

**MEETING OF GOVERNING BOARD,
IMAGINE WEST BROWARD, INC.
dba IMAGINE MIDDLE SCHOOL WEST**

Meeting Minutes

Date: September 26, 2016

Call to order

- Mrs. Barnes called to order the regular meeting of the Imagine Middle School West governing board at 6:31p.m. September 26, 2016.

Roll Call

- The following board members were present: Erika Royal Barnes, Priscilla Prado Stroze, Jhanet Garcia, Don Francey, Radhika Paul, Sylvia Allen and Jason Montan. The following persons were also present: Paul Eichner, (attorney), Nadine Laham, (Principal), Jacky Vernon (Region Director Imagine Schools), Karen Gross (Business Manager), and Elsa Forthmuller (Finance Director). *Pascale Royal*

Public Notice

- Ms. Laham confirmed Public Notice was given via website, email blast and posted on the front door of the school.

Mr. Francey made the Motion to amend the agenda to take item #3 out of order. Ms. Prado-Stroze seconded the motion. All ayes 8-0.

Auditor's Report

- The Auditor's report was presented by Ms. Venus Hinds from Berman Hopkins Wright and Laham.
- The report is unmodified, no material misstatements.
- Some inaccuracies were corrected such as the size of the Board, grades taught in middle school and name of consolidated school.
- The payroll accrual is an issue for the Middle School as well.
- No financial condition as Imagine Schools has made a contribution.
- No findings (pending the resolution of the payroll accrual)
- Review the Rep Letter
- The Board, thru Mr. Francey, questions the auditor: This Board hired you, you have done similar audits for elementary schools, other charter schools correct? Have you found anything that gives you pause or concern? Ms. Hinds responded that she has in fact done this work for other schools and No she has not found anything to give her concern.
- It was verified again with Ms. Forthmuller and Ms. Gross that all the information provided supplied by them to the auditors was done correctly and to the best of their ability.

Board Action

- Ms. Prado-Stroze motioned to accept the audit as corrected on Page 14 amended to reflect services for sixth thru eighth grade, delete next sentence and show that governing board has ten members.

And on page 24 show that the school name is Imagine Charter School at Weston. Mrs. Barnes seconded the motion. All ayes 8-0.

- Ms. Prado-Stroze made the motion to authorize Ms. Barnes (VP) to execute the September 26, 2016 rep letter from the Board, presented by Berman Hopkins. Mr. Francey seconded the motion. All ayes 8-0.
- Ms. Prado-Stroze made the motion to recess Middle School Meeting. Seconded by Mr. Montan. All ayes 8-0.
- Mrs. Allen made the motion to reconvene the Middle School Meeting. Ms. Prado-Stroze seconded the motion. All ayes 8-0.
- On February 16, 2016, in anticipation of the consolidation of the two schools, the Middle School declared their intent for the ten member board to be the same for both the Elementary and Middle Schools. The Board is in concurrence with this statement.
- Ms. Prado-Stroze made the motion to approve the July 1, 2016 assignment of assets and liabilities, provided today, of Imagine West Middle School and authorize it to be signed by the Chair or Vice Chair if the Chair is not available, upon written receipt of confirmation from Imagine Schools signed by a Corporate office that lower school will receive reduction in the note payable with Imagine Schools for \$164,231.00. Mrs. Allen seconded the motion. All ayes 8-0.
- Ms. Prado-Stroze motioned to table until the October 25, 2016 meeting Item #5 regarding registration of fictitious name renewal. Mr. Montan seconded the motion. All ayes 8-0.

Public Input:

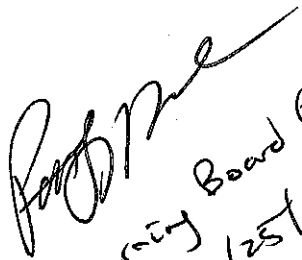
- None

Boad Input

- None

Adjournment

- The next MS Governing Board meeting will be scheduled to take place on Tuesday October 25, 2016, at approximately 5:30pm.
- Mrs. Barnes adjourned the meeting at 8:37p.m.


Governing Board President
10/25/16

**MEETING OF THE GOVERNING BOARD, LEF OF
WEST BROWARD COUNTY, INC.
IMAGINE CHARTER SCHOOL AT WESTON**

**MEETING MINUTES
Date: September 26, 2016**

CALL TO ORDER

Mrs. Barnes called the meeting to order at 5:38 p.m.

ROLL CALL

Board members present: Erika Royal Barnes, Radhika Paul, Priscilla Prado Stroze, Pascale Royal, Jhanet Garcia, Sylvia Allen, Don Francey and Jason Montan. The following persons were also present: Paul Eichner, (attorney), Nadine Laham, (Principal), Jacky Vernon (Region Director Imagine Schools), Karen Gross (Business Manager), Elsa Forthmuller (Finance Director) .

