

**Minutes
Imagine at Broward, Inc.
Imagine School at Broward
March 18, 2019
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 update and flyers posted on the door of the school.

Minutes

- The minutes from the regularly scheduled meeting of January 28, 2019 were reviewed. A motion to approve the minutes as written was made by John Gerun and seconded by Chris Buckley. Minutes were approved. The review of the minutes from the Emergency meeting of February 25, 2019 were tabled until the next regularly scheduled meeting.

Principal's Report

- Ms. Darling stated Imagine Broward enrollment is currently 842 students which meets the budgeted enrollment.
- The 2019-2020 lottery opened February 1, 2019 and continues until March 4, 2019. 359 applications were received. Applications continue to arrive and those are added to the bottom of the wait list. Forty-five of the applications are for siblings of currently enrolled students and they will receive priority acceptance. Parents will be notified beginning April 8, 2019.
- Teachers received Letter of Intent forms which must be returned by April 4. At this point, 27 out of 45 letters have been returned. Only one teacher has indicated a plan to not return due to retirement.
- Student, staff, and family surveys are being conducted. Student participation was 100%. Staff surveys are in the process of being completed. The window for completion is March 11 through April 1. Paper-based family surveys will be distributed to 626 families with a window of April 15 - May 6. The survey has questions based on the school's mission and vision, shared values of integrity, justice, and fun and the six measures of excellence. Survey results will be analyzed to pinpoint areas of strength and areas of growth.
- FSA Camp is in its fourth week.

- FSA for 3rd Grade Reading and FSA Writes for Fourth through Eighth Grades will be conducted the first week back from Spring Break. Training on test administration will be conducted on Thursday, March 21, the upcoming early release day.
- Due to Governor DeSantis issuing an executive order on eliminating Common Core, the schedule for text book adoptions and purchase will be revised. Next year will be considered a GAP year for the current textbooks of Collections, Journeys, GoMath, Science Fusion and Interactive Science. Information from the state indicates there will be no changes to statewide assessment and / or the school grading system for this year or next year.
- AdvancedED notified the school on February 25 that the school's SACS accreditation review was being postponed one year. The original date of certificate expiration was 6/25/2020, but will now be one year later. Ms. Darling read the letter from AdvancedED which indicated that the decision was made due to the high performance of the school. AdvancedEd no longer needs to have on-site reviews every five years. Therefore, the certificate expiration date was changed to June 30, 2021.
- The school has raised \$3,072 for Stop the Bleed kits. The Coral Springs Police Department (CPSD) will conduct the 2-hour training course for proper use of the kits on Thursday, March 21. CPSD has already visited the school to make recommendations on properly placing the bleed kits throughout the school.
- The school received notification on February 13 that it would receive \$30,020.68 from the Safety and Security of School Buildings Grant. Brian Schlang, Governing Board Chairperson, would need to sign for the acceptance of the compliance requirements of the grant. Expenditures will be for improving the safety and security of the building and those identified in the risk assessment. Grant funds must be for fixed capital outlays and not for maintenance. All purchase orders must be retained. Carson Ramsay of the Broward County School District stated in a letter that the last day for spending is June 30, 2021
- Four projects from the school was sent to the Imagine That! Showcase. The projects came from 1st, 4th, 5th, and 7th Grades. Three out of four of the projects were sent to the Gulf/Atlantic Coast Imagine That! Showcase to be held on April 18.
- Over \$9,000 worth of books were sold at the second book fair of the year. There was a dinosaur theme.
- The third Spirit Week had a Dr. Seuss theme and raised over \$1,178.
- The first Fun Run event was held and over \$9,200 was raised.

Regional Director Input

- Ms. Vernon said that everyone was focused on teaching and learning and trying to stay calm in preparation for the upcoming FSA.

Update on Property Purchase and Board Update

- Richard Moreno provided the update on the building purchase.
- The Broward County Commission will be meeting on March 28 for the TEFRA hearing. At the last meeting another charter school was presented. Some of their information may have been incorrect, but the item did eventually pass.
- The due diligence questionnaire is in the process of being completed. The contract with Imagine would be modified, but that is coming later. He is trying to make the covenants as standard as possible. After the TEFRA hearing, the final form of documents would be completed and then submitted to Moody's and Broward County.

- To fund the building fund for repair and replacement, the school will contribute \$40,000 per year until \$200,000 is reached. When repairs are needed, the school can draw down for the repairs and then replenish at that time.. On the five year plan, the first payment would begin in 2020-2021 school year and should then reach the \$200,000 by 2024-2025. This cash is counted toward the cash on hand requirement. When asked if that fund should be placed into the bond, Richard stated it is better to not put that in the bond since we would be paying interest on it.

Trustee Selection and Authorization to Sign Agreement

- Richard Moreno explained that a Trustee/Paying Agent/Registrar would be required for the financing. This Trustee would be responsible for disbursing the funds to the bondholders. He presented three proposals. All three proposals were reviewed.

Surveyor Selection and Authorization to Sign Agreement

- Richard Moreno also explained that for closing, a property survey would be required. Bids were presented and reviewed.

Attorney Recommendation/Input

- Melissa Gross-Arnold, attorney, spoke about her original focus was on the transaction when staff reached out to her firm. She recommended preparing specific Governing Board policies so steps are clear for all. Case laws have been followed, but it is productive to put the policies in place. The two policies to have in place are "Public Records Policy" and "Public Comment Policy."

