco
54. Inform Hillsborough County removal of Grace Zaldivar, Richard Padron and Lidia Steel for the Board.
55. Need Parent Liason for Tampa Board: Pending.
56. Following Board members need to be board trained: Lou LoFranco, Connie Arnold, Llaguers

New Policies and Forms

57. Developed forms to track PTO of Administration and Support Personnel. Was introduced to Principals at their meeting on Friday
58. Developed forms to track Terminations and or resignations of Staff. Was introduced to Principals at their meeting on Friday.
59. Developed a trail of all staff leaving the organization in order to assist administration prior to interviewing candidates from campus to campus.
60. 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

61. Board member pending Clearance Needing signature for Tampa
62. Principal needing signatures
63. Contracts for IT Support

General Business

64. Current FTE Enrollment: Hillsborough 113
65. IT orders have been placed awaiting Funds from the State
66. Charter Conference State Form

- III. IDEAS, NEEDS, QUESTIONS AND CONCERNS
- IV. ADJOURNMENT

- NEW Business Meeting Started @ _____

67. Welcome Visitors/Speaker Present:
68. Review participation procedures for visitors. (if applicable)
69. Sign previous minutes

Board Member Update on 4hour Required Training

70. Henry Llaugers Pending State Training (Tampa)
71. Connie Arnold Pending State Training (Tampa)
72. Luis Necuze Pending State Training (Dade and Broward)
73. Lou LoFranco Pending State Training (Dade, Broward and Tampa)

Board Member Pending Reimbursement and Clearance

74. Henry Llaugers (Tampa)?
75. Connie Arnold (Tampa)?
76. Luis Necuze (Dade approved and Broward?)
77. Lou LoFranco (Dade, Broward and Tampa?)
78. Jenny Abreu

Financials

- 79. Reimbursement of Board Member Screening
- 80. Tax Filing 990 Extension until March 2015.
- 81. Budget Conferences was held. Tampa Due to From:
 - a. South \$40,000
 - b. Interamerican \$25,000
 - c. Hollywood \$7,500
- 82. Tampa is required to reduce Personnel Expense or Release Staff Member.
- 83. Grant Award Letters should be received within 2 weeks (Heather Harrel
- 84. 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.
- 85. Bank United Revolving Line of Credit Signatures and Submittal for another 36 months.

Contractual Obligations

- 86. South and Greater Miami Renewals have been approved for 10 extension. Will go to CRC in March
- 87. Collier, Ocala, Palm Beach and Duval Application were review with the district and will schedule workshop to resubmit for 2016 school year.
- 88. SMART Charter Group has offered Bridgeprep Academy of Village Green a Lease for their new facility for 2015.
 - a. Miami-Dade District recommended for Superintendant approval the new location.
- 89. Broward Lease is being review for responsibility of improvements for use of 2nd Floor
- 90. Broward County will consider Middle School for Bridgeprep of Hollywood after their site review on January 26, 2015.
- 91. 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.
- 92. 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.
- 93. Uniform Proposal
 - a. Ibiley
 - b. Sunshine
- 94. Obama Care Reform for healthcare of staff working 25 hours or more.
 - a. Benefits offered at 50% contribution

New Policies and Forms

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

Board Training

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

Signatures Required

- 99. Principal needing signatures
- 100. Payables needing signatures

General Business

- 101. Current FTE Enrollment: South from 442 to ____, Village Green from 185 to ____, Greater Miami from 367 to ____, InterAmerican from 171 to ____, Hollywood 249 to ____, Tampa 113 to ____

V. IDEAS, NEEDS, QUESTIONS AND CONCERNS

VI. ADJOURNMENT