



Minutes

Imagine School at Broward

August 14, 2014

5:30 p.m.

Imagine – Broward

Dan Tarquinio (Board Chair member)

Linda Silver (Board Member)

Leslie Adams (Board Member)

Ananda Rampat (Board Member)

Non-Board Members

Jacquelyn Vernon, Regional Director

Elsa Forthmuller, Regional Finance Director

Linda Arnold, Principal

April Leonard, Business Manager

Brooke Davidson-London, Teacher

Nancy Vabre-Clewner, Charter School Liaison

Welcome

The meeting was called to order at 5:48 p.m. by Mr. Dan Tarquinio Board Chair.

Public Notice

Ms. Arnold stated the meeting had been publicly noticed through a parent email and posted on the doors. It was also placed on the website.

Minutes

Board motioned to approve the elementary and middle school June 19, 2014 minutes.

Principal's Report

We are very proud of our middle school that maintained their school grade of an "A" and our elementary school that raised their school grade to an "A".

We have merged into one school. The new name is Imagine School at Broward. We still have some things we have to sign off on to complete the merge. Ms. Vernon explained legally we are one school, but the Inc and LLC are still open until we do some closing and signing of documents tonight, as well as the transfer of assets and liabilities. The consolidation of the MSID number and the School Board has already begun. We still have two entities open, such as the bank accounts and will remain open until all of the legal work is completed. Ms. Vernon explained what is still necessary to get this process completed.

Enrollment is complete. We are budgeted for 857 students and we are a few over at this time.

PTO bought us another laptop cart.

We ordered new towers for 2 & 3 grades. Eight new cafeteria tables were purchased as well as chairs for certain classrooms.

Imagine Schools are celebrating their Ten Year Anniversary with the theme of "Power of 10".

Last Friday at our annual Imagine Celebration we received "A's" from Imagine in Parent Choice, Economic Sustainability, and Character Education. Scores are based on parents' opinions about the school, as well as being economically sustainable.

Our staff is complete. Two teachers received promotions. Ms. Clewner is now Teacher on Task Assignment and helping with administrative duties. She has finished her Administration Degree, but she still has to complete the FELE (Florida Educational Leadership Exam) and other exams before receiving her certificate. Ms. Wilson transferred to Plantation as an Academic Coach. We added a new middle school position because we have four sections instead of three. Seven teachers relocated to other states or another county. We hired really good teachers. Two teachers came to us from Coral Springs Christian Academy. We hired some teachers from Renaissance Charter and a couple teachers were hired back. Our new staff is great and we are looking forward to a good school year.

The middle school teachers had 2 days of Professional Development. They focused on effective middle level education.

All teachers had 3 days of Professional Development focused on our literacy focus for the next year. Two days were at Broward for all South Florida Region and 1 day was at the hotel in West Palm.

All textbooks have been ordered - Science, Social Studies, Math, and Reading. In addition, we have ordered new "Go Math" for the middle school and the new "National Geographic Reading Program" for 6-8.

We completed many maintenance projects such as sidewalks to the playground, tiled entrance to Pre-K area, hand dryers in restrooms, and some roof problems. We are also looking into installing water fountains. Mr. Cristiano, one of our parents is going to donate his time to put the GFI's in for the water fountains. We still have a large maintenance issue regarding the restoration of landscaping beyond the fence line to its original condition. This is required by the North Springs Improvement District to recertify our storm drain certification. Ms. Arnold spoke about the bids. We have had quotes as high as \$38,000.00. CPM's bid was \$15,000.00 and that is the company we chose. The bid was executed and will start work within the next few weeks. Paradise, our landscaping company, suggested we go with CPM because they are a bigger company with all the necessary equipment. Paradise said they can increase their monthly contract and will continue to keep the necessary areas maintained so there aren't any issues with the storm drains and vegetation in the future.