Public Records Policy

- She presented a Public Records Policy which was reviewed and discussed. It can always be updated. It designates all requests for a public record to go through the principal. Her suggestion was to put the final policy on the website so it is readily available for all. In the section for "Acknowledgement of Request" (2b), the school can always add how a reply is made with standardized language. When questioned about the charges listed in the policy (2d), she indicated these recommended amounts were allowable, but were only her suggestions. She reminded everyone that charges for time are based on the lowest pay rate of any person qualified to pull the information and then copy it. There should be a specific provision for tracking the request. Public records are addressed in the Florida Constitution so provide the guidance for the school. The staff must recognize the importance of public records and handle requests in a timely manner, but does not have to drop everything to complete the task. No one may ask the reason for a public records request. In Section G, Maintenance and Retention, it refers to every document created in the ordinary course of business. The time frame for retention is in the schedule provided by the state. She pointed out the requirements of vendors. When questioned about exempt records, she provided examples such as personnel number, social security number, bank account numbers, and medical information.

Public Comment Policy

- Ms. Gross-Arnold also presented a Public Comment Policy. She summarized the law and said the law provides the public the right to comment. The Governing Board still has the right to manage the meeting and the meeting environment so there is guidance for decorum. If the public does not have sufficient time, then they can put their thoughts in writing at that meeting or after the meeting. The purpose of the public input is not a back and forth discussion, nor a question and answer session. Staff can be directed to respond or not at all. It is suggested to

provide this policy to all committees. Regarding cell phones, it is recognized that anyone may record a meeting, but may not do it to interfere with the meeting.

Audit Update

- The contract with Berman Hawkins has expired so an auditor must be selected for this year.
- An Audit Committee needs to be convened to determine language for the RFP.
- The Audit Committee will make the final recommendation for the selection of the auditor.

Hiring of Lobbyist

- One suggestion presented was to hire a lobbyist. Dennis Mele was suggested. There are a limited number of attorneys who do this work. Time would be of the essence since the meeting date is quickly approaching. The Board would have to make a decision tonight if they wanted to pursue a lobbyist. Although the school received a unanimous decision from the Bond Committee with subject area experts, the issues discussed in the paper recently may sway the commissioner's decisions. It was noted that if any Board member went to talk to a commissioner, even for free, that person must register as a lobbyist.
- Mr. Mele was called during the meeting. He explained what he would do and approximate cost. He is a local government land use and zoning attorney in Ft. Lauderdale. He stated as a lobbyist he would meet with each commissioner in advance of the meeting and answer any questions they might have. Since three commissioners voted "no" with the last charter school, he would begin with those three individuals. He would also meet with the other six commissioners so none of those votes would be lost. When asked if the lobbying could help, he stated he did believe it could help. Based on time required, commissioner schedules and expenses, he thought the bill would be less than \$10,000.

Public Input

- Dan Taraquinio stated he was glad Melissa was working with the school to create policies and have them in force. He was also happy that the procedure for determining the auditor was following a committee procedure. Regarding his letter, he stated "all is fine". He reiterated his opinion in that by limiting the public input to two minutes, it did not fit the spirit of the law, even though it followed the law. He said he was still conflicted about the purchase of the building because he still didn't know the updated projections and the net present value. Although he had not made up his mind, he said he would probably be speaking against it at the Broward County Commission Meeting.

Board Input

- Chris Buckley indicated he liked having a lobbyist fighting for us and was glad the Board voted for this expenditure.
- John Gerun stated he liked the policies and thought it was a good move for the Board. He was also glad the Board hired the lobbyist.
- LuAnn Comes was supportive of the policies and glad they would be implemented. She also stated that Ms. Darling had provided information about the school's ESE program when asked prior to FTE week. The information was in line with state and Broward County rules and procedures. She thanked her for the promptness and thoroughness of her response.

- Brian Schlang was supportive of the new policies. He said it would be something for the current board as well as new board members to follow as they transition into their position. He asked for an update on new board members. Ms. Vernon responded she would have to get back to him.

Board Actions

- John Gerun made a motion to approve the minutes of January 28, 2019 with a second by Christopher Buckley. The motion was carried unanimously.
- LuAnn Comes made a motion to approve the acceptance of the Safety and Security Buildings Grant funds and have Brian Schlang sign the acceptance of compliance requirements letter. The motion was seconded by John Gerun. It passed unanimously.
- Brian Schlang made a motion to select Zions' Bank Corp. as the Trustee in relation to the bond with a second by John Gerun. The motion was carried unanimously.
- Brian Schlang made a motion, seconded by John Gerun to select CRE Surveys for the building and bond. The motion was carried unanimously.
- John Gerun made a motion to approve the Public Records Policy as modified with the additional statement. It was seconded by Brian Schlang. The motion was passed unanimously.
- A motion was made by LuAnn Comes and seconded by John Gerun to approve the Public Comment Policy with the two modifications. The motion was carried unanimously.
- Brian Schlang made a motion to set up an Audit Committee which includes the entire Governing Board, Debra Darling, Elsa Forthmuller, and April Leonard as members. The Committee would select the language for the RFP and make a recommendation for the auditor. It was seconded by LuAnn Comes. The motion was passed unanimously.
- Brian Schlang made a motion to hire Dennis Miele as a lobbyist to meet with the commissioners so that the school could move forward on the building purchase and bond. The motion was seconded by John Gerun. It passed unanimously.

Adjournment

- The meeting was adjourned at 7:09 p.m.

Minutes respectfully submitted by
LuAnn Comes

Minutes are accepted as a final copy by:



Brian Schlang, Board Chair Member

5-20-19

Date

Upcoming meeting for 2018 - 2019 School Year:

May 20, 2019

June 17, 2019

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