**MINUTES OF THE BOARD OF DIRECTORS**

**FOR**

**BEACON COLLEGE PREP CHARTER SCHOOL**

**April 13, 2015**

The Board of Directors for Beacon College Prep Charter School held its regularly scheduled meeting on Monday, April 13, 2015 at 10:00 a.m. at Beacon College Prep – 13400 NW 28th Avenue, Miami, FL 33054.

**Members Present**

Mr. Jeff Miller, President and Board Chair

Mr. N. Patrick Range, II, Vice President – by phone

Ms. Melissa Krinzman, Secretary

Mr. Octavio Verdeja, Treasurer – by phone

**Others Present**

Mr. Patrick Evans, Principal, Beacon College Prep

Mr. John Flickinger, Director of Development, Beacon College Prep

Richard Moreno, Building Hope

**Call to Order**

Mr. Miller called the meeting to order at 10:20 a.m.

**Approval of Minutes for February 24, 2015**

Ms Krinzman presented the minutes for the 2/24/15 meeting and made a motion to approve them.

Mr. Miller seconded the motion and the minutes were approved unanimously.

**Treasurer’s Report**

1. Financial Statements: Mr. Verdeja presented Financial Statements for February 2015 and March 2015 After review and discussion Mr. Miller moved to approve. Motion was seconded by Mr. Range and the financials were approved unanimously.
2. Audit RFP: Mr. Verdeja reported that bids were being solicited now from at least 3 audit firms and that a firm would be recommended to the board at its next meeting.

**Principal’s Report**

* Mr. Evans discussed in detail the School Improvement Plan and recent compliance visit by the school district.
* Mr. Evans reported that students continue to make gains on their STEP assessments and that, overall the school culture continues to improve.
* Teachers have been engaged in some exciting professional development opportunities, including trainings by Uncommon School in NYC for key staff leaders.
* Over 60% of our student enrollment goal for 2015-16 has been met.
* Aggressive recruitment of teachers is taking place now with outreach to charter school networks and S. Florida schools of education at UM, FIU, etc.
* Mr. Evans will be attending the Relay Graduate School Summer Institute for two weeks this summer with a portion of the costs being paid for by the Charter School Growth Fund.
* There are no summer programs planned this year for students but referrals are being made to families and teachers are developing “brain breakfast” summer learning packets for kids to take home.
* There will be a 2 week teacher orientation and a 1 week Orientation for new Kindergardeners this summer.

**Development Director’s Report:** The Development Directors report is detailed in Old and New Business below.

**Old Business:** John Flickinger

1. Middle School Charter Application: Mr. Flickinger reported that the District Management Office will not assist in re-writing of our charter school application for middle school. The board decided not to submit a new application for middle school at this time.
2. Children’s Trust Grant: Mr. Flickinger reported that the Children’s Trust grant for afterschool and summer programming was approved pending a site visit by the Trust staff and the Department of Children & Families. Final approval by the TCT board should be forthcoming in May.
   1. The board directed staff to investigate the school’s lease agreement to see if there were any restrictions regarding the use of facilities by a third party. Mr. Flickinger stated that Beacon Prep would not be sub-leasing or charging Arts for Learning for facilities but would provide these in-kind.
3. District Management Agreement: Mr. Flickinger reported that the district has agreed to terminate our management agreement at the end of the current school year. Mr. Miller requested that we get something in writing from the district confirming this.
4. Charter School Growth Fund: Mr. Flickinger reported that the Charter School Growth fund has agreed to increase our award by $75,000 after an appeal for additional funds. Mr. Flickinger also requested an additional $300,000 investment for year 2. Mr. Cobb from CSGF is willing to consider further funding in year 2 pending a conversation with Mr. Miller and if certain benchmarks are met by the school by the end of the year.
5. Lease Renewal: Mr. Flickinger reported that school’s sub-lease with Florida International Academy Charter school ends in July and that the owners of the property were open to leasing our school building directly to Beacon Prep. The board discussed again the most desirable lease terms and directed Mr. Flickinger and Mr. Moreno to negotiated a 3-year lease (as opposed to a 5-year lease discussed at last board meeting) with an option to purchase the entire property for $9M before the first lease term expires and an option to purchase for $9.5M during the second lease term. Rent shall be based on enrollment of the school @ $1050/student per year. Additionally, Beacon should have right of first refusal as well as renewal options for at least 3 more terms.

Mr. Flickinger noted that in addition to a new lease agreement a “**shared use agreement**” with Florida International Academy would need to be developed. Mr. Moreno agreed to assist staff on drafting a use agreement with FIA.

Mr. Miller directed Mr. Evans to contact his assistant, Freddy, in order to arrange for a building inspection.

**New Business**

1. School Security: Mr. Miller raised the issue of school safety and security. The board directed staff to review current security measures and investigate increasing security at the school. The board discussed a variety of options ranging from hiring security guards to installing new security doors with pass codes or pass keys for staff.

The board also inquired regarding the schools security policies and directed staff to review and amend as necessary to provide the highest possible level of safety and security for Beacon students. All security protocols and procedures should be contained in this policy.

1. School Improvement Plan: Mr. Evans reviewed the School Improvement Plan developed with school district input and assistance.

*Melissa Krinzman motioned to approval the SIP. Mr. Range seconded the motion. The board voted unanimously to accept and approve the School Improvement Plan.*

1. Parent & Student Handbook: Mr. Evans presented the revised Parent and Student Handbook to the board. The board recommended revising the handbook to include explicit policies with regard to late student pick-ups informing parents that the school would notify the Department of Children and Family Services if children were not picked up in a timely manner.

*Mr. Miller motioned to approve the revised Handbooks as amended. Ms. Krinzman seconded the motion. The board approved the motion unanimously.*

1. Parent Contract: Mr. Evans presented the revised Parent Contract. A discussion ensued and the board recommended revising the contract to explicitly state our attendance requirements and the consequences for not meeting these requirements (child may not be eligible to re-enroll).

*Ms. Krinzman motioned to approve the Parent Contract as amended. Mr. Miller seconded the motion and the board approved the Parent Contract Unanimously.*

1. Employee Contract: The board reviewed the new Employee Contract. *Mr. Range motioned to approve. Ms. Krinzman seconded the motion. The contract was approved unanimously.*
2. School Library Project: Mr. Evans reported that the school is accepting donations for books and other resources in order to build a library for students.
3. School Technology Initiative: Mr. Evans and Mr. Flickinger reported that the school is establishing partnerships with local tech companies and service providers in an attempt to address the “digital divide” that challenges many of our families. Over 70% of families do not have internet access at home or computers. The goal of this initiative is to have all families online with devices by the end of next year so that students can become home learners.
4. Facility Repairs: Mr. Flickinger reported that the interior of the school needs painting and there are other minor repairs that should take place this summer. He will get estimates from a few contractors and report back to the board at the next meeting.
5. Principal Salary: This discussion was tabled by the board.

There being no further business to come before the Board, the meeting was adjourned at 12:30pm

**Approved by:**

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Melissa Krinzman, Secretary