

**MINUTES OF THE BOARD OF DIRECTORS
BEACON COLLEGE PREP CHARTER SCHOOL
September 28, 2021**

The Board of Directors for Beacon College Prep Inc. meet on Tuesday, September 28, 2021 @ 5:09pm via Zoom Conference Call.

Members Present

Patrick Range, Vice President
Octavio Verdeja, Treasurer
Melissa Krinzman, Secretary
Virginia Akar, Member
Gail Dotson, Member

Staff & Others Present

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

Call to Order: Mr. Range called the meeting to order at 5:09pm after confirming the presence of a quorum.

Approval of Minutes: The minutes of the June 23, 2021, board meeting were reviewed. Mr. Verdeja moved to accept the minutes as presented. Ms. Dotson seconded the motion, and the minutes were approved unanimously.

Treasurer's Report:

1. **Annual Audit:** Mr. Verdeja reported that the annual financial audits of each school were completed in August and there were issues to report. Both schools showed either a profit or breakeven.
2. **Financial Statements:** Mr. Verdeja reviewed the financial statements for each school and noted that as of 8/31/21 both schools were showing slight operating deficits, but these were mostly due to unrecorded grant income. He also noted that expenses tend to get ahead of income early in the fiscal year. The 2021-22 combined budget forecasts that that both schools should operate at breakeven even with the reduced enrollment.
3. **Shared Expense Ratio:** Current enrollment for the elementary school = 360 and middle school = 217. This reflects a new ratio between the two schools and our shared expense ratio should be revised accordingly.

Mr. Verdeja moved to change the shared expense allocations from 34%/66% to 32% for the middle school and 68% for the elementary school. Ms. Akar seconded the motion. It was approved unanimously.

4. 2021-2022 Budget Re-forecast:
 - a. Mr. Evans noted that the re-forecast budget was adjusted for lower than anticipated enrollment due to teacher shortages. Enrollment is down about 110 students. He also pointed out that he did not include about \$800,000 in anticipated ESSAR (Elementary & Secondary School Emergency Relief Funds) funds in the current budget. This results in a slight overall deficit in the combined budgets.

Mr. Verdeja moved to approve the 2021-22 budgets for each school as presented. Ms. Krinzman seconded the motion. The budgets were approved unanimously.

Governance Committee Report

1. By-laws Amendments: Ms. Akar and Ms. Krinzman presented a case for the amendment of the by-laws of Beacon College Prep, Inc. They pointed to the need to transition from a founding board to a working board with the ability to assist with fund raising for the school. This would include expanding the number of board members and establishing/empowering working committees. Toward this end they recommended the following changes:

Section 4.2 Number of Directors: Change the maximum allowable number of board members from 11 to 15. And include the sentence: ***“The board shall strive to always maintain an odd number of Directors for voting purposes.”***

Section 4.3 Term of Elected Directors: Replace current wording with the following:

“All directors shall serve an initial term of three (3) years. Within six (6) months of the end of the first term, each member in good standing (attending more than 50% of all board meetings in each year of his or her term) shall have the opportunity to renew their term. Terms are renewable by a majority vote from the remaining directors.”

Section 4.4 Election of Directors: Change wording in this section from *“Within a reasonable period of time”* TO ***“three (3) to six (6) months*** prior to the natural expiration of the term of a Director etc.”

Section 4.6 Resignation or Removal of Board Members:

Add the female pronoun “her” to the first sentence of this section and elsewhere throughout by-laws.

Change the grounds for removal from *“failing to attend three consecutive board meetings”* TO ***“failing to attend at least 50% (fifty percent) of regularly scheduled board meetings in any fiscal year”***

Section 4.9 Special Meeting: Change the time frame for calling special meetings from 14 to 7 days.

