

Minutes
Imagine at Broward, Inc.
Imagine School at Broward
Governing Board Meeting
May 18, 2020
5:30 PM

Imagine School at Broward

Brian Schlang (Board Member – Chairperson) – in attendance
Christopher Buckley (Board Member) – in attendance
John Gerun (Board Member) – in attendance
Debra Darling (Principal) – in attendance
Misha Fletcher (Assistant Principal) – in attendance
Rod Sasse (EVP) – in attendance
Susan Onori (Regional Director) – in attendance
Elsa Forthmuller (Regional Finance Director) – in attendance
April Leonard (Business Manager) – in attendance
Chris Perez (Regional IT Specialist) – In attendance

Welcome

Mr. Schlang called the virtual meeting to order at 5:37pm with Governing Board members in attendance. Mr. Schlang welcomed the Board and the public to the meeting.

Public Notice

Ms. Darling indicated that the meeting was publicly noticed by the website, parent newsletter (via email) and flyers posted on the main entry door to the school per the official school policy.

Resolution for Virtual Meeting

Chris Perez shared The Resolution for Virtual Meeting.

Susan Onori explained that this document explains why we are having a virtual governing board meeting.

Brian Schlang opened for public input for the Resolution for Virtual meeting.

Brian Schlang opened for board input for Resolution for Virtual meeting.

No Input was given

Brian Schlang made a motion to Approve Resolution for Virtual Meeting. John Gerun seconded the motion all board members present voted in favor, Motion passes.

Approval of Minutes January 27, 2020

Mr. Schlang asks that the board review the minutes and provide any questions on the meeting minutes of the board meetings from January 27, 2020. Minutes had clerical corrections and were given to Mrs. April Leonard and done for Board Approval / Vote.

Principals Report

Ms. Darling thanked Chris Perez, Regional IT Specialist, our teachers and staff for making the last two months a very positive experience transitioning to distance learning.

Ms. Darling informed the board that in preparation for FSA back in February, we had begun our FSA Carousels, FSA Camps and ongoing SHINE Time. FSA Camp – materials target “Near Mastery” standards from BSA.

Ms. Darling informed the board that On March 30 we implemented our distance learning plan. Teacher worked hard over their Spring Break, learning new skills and technology of Edmodo, Zoom, and videotaping. Teachers are making sure instruction and learning continues as well as having engagement and social interaction through Zoom Meetings. Teachers are interacting and available to students at least three hours each day. Specials provides their classes in the afternoon and ESE/Speech/ESOL services have continued. Each family at our school has been assigned a member of our Support Staff Connect Team. Support staff calls weekly. Huge success and we are getting lots of parent compliments about our distance learning compared to the public and other schools.

Ms. Darling informed the board that We sent out a parent survey on Friday in the parent update and placed on our website to help us get feedback on how we responded to the crisis and how our students are adapting to distance learning.

Ms. Darling informed the board that We are STAR testing students this week noting that it is not the state test and will not be used for making judgements affecting student or school status. The results will be used to understand where students are educationally on the learning progression and to accurately plan for future educational activities.

Ms. Darling informed the board that Current student enrollment is 851. The lottery window closed February 28. We had 450 on our waitlist. Families were called over Spring Break

875 registered for next year. Our budgeted enrollment is 846.

K-227

1-26 (2 siblings)

2-30 (1 sibling)

3-33 (1 sibling)

4-23 (2 sibling)

5-20 (2 sibling)

6-67

7-17

8-8

Called in Kindergarteners who have siblings at the school - 44

749 # of students returning (70 - 8th graders) and (32 non 8th graders leaving)

Yearly average attendance is 95.8%. Since distance learning we have attendance over 98%.

Ms. Darling informed the board that We will continue to monitor information provided to us about the coronavirus from the CDC, the Department of Health, and the Broward County School District. We plan for an in person return to school on Wednesday August 19th.

