

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

2023-2024 Board Meeting Minutes

October 23rd
December 4th
March 19th
May 20th (Annual Meeting)

Somerset Virtual Academy, Inc., a non-profit organization, will comply with chapter 119 of the Florida Statutes, relating to public records, and s. 286.011, relating to public meetings and records, public inspection, and penalties the Florida Statutes relating to public records and public meetings.

SOMERSET VIRTUAL ACADEMY, INC.
FOR
COLÈGIATE PREPARATORY ACADEMY

Meeting of the Board of Directors
October 23, 2023

Board of Directors

Luis Fuste, President & Board Chair *(Present)*

Roberto Blanch, Secretary *(Present)*

Susie Dopico *(Present)*

***In order to allow greater community involvement, today's meeting was held physically at the school and via communications media technology.*

Minutes

1. Opening Exercises

- a. Called to Order at 11:01am
- b. Established a Quorum

2. Public Comment

- a. None

3. Consent Agenda - All items listed with letter designations were enacted by one motion.

- a. **APPROVED:** The Board approved the May 22, 2023 Board Meeting Minutes.
- b. **APPROVED:** The Board approved to receive & file the Financial Statements for the quarter ending June 30, 2023.
- c. **APPROVED:** The Board approved to ratify the adoption of the Internet Safety Policy to comply with Fla. Admin. Code R. 6A-1.; the policy was approved by the Board Chair by the September 1st deadline.
- d. **APPROVED:** The Board approved to ratify the approval of the Mental Health Plan.
- e. **APPROVED:** The Board approved to Ratify the Resolutions by the Board Chair:
 - i. Approved to designate Noelle Iglesias as the Principal.
 - ii. Approved the submittal of the Teacher Salary Increase Plan.
- f. **APPROVED:** The Board approved to ratify the Teacher Salary Increase Allocation Plan.
- g. **APPROVED:** The Board approved to ratify the Non-Exclusive Usage Agreement and License with Mater Academy, Inc. d/b/a Mater Brickell Academy (which allows the school office to be relocated from Mater Biscayne to Mater Brickell).
 - i. Contract amendment to go before the school board at the November meeting for formal approval (no CRC is needed).

Motion to approve the consent agenda by Susie Dopico; second by Roberto Blanch; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report (*Noelle Iglesias*)
 - i. Enrollment at 171; had a “Club Rush”; offering academic assistance; added grade level meetings; meeting with counselors across Academica so they know our school is an option if necessary.
- b. Academica / Colegia Report
- c. Financial Report
 - i. **APPROVED:** The Board reviewed & approved the Financial Statements and Independent Auditors’ Reports for the period ending June 30, 2023; further approving necessary end-of-year grant and recoverable loan.
Motion to approve by Roberto Blanch; second by Susie Dopico; motion passed unanimously
 - ii. Budget Report – pending the funds from ESSER III; a revised budget will be presented at the next meeting.
- d. Other Items by Board Members, Staff, or ESP

5. Announcements & Notifications

6. Adjourned Meeting at 11:11am

*The minutes were adopted by the Board of Directors at a meeting held on December 4, 2023.

SOMERSET VIRTUAL ACADEMY, INC.
FOR
COLÈGIATE PREPARATORY ACADEMY

Meeting of the Board of Directors
December 4, 2023

Board of Directors

Luis Fuste, President & Board Chair (*Present*)
Roberto Blanch, Secretary (*Present*)
Susie Dopico (*Present*)

***In order to allow greater community involvement, today's meeting was held physically at the school and via communications media technology.*

Minutes

1. Opening Exercises

- a. Called to Order at 11:00am
- b. Established a Quorum

2. Public Comment - None

3. Consent Agenda

All items listed with letter designations are considered routine and will be enacted by one motion.

- a. **APPROVED:** The Board approved the October 23, 2023 Board Meeting Minutes.
- b. **APPROVED:** The Board approved to adopt the Field Trip Permission Slip and Waiver Form.

Motion to approve the consent agenda by Roberto Blanch; second by Susie Dopico; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report (*Ana Gonzalez, Lead Teacher*)
 - i. School events, morning announcements, grade level meet ups, live field trip,
- b. Financial Report
 - i. **APPROVED:** The Board reviewed & approved the Financial Statements and Independent Auditors' Report for the period ending June 30, 2023; including ratification of all necessary Year End Grants and/or Loans.
Motion to approve by Roberto Blanch; second by Susie Dopico; motion passed unanimously
 - ii. **APPROVED:** The Board reviewed & approved the Revised Annual Budget for the 2023-2024 School Year.
Motion to approve by Roberto Blanch; second by Susie Dopico; motion passed unanimously

c. Other Items by Board Members, Staff, or ESP

5. Announcements & Notifications

6. Adjourned Meeting at 11:10am

Motion to adjourn by Roberto Blanch; second by Susie Dopico; motion passed unanimously

*The minutes were adopted by the Board of Directors at a meeting held on March 19, 2024.