Final Budget for the 2013-2014 School year

The elementary school budget ended with \$96,000.00 and \$60,000.00 was put in maintenance reserve. The teachers received the 2% bonus in June and the 3% bonus funds have been set aside and will be given once the audit is completed. Ms. Forthmuller explained the process of the budget and the field work from the auditors. The middle school ended with a positive balance. We ordered additional textbooks for social studies. Everyone has all necessary textbooks from K-8. Mr. Tarquinio asked for clarification about the maintenance reserve and the accrued money. Ms. Forthmuller explained that we have to set aside restricted funds for maintenance reserve. She explained the \$60,000.00 has to be board approved to go against restricted funds for maintenance. Ms. Silver

asked if we have any immediate concerns for things that are in desperate need of repair. Ms. Arnold explained the issue pertaining to the storm drain recertification that needs to be addressed and the bids were received. We had to put two new AC units in for \$23,000.00. Paradise Landscaping cleaned the sidewalk and mulched. We have some roof issues, but due to the amount of rain Javier has not been able to address them. Mr. Rampat asked about the red line on the side walk. Ms. Arnold explained that it is for safety reasons to keep the students safe during carline dismissal. Ms. Arnold spoke about the Imagine Summer Camp, Lango and Edge program. These camp programs brought funds in over the summer break and did very well. The Imagine camp brought in close to \$10,000.00 over the summer. Lango brought in \$2,100.00 for rental of one room for one month. The Edge program brought in \$1,700.00.

Board motioned to approve the Imagine Charter School at Broward final amended budget for 2013/2014 and the \$60,000 in maintenance reserve.

Board motioned to approve the Imagine Middle School at Broward.

Assignments for Attorney - Assets and Liabilities and Sublease with Exhibits 1 & 2

Ms. Vernon spoke about the Assignment of the Assets and Liabilities packet. This will finalize the closing of the LLC and we will operate as the Inc. We currently have two businesses open but we are working on making them one. Ms. Vernon explained what needs to be done once they are executed. She explained once the inventory list is executed it will allow us to transfer funds and assets to the new school. Then we can close the elementary bank account and we will have one account. This will become an exhibit and it will go to the District and it will go to the State that we are transferring assets and liabilities. The other application is the Sublease between Schoolhouse Finance and the LLC. We will have a master lease with the exhibits. It will be combined and it will be turned over to the Inc. The documents were created by our school attorney. The final tax and audit will be completed by Berman Hopkins. Both agreements are going to be effective as of July 1, 2014 because that is when the School Board already approved the Charter Contract and Amendment allowing the consolidation of the elementary and middle school to one charter. The Department of Education has approved the consolidation of the elementary and middle into one MSID number with the approval of the execution of these two assignments. With this execution the consolidation will be complete. Ms. Vernon stated that Ms. Arnold will still have to complete a few closeout reports for both schools. She will have to file them separately this year to finalize closing of the elementary school and middle school. Ms. Vernon said she will send the executed documents via email to the Governing Board members. Mr. Tarquinio executed both documents.

Board motioned to approve the Assignment of the Assets and Liabilities and the Sublease with Exhibits 1 & 2.

Fictitious Name Application

Ms. Vernon also explained the situation regarding the fictitious name. We are changing Imagine Middle School at Broward to Imagine School at Broward. We are cancelling Imagine Charter School at Broward. Mr. Tarquinio executed the fictitious name documents.

Board Motioned to approve the fictitious name to be changed from Imagine Middle School at Broward to Imagine School at Broward and cancel the fictitious name Imagine Charter School at Broward.

CONTRACTS

- **Venture Design Contract (Test materials and Health Care Services)**

Ms. Arnold has not received the documents due to the School Board attorney. Ms. Arnold explained the items on the Venture Design Contract. Ms. Arnold requested a school nurse due to the fact that we have a student who has an insulin pump. Once the contract arrives one of the board members will need to sign it and it will need to be sent into the School Board. Ms. Arnold said it cannot be approved by the School Board until a Governing Board member approves it first. Mr. Tarquinio asked if this is the same contract we use to sign up for with minimum

level of service. Mr. Tarquinio asked anything extra added the school will pay additional. Ms. Arnold said that was for the social worker. There are many different items on the contract. Last year we only paid for testing materials. There are other areas for hearing and vision etc. This year she requested for testing, nursing, and training. Ms. Arnold said they need trained personnel, but it does not have to be a nurse. Ms. Vernon asked about the training and if it can be a parent that is certified and trained in the medical field and approved or do we have to go through a non-parent medically certified and trained. Ms. Silver said as long as the person is certified even if it is a parent it would be fine. Ms. Arnold stated it said it does. The certified parent is an employee from Hollywood Memorial and is a partner of the school. Ms. Arnold said the mother is coming in until we can get some trained personnel. Ms. Arnold stated we only receive State funds not Federal funds so we are not entitled to a full-time nurse.