Ms. Darling informed the board that Prior to the school closing, two products were used thoroughly throughout the school are Mr. Clean Disinfectant (more for cleaning and antibacterial) and Virex-TB a product that kills all viruses and bacteria. It is used in our daily cleaning routine, which is not limited to bathrooms, cafeteria, classrooms, and common

areas and surfaces, tables, door handles, etc. We follow the health procedure standards of sanitation from the County and State.

Ms. Darling informed the board that Additional precautionary measures had been implemented to enhance disinfecting procedures. The addition of more frequent cleanings throughout the day in restrooms and common areas with spraying and wiping of product on handles and surface areas.

We have added the use of Oxivir TB wipes for general cleaning of surfaces that has bactericidal and viricidal properties – killing viruses, bacteria, and germs within 1 minute.

Fogger - Virex TB \$1/square feet. 45,000 square feet .30/square feet

We replaced all the AC filters.

No more than 10 people in the building at a time and we were masks.

Teachers again retaught proper handwashing procedures. Laminated signs on handwashing are posted above every sink. Also, proper ways to cough into your sleeve or tissue.

Ms. Darling informed the board that for next year, we continue to update our cleaning and sanitizing plan. We ordered 100 face masks for staff and 10 thermal thermometers. 10 hand sanitizer dispensers with 6 floor stands have been ordered as well as 10 cases of the sanitizer. A contractor has been contacted and is going to provide us with a quote for installing walls in our front office, so we have a safe lobby area. We also are getting a quote for plexiglass for the receptionist area.

Ms. Darling informed the board that Imagine Schools has created a task force to prepare us for all possible scenarios for next year's learning.

Ms. Darling informed the board of the recent events at the school prior to distance learning;

Donuts with Dads, Sweetheart Dance for 3rd/4th grade, PTO's Family Bingo Night, Imagine That Showcase school based and Regional. 1st, 3rd, 6th, 7th, and 8th all were selected to go to the next level, NJHS Induction Ceremony – welcomed 5 new members, 3rd Spirit Week of the year, Cherry Smash Fundraiser for MS Drama, Fun Run And Danceathon – we raised over \$8400, MS Information Night 5th grade moving up to 6th – informative and very well received.

Ms. Darling informed the board that Kim Dura, curriculum coach, and her attended the SACS now Cognia training in March. We are up for accreditation renewal next year and we need to start preparing over the summer.

Ms. Fletcher and Ms. Cardona attended a job fair at UCF on Friday March 6th

Ms. Darling informed the board since distance learning;

Teacher Appreciation Week daily messages and egift cards, we continue character development Kids of Character Celebration for Tolerance and Perseverance, and Virtual Spirit Week.

Refunds have been mailed to parents for Session 4 enrichments, FSA camps, cancelled field trips, aftercare and VPK balances.

Teachers following social distancing protocol came to the school and packed student bags. Last Tuesday and Thursday were designated for the car line pickup of the bags which included student IDs, yearbooks, certificates, consumable textbook, student work, etc. Approximately 85% of bags were retrieved. We will have more dates after the end of the school year. At the same time, we provided bins for the return of textbooks, library books, athletic uniforms, safety patrol belts, and course selection cards.

Ms. Darling informed the board that the we will be creating videos for 5th and 8th grade graduations and having a drive thru parade. VPK and Kindergarten is also doing parades.

Ms. Darling informed the board We are anticipating the loss of teachers for the next school year:

2 moving away with a 3rd teacher possibly moving as well. Both of those positions have already been filled.

Ms. Darling informed the board that in addition, we are closing monitoring 6 teachers whose certifications were to expire June 30, 2020 however the state has extended the expiration date for temporary and professional certifications to December 31, 2020. The pool of potential teachers has been good this year.

Ms. Darling informed the board that Brooke has tested three interactive TVs as well as other teachers. (Clear Touch, BenQ, New Line) Received a quote today for the Clear Touch panels. Clear Touch TV – approximately \$4500 each quote given today.

