

**MINUTES OF THE BOARD OF DIRECTORS  
BEACON COLLEGE PREP CHARTER SCHOOL  
May 16, 2017**

The Board of Directors for Beacon College Prep Charter School held its regularly scheduled meeting on Tuesday, May 16, 2017 at 11:00 a.m. at Beacon College Prep – 13400 NW 28<sup>th</sup> Ave., Opa Locka, FL 33054

**Members Present**

Mr. Jeffrey Miller, President and Board Chair  
Mr. Patrick Range, VP  
Mr. Octavio Verdeja, Treasurer  
Ms. Melissa Krinzman, Secretary – by phone

**Others Present**

Mr. Patrick Evans, Principal, Beacon College Prep  
Mr. John Flickinger, Director of Development, Beacon College Prep

**Call to Order**

Jeffrey Miller called the meeting to order at 11:20 a.m.

**Approval of Minutes for February 28, 2017**

The minutes of the February 28, 2017 board meeting were presented by Melissa Krinzman. Mr. Range moved to approve the minutes. Mr. Verdeja seconded the motion and the minutes were approved unanimously.

**Treasurer's Report:**

- A. Financial statement for period ending 04/01/17 was reviewed and approved.
- B. 2017-18 Budget was discussed and the following observations and recommendations were made by the board:
  - Mr. Verdeja noted that transportation costs accounted for most of the current year's operating deficit. Board members asked how we could reduce this cost for 2017-18. Mr. Evans said he was not offering transportation to incoming K & 1<sup>st</sup> grade students. He also thought it might be possible to eliminate 1 to 1.5 buses next year if we do not partner with FIA to share transportation. This partnership actually increased our costs this year. He reiterated that it was important to provide transportation to our original students from Liberty City. Mr. Miller recommended surveying parents to see if they would still enroll their students at Beacon if we did not provide transportation. Everyone agreed that transportation costs need to be limited and

eventually eliminated so we can invest this money directly into our education program.

- Mr. Verdeja offered to look into the possibility of getting transportation funds from the Step-Up program for students living in Broward.
- Mr. Miller recommended that we budget for at least a 5% attrition rate for students during the course of the year. It was noted that the loss of students in mid-year negatively impacted our bottom line and increased our projected deficit. We need to plan for this potential loss of revenue within the 2017-18 budget.
- It was noted that there is legislation pending in Tallahassee (House Bill 7069) that could significantly impact the budget for 2017-18.
- **Mr. Evans was instructed by the board to revise the budget once the legislation was finalized and send the new version to the board via email for review and approval.**

C. Cash Flow: Mr. Evans noted that our projected cash shortfall thru June 30th increased from \$120,000 to \$150,000 due to the drop in enrollment mid-year. We will therefore need to borrow an additional \$30,000 from Building Hope (on top of the \$120K borrowed earlier in the year). Additionally, the timing of our FEFP payments in July prefigures a short-term cash infusion of approximately \$60,000 to cover payroll on July 20<sup>th</sup>. FEFP payments in July come on the last day of the month as opposed to the 15<sup>th</sup>. We will repay the \$60,000 short-term payroll loan as soon as July FEFP is received.

**Motion:** Jeff Miller moved to approve a loan request to Building Hope for \$30,000 to cover an anticipated operating cash shortfall and a short-term loan of \$60,000 to cover payroll for the end of July due to FEFP timing issues. The \$60,000 will be repaid immediately upon receipt of July FEFP. The \$30,000 will be folded into the current loan of \$120,000 bringing the total to \$150,000 due in January 2018.

Ms. Krinzman seconded the motion and it was approved unanimously.

D. Loan from Jeffrey Miller to cover unbudgeted costs associated with property purchase.

**Motion:** Mr. Verdeja moved to approve a loan in the amount of \$25,000 to Beacon Prep to cover the unbudgeted costs associated with the proposed purchase of the school property. These costs include the Engineering Study, Asbestos Study, a Property Condition Assessment, Appraisal and other costs related to a purchase. The loan is to be added to Mr. Miller's current outstanding loan and should be repaid at closing.

Mr. Range seconded the motion and it was approved unanimously.

**School Leader Report:**

- A. Teacher Retention & Staff Satisfaction: Mr. Evans reported that 100% of Beacon College Prep teachers have indicated they will return for the 2017-18 school year. Overall staff satisfaction is very high according to recent surveys. Mr. Evans attributes this to a diligent and more intentional focus on staff culture and offering teachers a clear "path toward leadership" within the school.
- B. Student Enrollment & Recruitment: Mr. Evans expects that approximately 90% of currently enrolled students will return for the 2017-18 school year. Target enrollment will be 408 students. Kindergarten is close to 90% enrolled and there are waiting lists for all of the other grades.
- C. Saturday School: Mr. Evans reported that student attendance at Saturday school averaged around 75%. The board asked Mr. Evans if the Saturday school program affected the overall attendance rate for the school. They requested that Mr. Evans compare the attendance rates from 2015-16 and from 2016-17 to see if there was an impact. They also asked if participation in Saturday school affected overall test scores. Mr. Evans said that this was difficult to determine at this point. However, he emphasized the other benefits of the Saturday school program such as increased parent participation, opportunities to engage parents with their children's education, and the ability to focus on different aspects of our mission – such as social skills, arts, individual student interests, etc.
- D. Florida State Assessment: Mr. Evans expressed confidence that our students were well prepared and will show significant learning gains this year.
- E. Charter Application: The board approved the submission of a new charter application for grades 6-8 in August 2017 for an enrollment of 450 students.
- F. Calendar & Daily Schedule: Mr. Evans presented the 2017-18 calendar and daily schedule to the board for review and approval.
  - a. Patrick Range motioned to approve the 2017-18 calendar and daily schedule for Beacon College Prep as presented to the board. Jeff Miller seconded the motion and the board approved unanimously.

**Development Director's Report:**

- A. Property Purchase: Mr. Flickinger provided the board with an update. He is working with Self Help to finalize the due diligence process which includes an engineering study of drainage issues, property conditions assessment, asbestos study, etc. He is also working with the architects to develop a new scope of work to include a new gym and additional classrooms. Mr. Flickinger reached out directly to the owners to discuss reducing the purchase price from \$8.6M to \$8.3M to cover the cost of fixing the drainage/flooding problems since this was a pre-existing condition that the owners were aware of when they leased the property to Beacon.

There being no further business to come before the Board, the meeting was adjourned at 12:05pm

Approved by:

  
Melissa Krinzman, Secretary

Date 10/5/17