

COLĒGIATE PREPARATORY ACADEMY
A SOMERSET VIRTUAL ACADEMY, INC. CHARTER SCHOOL

2021-2022 Board Meeting Dates

September 20th

December 13th

March 14th

May 23rd (Annual Meeting)

SOMERSET VIRTUAL ACADEMY, INC.
FOR
COLÈGIATE PREPARATORY ACADEMY

Meeting of the Board of Directors
September 20, 2021

Board of Directors

Luis Fuste, President & Board Chair (*Present*)
Roberto Blanch, Secretary (*Present*)
Pablo Damonte (*Absent*)

***Due to COVID-19 and to allow greater community involvement, today's meeting was held physically and via communications media technology.*

Minutes

1. Opening Exercises

- a. Called to Order at 10:01 am
- b. Established a Quorum

2. Public Comment

- a. None

3. Consent Agenda

- a. **APPROVED:** The Board approved the June 16, 2021 Board Meeting Minutes.
- b. **APPROVED:** The Board approved to authorize the Board Chair the ability to approve and authorize the Principal to submit the Instructional Continuity Plan (ICP) by the required due date.
- c. **APPROVED:** The Board approved to authorize the Board Chair to approve to submit the Financial Statements and Independent Auditors' Reports for the period ending June 30, 2021.
- d. **APPROVED:** The Board approved to utilize a state approved evaluation System for teacher observation and evaluation for the for the 2021-2022 School Year.
- e. **APPROVED:** The Board approved the 2021-2022 Active Assailant Response Procedures.

Motion to approve the consent agenda by Roberto Blanch; second by Luis Fuste; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report
 - i. Enrollment in Colègiate Prep is 210; could have grown more, but limited due to staffing; 406 total virtual students; need for K-5 in this charter; different parents want virtual different models; offering dual enrollment
- b. **APPROVED:** The Board approved to Renew the Colègiate Preparatory Academy for a five-year term; further approving to increase student contract capacity and add grades K-5.
Motion to approve by Roberto Blanch; second by Luis Fuste; motion passed unanimously
- c. **APPROVED:** The Board approved to amend the school's office address from Somerset Academy Middle/High South Homestead to Mater Academy Biscayne North Miami Elementary School located at 12900 NE 17 Ave., North Miami, FL, 33181.
Motion to approve by Roberto Blanch; second by Luis Fuste; motion passed unanimously

- d. Other Items by Board Members, Staff, or ESP

5. Announcements & Notifications

- a. Next Board Meeting – December 13th

6. Adjourned Meeting

The undersigned hereby certifies that he/she is a Director or Officer of Somerset Virtual Academy, 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 minutes were adopted by the Board of Directors at a meeting held on December 13, 2021.

SOMERSET VIRTUAL ACADEMY, INC.
FOR
COLÈGIATE PREPARATORY ACADEMY

Meeting of the Board of Directors
December 13, 2021

Board of Directors

Luis Fuste, President & Board Chair (*Present*)
Roberto Blanch, Secretary (*Absent*)
Pablo Damonte (*Present*)

***Due to COVID-19 and to allow greater community involvement, today's meeting was held physically and via communications media technology.*

Minutes

1. Opening Exercises

- a. Called to Order at 10:02am
- b. Established a Quorum

2. Public Comment

- a. None

3. Consent Agenda

- a. **APPROVED:** The Board approved the September 20, 2021 Board Meeting Minutes.
- b. **APPROVED:** The Board approved to authorize the Principal the ability to execute all necessary documents / assurances for the ESSTER III grant documents.
- c. **APPROVED:** The Board approved to authorize the Board Chair to submit any necessary amendment requests by the March 1st deadline.
- d. **APPROVED:** The Board approved to Receive & File the Financial Statements for the period ending September 30, 2021.

Motion to approve the consent agenda by Pablo Damonte; second by Luis Fuste; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report
- b. Financial Report
 - i. **APPROVED:** The Board reviewed and approved to Receive & File the Financial Statements and Independent Auditors' Report for the period ending June 30, 2021.
 - ii. **APPROVED:** The Board reviewed and approved to Ratify all Year-End Grants and Loans for the period ending June 30, 2021.
 - iii. **APPROVED:** The Board reviewed and approved the Revised 2021-2022 Annual Budget
Motion to approve the Financial Report (4b) by Pablo Damonte; second by Luis Fuste; motion passed unanimously
- c. Other Items by Board Members, Staff, or ESP

5. Announcements & Notifications

- a. Next Board Meeting: March 14th

6. Adjourned Meeting at 10:20am

The undersigned hereby certifies that he/she is a Director or Officer of Somerset Virtual Academy, 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 minutes were adopted by the Board of Directors at a meeting held on March 14, 2022.