79 staff computers ordered combined

475 chrome books white gloved at Best Buy. 5th through 8th grade to become Google classrooms.

30 Computers for the Media center have been delivered.

We applied for a technology grant of \$5,000, MacBook, music software, and nearpod.

TVs and document cameras in every room.

Ms. Darling informed the board that Stipends and pay for performance (1 ½ and 3%) being paid out end of year. June 12th paychecks.

Ms. Darling informed the board that Iready school site license Reading – personalized learning and assessments. Iready is required in our reading plan for next year.

Ms. Darling informed the board that Increase lunch \$.50 and breakfast \$.25

Increase VPK \$690, aftercare \$275 month

Auditor Engagement Letter

Mr. Schlang asked to move to the auditor engagement letter

Mr. Schlang asked if we have put together a committee to go through the process last year

Elsa Forthmuller responded that we have a contract through 2021 and did not put out and RFQ this year and confirmed that we had put together a committee to determine the requirements for an auditor last year going forward for the next three years.

Elsa Forthmuller also confirmed that the scope and price matches the original 3-year proposal pricing

Technology Update

Ms. Darling informed the board that 79 staff computers have been ordered from best buy.

Mr. Schlang asked how we did compare to the amount budgeted

Ms. Darling mentioned that we were under budget so far.

Mr. Gerun commented that these were for the Teachers, admin, and art room. Meaning we were right at or under budget.

Ms. Darling informed the board that we did well on the acquisition of the 475 chrome books and we will have all 5-th through 8th can go to google classrooms. And one to one with the other grade levels

Ms. Darling informed that the 30 all in one pc for the media center were ordered and delivered.

Ms. Darling informed that she had applied for small tech grant for 5k, no word back yet

Ms. Darling informed that Brooke Davidson has tested interactive TVs and clear touch seem to be the best options, received a quote today for \$4,300 each, but will wait to see where the budget is before making any additional purchases.

Vendor Contract Approval

Mr. Schlang asked to move to the vendor contact approval

Ms. Darling explains the Biscayne Air conditioning and confirmed that the scope and price has remained the same from last year.

Ms. Darling explains Bill's tropical contact and confirmed that the scope and price has also remained the same from last year.

Mr. Schlang commented that it would be a good idea to ask for any discounts related to COVID-19 of the chance that it wouldn't hurt.

Ms. Darling explains the COL-USA contact and confirmed that the scope and price has remained the same from last year.

Susan Onori commented that maybe we could go monthly for the near future given the uncertainty of the plans for the beginning of the next school year.

Mr. Buckley asked how long we have been using some of these vendors and commented that if we are signing yearly contracts back to back, would there be a possibility for going after a longer term with the intention of additional savings

Ms. Darling explains the consulting agreement with Elanie Cronin, and that her scope and prices have remained the same for the previous 2 years.

Ms. Darling explains the Pro Pest and confirmed that the scope and price has also remained the same from last year.

Ms. Darling explains the SLA food service contract and confirmed that the scope has remained the same from last year but with a consistent 2.5% price increase that we have seen from prior years.

Ms. Darling explains that that even though the pricing has increased over the year, we have not passed this cost onto the parents. However, this year a small increase is planned to help cover these costs

Ms. Darling explains the dynamic integrated services agreement, and the scope and price

Ms. Darling explains that Captain Soberan from the CSPD will not be able to guarantee an officer for school protection for the next school year.

Ms. Darling explains that even though we have Yohan as a guardian, he is not able to perform these duties as a guardian without backfilling his position.

Mr. Schlang asked what the difference between a guardian and an officer from CSPD is and what would be preferred as school protection.

Ms. Darling explains that even though these guardians are not officers, they have had extensive training and would be acceptable.

