

**Minutes**  
**Imagine at Broward, Inc.**  
**Imagine School at Broward**  
**September 24, 2018**  
**5:30 p.m.**  
**FINAL**

**Imagine School at Broward**

Brian Schlang (Board Member-Chairperson) - in attendance  
LuAnn Comes (Board Member) - in attendance  
Christopher Buckley (Board Member) -in attendance  
John Gerun (Board Member) - in attendance

**Welcome**

- Mr. Schlang called the meeting to order at 5:30 p.m. with all Governing Board members in attendance. Mr. Schlang welcomed the Board and public to the meeting.

**Public Notice**

- Ms. Darling indicated that the meeting was publicly noticed by website, parent newsletter and flyers posted on the door of the school.

**Minutes**

- The minutes from the regularly scheduled meeting of August 6, 2018 were reviewed. A correction was needed for the spelling of Karl Huber. A motion to accept the minutes with the correction was made by John Gerun and seconded by Christopher Buckley. The motion was carried unanimously.
- The minutes from the emergency meeting on August 30, 2018 were also reviewed. A motion to accept these minutes as written was made by John Gerun and seconded by Christopher Buckley. The motion was carried.

**Principal's Report**

- Ms. Darling stated Imagine Broward expected to be at full capacity of 840 students by the first FTE week. Current enrollment is 833. Students are being called from the wait list.
- STAR testing has been completed and data is being disaggregated.
- Data chats have begun and a school wide database is being utilized to track student data, Rtl information, and students being monitored. Students being discussed include those scoring the lowest 30% on the FSA and the lowest quartile on the STAR.
- Progress Monitor Plan letters have been sent home to all students who scored an FSA Level 1 or 2 in Reading or Math as well as those students in 2nd and 3rd grade who did not pass the end of year Primary Reading Test.
- The school will again participate in the Advanced Reading Challenge. Ms. Rosen is launching it.
- Pinnacle was instituted for the middle school grading system and it appears to be working well. Engrade, the grading system for elementary students, will not be available after this year. Parents of elementary age students are being informed, since they will not be able to view grades online with Pinnacle. A plan is now being devised on how to communicate grades to parents throughout the quarter.

- Field Trips have been planned as follows:
  - Kindergarten- WOW Factory and Safety Town
  - 1st Grade - Bedner's Farm
  - Middle School -Coral Springs Center for the Arts - "We the People"
  - 6th / 7th Grade - Kennedy Space Center in March
  - 7th / 8th Grade - Four day trip to Washington D.C. in March overseen by Mrs. Swope.
- Middle School boys and girls soccer teams have each won 3 out of 4 games.
- Middle School Cheerleading final tryouts are scheduled for Wednesday with over 50 students auditioning.
- Regarding safety, an active Shooter Training will be conducted by the Coral Springs Police Department on the first planning day. Monthly Code Red Active Shooter drills are being conducted.
- A Hardening Grant application which would provide capital outlay funds to improve the physical security of the building is due December 1. Vendor quotes are currently being acquired.
- Fundraising events are being planned throughout the year. Currently four Spirit Weeks are planned, as well as a Fun Run in January.

### **Audit Report - 2017-2018**

- Brian Nemeroff of Berman Hopkins Wright and LaHam, CPAs and Associated, LLP presented the audit report for 2017 - 2018. He directed everyone's attention to the audit report outline and letter to the Governing Board. He stated it was a clean audit. Additionally he noted on the letter the statement, "There were no significant difficulties in dealing with management in performing and completing our audit."
- The audit was performed using auditing standards generally accepted in the United States of America and also Government Auditing Standards. Mr. Nemeroff said the overall opinion is the audit was clean; there were no issues to report for government controls and compliance; and there was nothing to report to the Florida Auditor.
- However, the "Due to" and "Due From" could reduce the money Imagine Broward owed to Imagine on invoices. This issue has been discussed and is being reconciled.
- Mr. Nemeroff stated the school's unassigned cash balance is healthy and the school is financially stable.
- Brian Schlang questioned the statement on page 6 of the report about a decrease in student FTE. Ms. Darling noted there were several fewer students last year.
- Brian Schlang questioned if we have a Qualified Public Depository for our funds. Mr. Nemeroff replied we did so funds are not at risk because funds are in an FDIC bank. Mr. Schlang questioned if the school should move funds to a high yield interest account due to the increase in interest rates. Imagine did not recommend it at this time. Mr. Nemerof said it could make sense but if we chose to move funds, the bank must be government qualified and the move would need to be approved by the Governing Board.
- The date used on page 14 in number 1 was reviewed, "Reporting Entity" needs to be verified and possibly updated. Mr. Nemerof said he would follow up.
- The "Note H - Subsequent Events" section was discussed. Brian Schlang explained the Governing Board's intent to purchase the building. Since nothing was done during the 2017 - 2018