Board motioned to approve the Venture Design with testing and health care services.

- **Addendum to Paradise Lawn Contract**

Ms. Arnold spoke about why we need to amend the company's normal monthly maintenance amount of \$2,000.00. Paradise said they can increase their monthly contract to \$2,600.00. With this increase they will do the monthly maintenance of tree trimming rather than billing us annually for services. Included in the new monthly fee they will continue to maintain necessary areas to avoid any issues with the storm drain vegetation becoming over grown in the future.

Board Motioned to approve the addendum of Paradise Lawn Contract.

- **Clean out of Back Area of School**

Ms. Arnold spoke about the five proposals received regarding the storm drain vegetation clean up. She stated the reason we choose CPM Management was due to their proposal being \$15,000.00 rather than choosing the other bids that were \$38,000.00.

Board Motioned to approve the proposal from CPM Management.

- **Approval of Handbooks including Uniform Policy and Parent Contract:**

- **Emergency handbook**

- **Staff Handbook**

- **Parent/Student Handbook**

Ms. Arnold stated they were sent out electronically to the Board. Ms. Arnold also stated the handbooks have the same information included in them as last year. The only changes made reflected the new school name, Imagine School at Broward.

Board Motioned to approve the Emergency, Staff, Parent/Student Handbook.

- **Charter School Liaison –**

Ms. Arnold stated by law we need a liaison and we need to choose one every year. Ms. Clewner has said she will take this position. Mr. Rampat asked what responsibilities this person would have. Ms. Arnold said this person, in addition to the principal, will handle various concerns of parents. Mr. Tarquinio asked how parents contact the liaison. Ms. Arnold said Ms. Clewner's name will be listed on the school's website. It is also listed on a charter school information update.

Board Motioned to approve Ms. Clewner as the School Liaison.

Governing Board Vacancy

Ms. Zimmerman, a potential board member, was unable to attend due to family circumstances. She is still interested in the position. Ms. Arnold will still post the opening. The Board feels it would be good addition to have an outside community member.

The board motioned to approve to nominate Linda Silver as Vice Chair.

Public Input – none.

Regional Input

Ms. Vernon has visited the school and thanked Ms. Arnold for hosting the Professional Development. Ms. Vernon commended the staff and thanked them for the excellent job done.

Board Input

Mr. Tarquinio asked about the Governor’s money for the TAF, and the base allocation with regard to the rent. Ms. Forthmuller said that because the base student allocation increased so will the rent and our student population did increase. The base student allocation increased to 7.45%. The Governor’s money is included on the same line as the base student allocation funds. Mr. Tarquinio asked if this Governor’s money ends, is there going to be an escalation in the rent. Ms. Forthmuller stated if the FTE decreases the rent will also decrease. Ms. Forthmuller said she will look as to the increase or decrease in the fees. Mr. Tarquinio inquired about the pay for performance for teachers and if there were any updates. Ms. Vernon said Mr. Sasse wants us to bring a Compensation Plan to the Governing Board. Ms. Vernon asked if we could wait until we receive a copy of what the Consortium presents at the meeting. Ms. Vernon hoped they would have a plan at the next meeting.

Upcoming Meetings for the 2014-2015 School Year: We may have to meet around end of September if the FY 2014 Audit is not completed.

- September 22, 2014, Monday @ 5:30 p.m.
- December 1, 2014, Monday @ 5:30 p.m.
- January 12, 2015, Monday @ 5:30 p.m.
- March 30, 2015, Monday @ 5:30 p.m.
- May 18, 2015, Monday @ 5:30 p.m.

Motion to adjourn meeting at 7:00 p.m.



Signature of Board Member

9/22/14

Date