SOMERSET VIRTUAL ACADEMY, INC.
FOR
COLÈGIATE PREPARATORY ACADEMY

Meeting of the Board of Directors
March 14, 2022

Board of Directors

Luis Fuste, President & Board Chair *(Present)*
Roberto Blanch, Secretary *(Present)*
Pablo Damonte *(Present)*

***Due to COVID-19 and to allow greater community involvement, today's meeting was held physically and via communications media technology.*

Minutes

1. Opening Exercises

- a. Called to Order at 2:04pm
- b. Established a Quorum

2. Public Comment

- a. None

3. Consent Agenda

- a. **APPROVED:** The Board approved the December 13, 2021 Board Meeting Minutes.
- b. **APPROVED:** The Board approved to Receive & File the Financial Statements for the period ending December 31, 2021.
- c. **APPROVED:** The Board approved to adopt the MDCPS 2022-2023 School Year Calendar.
- d. **APPROVED:** The Board approved to extend the current contract term for one additional year.
- e. **APPROVED:** The Board approved to ratify the Mental Health Allocation Plan for the 2021-2022 School Year.

Motion to approve the consent agenda by R. Blanch; second by P. Damonte; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report
 - i. Current and next year enrollment update; 60 students participating in Principals Honor Roll event at Dave and Busters; Graduation June 10th at 10am with Somerset Chapel Trail.
- b. Financial Report
 - i. No new financial items today; at the May meeting the final 21-22 school year and proposed 22-23 school year budgets will be presented.
- c. Other Items by Board Members, Staff, or ESP
 - i. ARC Scheduled for March 16th at 9am

5. Announcements & Notifications

- a. Next Board Meeting: May 23rd (Annual Meeting / Last Meeting of the School Year)

6. Adjourned Meeting at 2:17pm

The undersigned hereby certifies that he/she is a Director or Officer of Somerset Virtual Academy, 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 minutes were adopted by the Board of Directors at a meeting held on May 23, 2022.

SOMERSET VIRTUAL ACADEMY, INC.
FOR
COLÈGIATE PREPARATORY ACADEMY

Meeting of the Board of Directors
May 23, 2022

Board of Directors

Luis Fuste, President & Board Chair *(Present)*
Roberto Blanch, Secretary *(Present)*
Pablo Damonte *(Present)*

***In an effort to allow greater community involvement, today's meeting was held physically and via communications media technology.*

Minutes

1. Opening Exercises

- a. Called to Order at 10:01am
- b. Established a Quorum

2. Public Comment

- a. None

3. Consent Agenda

- a. **APPROVED:** The Board approved the March 14, 2022 Board Meeting Minutes.
- b. **APPROVED:** The Board approved to Receive & File the Financial Statements for the period ending March 31, 2022.
- c. **APPROVED:** The Board approved to Ratify the following Resolution(s) by the Chair:
 - i. Approved to amend the office address of Colegiate Preparatory Academy #6016 to 12900 NE 17 Ave., North Miami, FL, 33181.
- d. **APPROVED:** The Board approved to designate Doug Rodriguez as the 2022-2023 Parent Involvement Specialist per *Florida Statute; further approving to designate Jeanette Nunez as the alternate conflict resolution person, in the event the Parent Involvement Specialist is unable to assist with the dispute.
** Per Florida Statute, Each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative must reside in the school district in which the charter school is located and may be a governing board member, a charter school employee, or an individual contracted to represent the governing board. If the governing board oversees multiple charter schools in the same school district, the governing board must appoint a separate representative for each charter school in the district.*
- e. **APPROVED:** The Board approved the Annual Ratification and & Reapproval the Board Policies & Procedures, including:
 - i. Conflict of Interest *(Each Board Member is required to sign and return the written acceptance form)*
 - ii. Ethics
 - iii. Whistle Blower
 - iv. Professional Development Plan for Administrators
 - v. Internet Safety Policy
- f. **APPROVED:** The Board approved to authorize the Board Chair the ability to approve any year-end financial items which may be necessary to close the books.

- g. **APPROVED:** The Board approved the Preliminary Board of Directors Meeting Schedule for the 2022-2023 School Year.
- h. **APPROVED:** The Board approved to Accept the Annual Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information.
- i. **APPROVED:** The Board approved to extend the term of the existing Charter School Educational Services and Support Agreement with Academica for one additional year, expiring June 30, 2023.
- j. **APPROVED:** The Board approved to submit the 2021-2022 Annual Audit by the required due date, with Board Chair review and approval.

Motion to approve the consent agenda by Roberto Blanch; second by Luis Fuste; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report
 - i. Continuing recruitment for next school year.
 - ii. Graduated 17 Seniors this year.
- b. Financial Report
 - i. **APPROVED:** The Board approved the Final 2021-2022 Annual Budget.
 - ii. **APPROVED:** The Board approved the Proposed 2022-2023 Annual Budget.
Motion to approve the financial report by Roberto Blanch; second by Luis Fuste; motion passed unanimously
- c. CRC – Wednesday beginning at 9am via Zoom; Robbie agreed to represent the Board as he will be on the call for Mater Academy.
- d. Other Items by Board Members, Staff, or ESP
 - i. None

5. Announcements & Notifications

6. Adjourned Meeting at 10:10am

The undersigned hereby certifies that he/she is a Director or Officer of Somerset Virtual Academy, 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 minutes were adopted by the Board of Directors at a meeting held on October 10, 2022.

SOMERSET VIRTUAL ACADEMY, INC.

A Florida not-for-profit corporation