SOMERSET VIRTUAL ACADEMY, INC.
FOR
COLÈGIATE PREPARATORY ACADEMY

Meeting of the Board of Directors
March 19, 2024

Board of Directors

Luis Fuste, President & Board Chair (*Present*)
Roberto Blanch, Secretary (*Absent*)
Susie Dopico (*Present*)

***In order to allow greater community involvement, today's meeting was held physically at the school and via communications media technology.*

Minutes

1. Opening Exercises

- a. Called to Order at 11:00
- b. Established a Quorum

2. Public Comment - None

3. Consent Agenda - All items listed with letter designations are considered routine and were enacted by one motion.

- a. **APPROVED:** The Board approved the December 4, 2023 Board Meeting Minutes.
- b. **APPROVED:** The Board approved to receive & file the quarterly financials for the period ending December 31, 2023.
- c. **APPROVED:** The Board approved the FASB Engagement Letter Renewal with HLB Gravier

Motion to approve the consent agenda by Susie Dopico; second by Luis Fuste; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report (*Principal Iglesias was unable to join us today, so she submitted her updates ahead of time*)
 - i. Appeal for School grade came in- Colegiate is a "B" School (ISCHS received an A and Mater would have received a B (wasn't able to receive a grade due to just being under the required 90% testing)
 - ii. We are working with Jessica Barr "Raising the Bar"
 - iii. We have started Testing Bootcamps and they will run all throughout March, April and May
 - iv. Honor Roll Field Trip to Pinstripes Aventura this Thursday to celebrate students who received Principal's Honor Roll

- v. Applications are open for the 2024-2025 School Year
- b. Financial Report
 - i. Budget report; ESSER funds.
- c. Other Items by Board Members, Staff, or ESP
 - i. **APPROVED:** The Board approved the Non-Exclusive Space Usage Agreement and License between Innovative V LLC *doing business as* Total Package Hockey and Somerset Virtual Academy, Inc.
Motion to approve by Susie Dopico; second by Luis Fuste; motion passed unanimously

5. Announcements & Notifications

6. Adjourned Meeting at 11:23am

*The minutes were adopted by the Board of Directors at a meeting held on May 20, 2024.

SOMERSET VIRTUAL ACADEMY, INC.
FOR
COLÈGIATE PREPARATORY ACADEMY

Meeting of the Board of Directors
May 20, 2024

Board of Directors

Luis Fuste, President & Board Chair *(Present)*
Roberto Blanch, Secretary *(Present)*
Susie Dopico *(Present)*

***In order to allow greater community involvement, today's meeting was held physically at the school and via communications media technology.*

Minutes

1. Opening Exercises

- a. Called to Order at 11:01am
- b. Establish Quorum

2. Public Comment - None

3. Consent Agenda - All items listed with letter designations are considered routine and were enacted by one motion.

- a. **APPROVED:** The Board approved the March 19, 2024 Board Meeting Minutes.
- b. **APPROVED:** The Board approved to receive & file the quarterly financials for the period ending March 31, 2024.
- c. **APPROVED:** The Board approved to re-appoint Noelle Iglesias as the Parent Conflict Liaison for the 2024-2025 school year.
- d. **APPROVED:** The Board approved the Annual Ratification & Reapproval of 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. Bylaws
- e. **APPROVED:** The Board approved the Annual Ratification & Reapproval of Student Policies, including:
 - i. Anti-Discrimination Policy / Title IX
 - ii. Out of State and Country Field Trip Policy

- iii. Student Enrollment Lottery Policy
 - iv. Internet Safety Policy
- f. **APPROVED:** The Board approved the Annual Ratification & Reapproval of Policies and Procedures Related to Health, Safety or Welfare of Students.
 - g. **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.
 - h. **APPROVED:** The Board approved the Preliminary Board of Directors Meeting Schedule for the 2024-2025 School Year.
 - i. **APPROVED:** The Board approved to Accept the Annual Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information.
 - j. **APPROVED:** The Board approved the Board Members and Officers for the 2024-2025 School Year:
 - i. Luis Fuste, President & Board Chair
 - ii. Roberto Blanch, Secretary
 - iii. Susie Dopico
 - k. **APPROVED:** The Board approved to Renew the Leadership Training Services Agreement & School Site Memorandum of Understanding with Doral Leadership Institute for Professional Development Services.
 - l. **APPROVED:** The Board approved the Submittal of the Mental Health Plan.
 - m. **APPROVED:** The Board approved to renew the Colēgiate Preparatory Academy #6016 charter school contact which is expiring June 2025.
 - n. **APPROVED:** The Board approved to utilize Doral Leadership Institute Consortium of Public Charter Schools Instructional Personnel Evaluation System and School Administrator Evaluation System as the Teacher and Administrator Evaluation Tool.

Motion to approve the consent agenda by Roberto Blanch; second by Susie Dopico; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report (*Noelle Iglesias*)
 - i. Enrollment update
 - ii. Date report
 - iii. Announcement of Teacher of the Year
 - iv. Colegia TV
 - v. Graduation; 20+ graduates, plus 2 graduating with their AA
- b. Financial Report
 - i. **APPROVED:** The Board reviewed & approved the Final 2022-2023 Annual Budget.
 - ii. **APPROVED:** The Board reviewed & approved the Proposed 2023-2024 Annual Budget.
 - 1. A revised budget will be brought to the board once we know the impact of student enrollment to the private virtual school.

Motion to approve the financial report by Roberto Blanch; second by Susie Dopico; motion passed unanimously

c. Other Items by Board Members, Staff, or ESP

5. Announcements & Notifications

a. ACE Foundation End of Year Celebration – May 31st (Invite / RSVP sent by Kelly)

6. Adjourned Meeting at 11:15am

*The minutes were adopted by the Board of Directors at a meeting held on September 16, 2024.