school year, it would not be reflected in the audit report for 2017-2018. However, Mr. Nemerof said anything that impacts financial numbers or is relevant would be noted in this section.

**Teacher Out of Field Waivers**

- Ms. Darling presented the out-of field waivers and noted no teacher was out in their subject area. All waivers were for ESOL and Gifted. The school is in compliance with sending notification letters out to parents. Ms. Vernon and Ms. Darling explained that if a teacher does not take the required classes, then they can no longer have an out of field waiver in any area. It was also noted that it was the teacher responsibility to know their requirements and complete their classes in a timely manner. The financial impact on the school by not having the required waivers and complying with rules was noted.
- The requirement to have each teacher’s name and waiver area said aloud at a Governing Board meeting was explained. The following teachers were named to have out-of-field waivers along with their current certification and subject areas that are out of field:

<b>Teacher</b>	<b>Current Certification/ Subject Area</b>	<b>Additional area taught, out of field</b>
Reiby Balbi	Exceptional Student Education	ESOL Cat I
Teri Cohen	Elem. Ed. K-6	ESOL Cat I
Rebekah Fagiani	Elem. Ed. K-6	ESOL Cat I
Andrew Friedland	Elem. Ed. K-6	ESOL Cat I
Marc Groudan	Elem. Ed. K-6, ESOL	Gifted
Lauren Heuer	Elem. Ed. K-6	ESOL Cat I, Gifted
Paulo Jordao	PE K-12	ESOL Cat III
Christina Marsman	Elem. Ed. K-6, Preschool Ed. Birth-4	ESOL Cat I
Tami Meyer	Elem. Ed. K-6	ESOL Cat I
Virjen Sanchez-Rivera	Elem. Ed. K-6, Preschool Ed. Birth-4	ESOL Cat I
Pamela Rodriguez	Elem. Ed. K-6	ESOL Cat I
Nicole Tellez	Elem. Ed. K-6	ESOL Cat I
Sheri Toledo	Elem. Ed. K-6, ESOL	Gifted
Raquel Willis	Elem. Ed. K-6, ESOL	Gifted
Melanie Yunker	Elem. Ed. K-6	ESOL Cat I
Alyssa Zant	Elem. Ed. K-6	ESOL Cat I

**ESE Compliance**

- Ms. Darling presented a letter that needed to be signed for the District. The letter titled “Statement of Assurance for Exceptional Student Education”, was an agreement for the Governing Board to ensure the principal is aware of and will follow all federal laws, state laws, and state-approved Broward County Special Policies and Procedures for Exceptional Student Education.
- The letter can be signed by one Board Member on behalf of the entire Board.

**Regional Director Input**

- Ms. Vernon said the school had a very good opening to the school year.
- On the first day the car line was extremely long; however, the situation is much better now for car rider drop off. It appears the car line is impacting Cleveland Clinic. Ms. Darling and Ms.

Vernon met with them and a change in the way parents come in may solve the situation. Cleveland Clinic was very cooperative and was also working for a mutually beneficial solution.

- The curriculum data chats are in progress and are valuable. She will be walking through classrooms in the next couple of weeks.