Mental Health Plan

Mr. Schlang asked to move onto the mental health plan

Ms. Darling explains that over the past 2 years we have chose to opt out of the mental health plan from Broward county, and opt to create our own. As there are a few areas of the Broward county plan that charter schools do not have access too. This is the same plan as the last 2 years and would prefer to opt out again this year.

Venture Design

Mr. Schlang asked to move onto the venture design work order

Ms. Darling explains that this is the same work order as previous years, except for the basketball athletics as we have started our own school league.

Budget

Mr. Schlang asked to move onto the budget

Elsa Forthmuller explains the adjustments to the budget based on the change of plans for the remainder of the school year.

Mr. Schlang questions some of the larger deviations

Elsa Forthmuller explains that some of these are from the way the numbers are posted

Mr. Schlang asks for some adjustments to be made now for these cash to cash transactions, so there are no issues in making decisions towards the end of the year

Public Input

Mr. Schlang asked the public for input.

Chris Perez commented that given all the new hardware, we had negotiated an additional ISP contract with a very little cost increase but greatly improved the buildings internet speed.

Mr. Rod Sasse thanked Ms. Darling for all the hard work she and her staff had put in.

Mr. Rod Sasse also thanked Susan and the Board for all the effort involved.

Mr. Rod Sasse also informed of the challenges for trying to gain some additional funding coming from the state and efforts being made to secure this for charter schools

Susan Onori updated the board with efforts being made for preparing for the new school year with regards to PPE.

Board Input

Mr. Gerun commented that even though technology is great we have pushed the limits on what we can do over the last few months and we have learned a lot. We should also be cautious of what could come in the fall.

Mr. Buckley commented that he is super impressed with the teacher's ability to put together such high caliber of classes for remote learning on such short notice

Mr. Schlang recognized that it has been a challenge transitioning to distance learning and that all the staff have done a great job of keeping the students interactive.

Mr. Schlang reminded everyone to keep the pressure on vendors during bidding to ensure the best possible prices for the school

Board Vote

Mr. Schlang asks to move onto Board Voting.

Mr. Schlang motions to approve the minutes of the January 27, 2020. Mr. Gerun seconds, all board members present voted in favor. Motion passes.

Mr. Gerun motions to approve the audit engagement letter. Mr. Schlang seconds, all board members present voted in favor. Motion passes.

Mr. Buckley motions to approve the Biscayne air contract. Mr. Geurn seconds. all board members present voted in favor. Motion passes.

Mr. Gerun motions to approve the Bills tropical contract. Mr. Buckley seconds, all board members present voted in favor. Motion passes.

Mr. Schlang motions to approve the COL-USA contract. Mr. Gerun seconds, all board members present voted in favor. Motion passes.

**Mr. Buckley motions to approve the Elaine Cronin consulting agreement
Mr. Schlang seconds, all board members present voted in favor. Motion passes.**

Mr. Schlang motions to approve the Pro Pest control contract. Mr. Gerun seconds, all board members present voted in favor. Motion passes.

Mr. Gerun motions to approve the food service contract Bills tropical contract. Mr. Buckley seconds, all board members present voted in favor. Motion passes.

Mr. Gerun motions to approve the food service contract Bills tropical contract. Mr. Schlang seconds, all board members present voted in favor. Motion passes.

Mr. Schlang motions to opt out of the mental health plan from Broward county. Mr. Gerun Seconds, all board members present voted in favor. Motion passes.

Mr. Buckley motions to approve the schools written mental health plan. Mr. Schlang seconds, all board members present voted in favor. Motion passes.

Mr. Schlang motions to approve the Venture design contract. Mr. Gerun Seconds, all board members present voted in favor. Motion passes.

Mr. Schlang adjourns the meeting at 8:35 pm.

Minutes respectfully submitted by Chris Buckley

Minutes are accepted as a final copy by:


Brian Schlang, Board Chair Member

5-9-2020
Date

Upcoming meetings for 2019-2020 School Year:

June 22, 2020

All meetings are scheduled for 5:30 PM.