**MINUTES OF THE BOARD OF DIRECTORS**

**BEACON COLLEGE PREP CHARTER SCHOOL**

**June 2, 2015**

The Board of Directors for Beacon College Prep Charter School held its regularly scheduled meeting on Tuesday, June 2, 2015 at 10:00 a.m. in the offices of Verdeja-DeArma CPA – 255 Alhambra Circle, Suite 550, Coral Gables, FL 33134.

**Members Present**

Mr. Jeff Miller, President and Board Chair

Ms. Melissa Krinzman, Secretary

Mr. Octavio Verdeja, Treasurer

Mr. N. Patrick Range, II, Vice President – 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 10:15 a.m.

**Approval of Minutes for April 13, 2015**

Ms Krinzman presented the minutes for the 04/13/15 meeting and made a motion to approve them.

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

**Treasurer’s Report**

1. Financial Statements: Mr. Verdeja presented Financial Statements for April 2015 and May 2015 After review and discussion Mr. Miller moved to approve. Motion was seconded by Mr. Range and the financials were approved unanimously.
2. Budget: The 2015-16 budget was presented and discussed. Mr. Miller asked if it was possible to increase enrollment without increasing staff numbers/payroll. Mr. Evans said there was some flexibility with enrollment. Staff salary schedules were also reviewed and discussed.

Mr. Verdeja moved to accept the budget as presented. Mr. Miller seconded the motion and the board voted unanimously to approve the 2015-16 budget.

1. Audit RFP: Mr. Verdeja reported that 3 bids from 3 different accounting firms had been obtained. After reviewing the proposals Mr. Verdeja recommended that the board approve the CPA firm of Sharff, Wittmer, Kurtz, Jackson & Diaz to perform our annual audit. Mr. Miller moved to approve Mr. Verdeja’s recommendation.

The board voted unanimously to contract with Sharff, Wittmer, Kurtz, Jackson & Diaz, P.A. Certified Public Accountants as auditors for Beacon College Prep.

**School Leader Report**

* Mr. Evans reviewed staff and student recruitment efforts and reported that the school was on target with respect to meeting enrollment numbers. Mr. Evans also noted significant success in retention of teachers and students. Teacher retention and incentive programs were discussed by the board as a means of keeping our best teachers on board.
* Mr. Evans reported that students continue to make significant gains on their STEP assessments and that the stability of the physical facility has helped students and teachers to focus and improve.
* The summer schedule was reviewed and Mr. Evans reported that the focus of the summer will be to finalize hiring of new teachers and to prep the facility for the new school year. Beacon Prep will also initiate a new student orientation program for entering kindergarteners the week prior to the official opening of the school. Teacher orientation will take place the 2 weeks prior to opening.

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

**Old Business:** John Flickinger

1. School Security: After researching options to improve security at the school Mr. Flickinger proposed that the school upgrade the door and key lock system by installing new security locks with keypads, codes, and an intercom system. Visitor sign-in-sign-out procedures will also be reviewed. The board authorized the proposed expenditures to improve security at the school. Mr. Flickinger assured the board that the work would be completed this summer before the start of the new school year.
2. Charter School Growth Fund: Mr. Flickinger reported that his request to the Charter School Growth fund for additional funding was approved. CSGF agreed to an additional $300,000 investment in Beacon College Prep for 2015-16. Funds were received in May and will help with cash flow through the summer. This is in addition to the previously reported increase of $75,000.
3. Facilities – Maintenance: In addition to installing security locks and basic repair and maintenance of facilities, Mr. Flickinger proposed a limited painting project of the exterior entrance to the school and the interior hallways. The board approved $10,000 for painting and other cosmetic improvements to the building facility.

**New Business**

1. Facilities – New Lease Agreement: The final lease agreement is being prepared as per the terms discussed at the last board meeting. The board authorized John Flickinger to negotiate with the owners and finalize the lease terms. The board also authorized Jeff Miller and Melissa Krinzman to sign the finalized lease.
2. School Calendar & Daily Schedule: Mr. Evans reviewed the proposed calendar and daily schedule for the upcoming 2015-16 school year. The board reviewed the changes in the calendar and noted the variations from the Miami-Dade Public School calendar. Mr. Range moved to approve the calendar as presented. Ms. Krinzman seconded the motion.

**The board voted unanimously to approve the 2015-16 Beacon College Prep School Year calendar and daily schedule as presented.**

1. Building Insurance: Mr. Flickinger informed the board that once we enter into a direct lease agreement with the owners the must obtain building insurance and additional liability insurance required by the lease. These costs, insofar as they are known, are included in the new budget.
2. Insurance Renewals: Mr. Flickinger reported that our insurance coverage has been renewed including policies for General Liability, personal business property and Educators Legal Liability/Employment Practices insurances. Mr. Miller requested that we contact our insurer and review our policies with them to determine that we are in total compliance with their requirements. For example, what do they require with regards to background checks to comply with their employment practices. Etc.
3. Staff Pay and Salary Schedules: Mr. Evans reviewed Beacon College Prep staff pay and salary schedules with the board. Ms. Krinzman moved that the board accept the staff pay and salary schedules as presented. Mr. Miller seconded the motion.

**The board voted to approve Beacon College Prep staff pay and salary schedules for 2015-16.**

1. Other Business Discussed:
* The board discussed the formation of a Parent Academy and the importance of parental involvement and recommended a system of incentives to improve parent participation.
* The formation of a Pre-Kindergarten program on the campus of Beacon College Prep was also discussed. Ideally the school would open a Pre-K center in the fall of 2016.
* The board also discussed soliciting volunteers to help with the needs of the school. Targeting retired teachers, the private school communities, Breakthrough staff and students, etc. were highlighted as possible pools of volunteers.

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