



## Minutes

Governing Board Meeting  
Imagine at Broward, Inc  
D/B/A  
Imagine Middle School at Broward  
August 2, 2013  
9:30 AM

### Imagine – Broward LLC

Rena-Rae Kaufman (Board Chair member)  
Linda Silver (Board member)  
Ilene Garland (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, Teacher  
Simone Naris, Parent  
Monica Eastep, PTO President  
Nikki Tarquinio, Parent  
Pam Lubin, Parent  
Ron Veltman, Parent  
Leslie Adams, Parent

### **Welcome**

The meeting was called to order at 9:30 AM by Ms. Kaufman, Board Chair.

### **Public Notice**

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

### **Minutes**

Board reviewed and approved June 13, 2013 minutes.

## Principal's Report

- Middle School Grade/Academic Coach

Middle School s received an A for 2012/2013 school year. Amaya Corral will be the full-time academic coach for the 2013/2014 school year. One of her roles as the academic coach will be to analyze data with the teachers. Over the summer Amaya accessed the textbooks and placed orders for new Language Arts, Science and Math textbooks. All textbooks have arrived.

- New Hires

Ms. Thompson our Science teacher moved on to teach at Coral Springs Charter and Ms. Brosseau returned back to her previous teaching job because it was closer to her residence. We hired Andrea Walkley to replace Ms. Thompson and Suzel Henriquez replaced Ms. Brosseau. Ms. Henriquez can also be Spanish certified. Our PE teacher Coach Warrington moved to New Jersey. The position of the PE teacher was filled by Josh Yesner.

Pat Jarrett retired and Caroline Schilling was added on as the full-time guidance counselor. Caroline will also be handling all testing material. She will be upstairs near the middle school. She has already been proactive and set up a website as well as parent resources.

- Repairs

The entire interior of the school was painted as well as new flooring in the main office. Many parents helped doing various jobs around the school during the summer. Ms Bravo, one of our parents, will be painting the 6 pillars in the cafeteria. Ms. Kaufman mentioned that we received a nice compliment that our school is immaculate.

- Recycling Award

With the assistance of parents and staff, we took 1<sup>st</sup> place in the Dade recycling contest and won \$1000.

- Technology

Over the summer the technology team did upgrades to our system so our internet will run more efficiently for the 2013/2014 school year. We were able to purchase new towers and headsets for the Library. We were also able to order Procure. This software program will be used for aftercare and VPK to make the payment process easier and more efficient for parents. We will also be able to use Procure as a time clock for our staff.

- Professional Development

We had several professional development workshops that were offered over the summer to the teachers. The workshops were coordinated by the region and were held at Broward. The Race To The Top funds were used to pay the teachers that attended the workshops. Twenty-five staff members are planning to attend the Imagine Forum in Orlando. Five Middle School teachers went to the common core training as well as Ms. Gayle, Ms. Arnold and Ms. Corral.

- Upcoming Events

Our teacher Meet and Greet will be held on August 16. Times for this will vary so there will not be any traffic or parking issues.

We will be holding open house on September 11. Ms. Garland and Ms. Kaufman will attend one of the open houses.

- PTO

PTO paid completely for the artificial turf on the playgrounds. PTO is now downstairs and more accessible for parents. They also contributed funds for the new flooring in the main office.

- Academic Framework

Ms. Vernon mentioned that the teachers will be incorporating 3 of 6 measures into their new academic framework. We are trying to incorporate this for all the schools in our region so everything reflects the same for each school. We are rolling this out with the expectation that everyone is accountable for our Six Measures. Our Group Academic Adviser (GAD) will go through the new academic of accountability with the teachers.

Arlington and National Academic Team will engage in activities and have the right equipment to evaluate. All governing boards will receive the same information for all schools on the Academic Framework.