ADD section on volunteer policy as per below:

Section 4.12 Volunteer Policy: *The Board shall adopt and implement a volunteer policy beginning in the 2021.22 school year. The policy shall stipulate that each Director shall commit a minimum of four (4) volunteer hours per school year at the school. Directors shall coordinate directly with the school leader to schedule activities that allow for a direct connection with school-based staff or students. Adherence to the adopted policy shall constitute a prerequisite for remaining in “good standing” as a Director.*

Section 6.5 Committee Meetings: ADD the sentence **“All committees should be chaired by a Board Member.”**

ADD section 8.6 on GIVE/GET Policy as per below:

Section 8.6 Give/Get Policy: *The Board shall adopt and implement a Give/Get Policy beginning in the 2021/22 school year. The policy shall stipulate the annual minimum amount for each Board Member to either contribute through personal giving or fundraising. The policy shall also include provisions for how the funds are to be used by the school annually. Adherence to the adopted policy shall constitute a prerequisite for remaining in “good standing” as a Director. All contributions from the Directors shall be deposited into the corporate account*

BOARD VOTE: **Mr. Verdeja made a motion to approve the above changes to the by-laws as presented by Ms. Akar. Ms. Krinzman seconded the motion. The by-law amendments were approved unanimously.**

2. **Wifredo Fernandez’ Board Nomination:** Ms. Akar nominated Mr. Wifredo Fernandez for the BCP Board of Directors. Ms. Krinzman endorsed his nomination and Mr. Verdeja seconded the nomination.

BOARD VOTE: **The board voted unanimously to elect Mr. Fernandez to the Beacon College Prep Board of Directors.**

3. **Approval of Board Meeting Calendar for SY 2021.22**
 - a. Tuesday, September 28 @ 5:00p
 - b. Tuesday, December 14 @ 5:00p
 - c. Tuesday, March 15 @ 5:00p
 - d. Tuesday, June 14 @ 5:00p
 - e.

Mr. Evans presented proposed dates for BCP Board Meetings in 2021-22. The board approved the calendar as presented.

School Leader Report

Mr. Evans thanked John Flickinger for his work on the PPP Loan Application and Loan Forgiveness process this past year.

1. **Enrollment**: Mr. Evans reported that enrollment for both schools is down because of a shortage of qualified teachers. Demand is high from families for each school and both schools maintain a healthy waitlist, but we have been unable to find quality teachers to fill all teaching positions. Mr. Evans reported that he has created a FT position to focus on recruiting, on-boarding, and coaching new teachers.
2. **Federal Grants**: Mr. Evans reviewed the federal grants he has applied for through the Elementary & Secondary School Emergency Relief Funds (ESSAR). These include the ESSER II, ESSER Technology, ESSER Academic Assistance, and ESSER Lump Sum.
3. **Title I Budgets**: Mr. Evans presented the Title 1 budgets for both BCP Elementary and Middle School.

Ms. Dotson moved that the Title 1 budgets for BCP Elementary and Middle School be approved as presented. Ms. Akar seconded the motion. The Title 1 budgets for each school were approved unanimously.

4. **Out of Field Waivers**: Mr. Evans reviewed the Out of Field Waivers for teachers awaiting appropriate teaching certification.

Ms. Akar moved to approve the Out of Field Waivers for BCP teachers as presented by Mr. Evans. Mr. Verdeja seconded the motion and the board voted unanimously to approve the motion.

5. **Teacher Salary Increase Allocations**: Mr. Evans presented the TSIA plan for 2021-22.

Mr. Verdeja moved to approve the plan as presented. Ms. Dotson seconded the motion and the TSIA plan was approved unanimously.

6. **Approval of Cell Phone Policy**: Mr. Evans reviewed the new cell phone policy for BCP students. The policy requires every student to turn in their cell phones before the start of school each day. If a student fails to turn their cell phone it will be confiscated and returned to the parent at the end of the school day or whenever the parent is able to come to the office to pick it up. All cell phones will be returned to students at the end of the school day.

Ms. Akar moved to approve the cell phone policy as presented by Mr. Evans. Mr. Verdeja seconded the motion. The new policy was approved unanimously.

Development Committee Report

Terron Ferguson reported for the Development Committee. He highlighted Give Miami Day on November 18, 2021. The Development Committee would like each board member to target fifteen new donors and make recommend five individuals for campus tours in the coming year. Mr. Ferguson said he would be preparing materials for board members to solicit their contacts and he will follow-up with each individual board member.

The undersigned hereby certifies that he/she is a Director and/or Officer of Beacon College Prep, Inc, a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation & the individual charter schools sponsored by the said corporation.

The minutes were adopted by the Board of Directors at a meeting held on TBD.

Beacon College Prep, Inc. A Florida not-for-profit corporation

By:

Melissa Krinzman, Secretary

Date _____