### **Public Input**

- During the Governing Board discussion on the audit, Mr. Tarquinio questioned the operating agreement statement (Page 22, question #1). Mr. Nemerof said he followed previous audit reports, but would review the current agreement the next day to compare. Ms. Vernon said she would send the agreement to him so he could review it and update if necessary.
- Mr. Tarquinio said he thought the idea of buying the building was an interesting idea. He was concerned that the price of the building may be set too high and asked when an appraisal would take place. It was explained that no agreement was in place at this time. Mr. Tarquinio reviewed the history of the school and stated he really wanted an appraisal. He asked if School House Finance would have accepted a lesser amount and that would have made it where the building and property would not have to be purchased. He asked why the 2018-2019 budget was not currently on the website. He also asked if this would be the last time Berman Hopkins Wright and LaHam CPAs and Associates LLP would be used as the auditor. Ms. Vernon explained an RFP would be put out and the Board decides who will be on the Audit Committee. The Audit Committee determines the auditor. He questioned why a teacher was let go last year and wondered why the information was not openly available. It was explained there was a message from the Department of Education to follow a specific process to let her go due to disciplinary action which Ms. Darling followed. The teacher's license was revoked so she could not teach, but then she taught in Broward County. Her license was revoked. Any other public information could be found on the Florida certification website.

### **Board Actions**

- A motion was made by Brian Schlang to approve the audit report with revisions as needed and noted for page 14, "Reporting E", page 22, Question 1 and seconded by LuAnn Comes. The motion was carried unanimously.
- A motion was made by Brian Schlang to divide one million dollars into four increments and move these funds into high yield savings accounts, all secured. John Gerun seconded the motion. The motion was carried unanimously.
- A motion was made by Christopher Buckley to approve all out of field letters subject to confirmation the teacher is allowed to have the waiver. John Gerun seconded the motion. The motion was carried unanimously.
- Christopher Buckley made a motion to have Brian Schlang sign the "Statement of Assurance for Exceptional Student Education" letter. John Gerun seconded the motion. The motion was carried unanimously.

### **Board Input**

- Mr. Schlang thanked Mr. Tarquinio for his public input.
- Mr. Schlang asked if Ms. Darling could follow-up on finding if any teachers had an out of field waivers from a previous school to verify all teachers listed were eligible for the waiver.
- Brian Schlang provided an update and additional information on the purchase of the building. He said he will call Richard Moreno for an update on financing. The underwriter is engaged.

The trustee is in contact with the Broward County's Office of Economic and Small Business Development. The hope is to use the Broward County Office of Economic and Small Business Development because the fee is about one-third less, but more information is needed. He is trying to get a timeline. D. A. Davidson Company is helping to put the application together and is also reaching out to Moody's for a rating. All components are coming together. The attorney is gathering documents for review so a list will be provided of what is still needed. The calls may get started in a couple of weeks. Brian Schlang has the LOI and Purchase Sale Agreement from the attorneys. He explained our attorneys said to include an agreement to change the timing to 90 days at the end of the 45 day due diligence. It is our obligation to close if the bond financing is available at a reasonable rate. Otherwise, we still want to have a refund and be able to walk away. Brian and Richard Moreno will talk to Scott. We want to make sure there is no penalty for breaking our lease. We also want to make sure we have the right to close anytime within a five day notice. The attorney is working through items and then Brian can sign the LOI. There will not be a need to vote at that time.

- Christopher Buckley thanked Brian Schlang for his continuing efforts and appreciated the public input.
- John Gerun thanked Brian Schlang for looking out for the school community.
- LuAnn Comes also thanked Brian Schlang for his hard work in helping to put this agreement together. She thanked Mr. Targuinio for his input about the Sunshine Law. She praised Ms. Darling and the school for a good opening to the school year and their continued efforts for the students.

#### **Adjournment**

- A motion to adjourn the meeting was made by LuAnn Comes and seconded by Christopher Buckley. The meeting was adjourned at 7:45 p.m.

Minutes respectfully submitted by  
LuAnn Comes

Minutes are accepted as a final copy by:

  
\_\_\_\_\_  
Brian Schlang, Board Chair Member

12-4-18  
\_\_\_\_\_  
Date

#### **Upcoming meeting for 2018 - 2019 School Year:**

November 27, 2018

May 20, 2019

January 28, 2019

June 17, 2019

March 4, 2019

All meetings are scheduled for 5:30 p.m.