### **BUDGET 2012-2013**

The Final Budget we were able to give 2% in June and 3% in October to staff. The Budget was tight and we did end in the black. We were able to purchase four novel sets for each grade, this allows one novel per quarter. We were also able to purchase Springboard Language Arts as well as Science experiment supplies. The full accrual is negative, but we will look more at the fund modified as a surplus. The Middle School did not have much capital items because these items were purchased the prior year but these items are starting to depreciate. Capital Outlay is supposed to be increased but we have not seen the numbers.

We will set up a board meeting in mid September for the auditors to review the final audit information.

Board motioned to approve the middle school budget.

### **GOVERNOR'S RAISES FOR TEACHERS**

Ms. Arnold spoke about the raises from the Governor for the teachers. Ms. Vernon emailed Ms. Perry regarding the funds and the District cannot give us the money because it has not been negotiated. Our money is not tied to any negotiations and we are on the top of list to receive the funds.

Middle School an A grade the first year, a B the second year and an A this year. This year we hope the Commissioner will be sending us a letter so we will qualify as a high performing school. This will increase the years between renewals. This would also cut down on administrative fees that the District passes down to the schools.

## **HANDBOOKS**

Board reviewed the staff, parent/student and emergency handbooks. The board motioned and approved all handbooks.

## **CHARTER SCHOOL LIAISON**

Ms Clewner has volunteered to be Middle School Liaison. The board motioned and approved the liaison position. Ms. Vernon explained to the new perspective board members what is required of a liaison. The new liaison will be included in all documents, handbooks and charter school etc.

## **GOVERNING BOARD VACANCY**

We have a few vacancies on the board. Ms. Vernon mentioned that when interviewing for new members they look for well blended candidates.

Ms. Garland wanted to know the term of a Governing Board member. Ms. Vernon stated the terms are three years or sooner if member is removed or resigns. The certification course has to be updated every three years as well. The positions are negotiable or amendable.

Ms. Arnold spoke about each candidate that was present at the meeting. Ms. Kaufman asked what the process was to fill positions. Ms. Vernon explained the process and if there was more than one resume received then it can be posted with a deadline. She also mentioned that if you have more than one person, interviews are conducted and then the board will decide who will be the new member. Ms. Arnold will post governing board vacancy again and will incorporate a deadline.

Ms. Kaufman suggested that at the next board meeting the interviews will be conducted. The board agreed to make up questions and will interview each candidate. Board motioned to accept and moved to do interviews next meeting.

## **Public Input**

Simone Narcis inquired as to why there are five members on the governing board. Ms. Vernon stated it is in the bi laws to have five more members on the board.

Simone Narcis also mentioned the main office update looks great. She asked if the students will have access to the guidance counselor on their own or does it have to be with parent. Ms. Arnold explained the students can set up appointments on their own. She will be easily accessible. Caroline Schiling will also start with articulation for those going into high school in January. Digging Deeper will be infused as well.

## **Board Input**

Ms. Garland inquired if parents get an update of things going on at school. Ms. Arnold stated that all school updates, events and notices are being sent out via mail chimp to notify parents. Ms. Garland also wanted to know if the governing board will be able to receive the updates too. Ms. Arnold said they will add the members to the email list and will have a new section on the website that will be designated for just governing board information.

**Board Meeting Dates**

Meetings will be held every other month on the 3<sup>rd</sup> Thursday.

Board meetings for the rest of the year are as follows:

September 19, 2013 @ 5:30PM

November 7, 2013 @ 5:30PM

January 16, 2014 @ 5:30PM

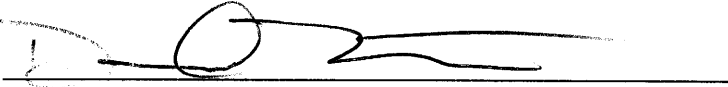
March 20, 2014 @ 5:30PM

May 15, 2014 @ 5:30PM

June 19, 2014 @ 5:30PM

**Adjourned**

Motion and moved to adjourn at 10:00 AM.



Signature, Chair of the Governing Board

Date 9/19/13