PUBLIC NOTICE:

Ms. Laham confirmed public notice was given via the website, email blast and posted on the front door of the school.

APPROVAL OF MINUTES

Mrs. Prado-Stroze made the motion to accept the August 15th, 2016 (Elementary & Middle school) minutes as corrected. Mrs. Paul seconded the motion. All ayes 8-0
Mrs. Prado-Stroze made the motion to accept the September 8th (Elementary & Middle school) minutes. Mrs. Paul seconded the motion. All ayes 8-0.

AUDITOR'S REPORT:

- Ms. Venus Hinds of Berman, Hopkins Wright and Laham reviewed the findings
- This is a government audit. We have a clean report regarding compliance.
- There were no findings last year, so there was nothing to test this year.
- It was noted that the title of the school will change next year once the consolidation is complete
- There were no negative fund value, no financial condition situation
- Payroll accrual is still open - if the payroll accrual results in a variance (recorded incorrectly) the audit will have to be amended and that will result in a finding in this year report

- Some monies can be designated to be set aside in a fund that is unrestricted/designated as to purpose and it has to be assigned. Need to make sure that we consult with the auditor before taking such action.
- Note payable discussion 65%/35% split
- Auditor represents that the school is in a good position. Imagine Weston has followed and complied with all requirements.
- Ms. Forthmuller confirmed that the data the auditor used was provided by either herself and/or Ms. Gross to the best of their ability and represented that it was correct.
- The Board will Accept the Audit Report, not Approve

Ms. Prado-Stroze made the Motion to recess the Elementary School Meeting temporarily at 6:30pm. Mrs. Barnes seconded the motion. All ayes. 8-0.

Ms. Prado-Stroze made the Motion to reconvene the Elementary School Meeting at 6:55pm. Mrs. Barnes seconded the motion. All ayes. 8-0.

PRINCIPAL'S UPDATE AND NEW BUSINESS:

- Digital Classroom Plan - Well intended plan. This is the third plan to be submitted. Need to bring E-Rate (Federal Funding) up to date. Imagine did some infrastructure work. There is a new server so that every person would have access to the internet. We are approaching completing all that we had set out to do. A new E-Rate will be submitted to try to finish up. Mrs. Royal will speak with Citrix to see about getting some training for the IT person.
- Out of Field Teacher Waivers - If a teacher has an ESE OR ESOL student in their classroom, or if they are teaching a subject they are not certified in they are considered out of field. Ms. Laham assured the Board that all Out of Field teachers are currently in compliance with obtaining the endorsements they need to have in order to be in compliance. Ms. Laham has the list of the Out of Field teachers and their progress is being monitored.
- Pasta Bingo Night was so popular that it was brought back for a second night and that night has been sold out as well.
- Grandparents day at the Book Fair is September 30th. / Family night at the Book Fair is scheduled for October 5th.
- Raptor and Remind - Raptor is a new software program recently purchased by the PTP that screens visitors to the campus and helps volunteers to track their volunteer hours. Raptor is in place and all visitors/volunteers to Imagine Weston must be registered and logged in prior to going onto campus. Remind is a service that will utilize cell phones numbers to send out mass notifications in emergency situations. It is not operative as yet.

- FTE week is October 10th. Initially school had some impact from the opening of Franklin Academy. The ESOL population has tripled in the past year. Currently the school is 2-3 students short of full enrollment.
- character.org recognized two of our teachers, Mrs. Gordon and Ms. Asada for their Promising Practices. They will be recognized in Washington D.C. on October 14-16th.
- Hispanic Heritage Month started from September 25th - October 25th. The Bi-Lit students will be doing a multicultural event this year on October 10th and 11th.
- Health Screenings will be held for grades K, 1, 3, and 6 on October 19th & 20th.
- Friday, October 21st will be Fall Fun Day, an annual event sponsored and put on by the PTP for the school.
- Open Houses have happened and the response from parents was excited and positive.
- Staff - Imagine Weston was fully staffed until there became a sudden opening in Middle School just after the Open House when a teacher resigned.
- "Hey John Oliver, Back Off My Charter School" contest video was submitted today. Entirely done by a team of middle schoolers. Excellent video. The Board suggested sharing that video on the school website.

ALL IN FOR EXCELLENCE –

- Mrs. Barnes notified the Board that Crowd rise website should be up and running this week. When all details are final she will notify the school so that the letter can go out to families.

CONSOLIDATION OF THE MIDDLE SCHOOL INTO THE ELEMENTARY SCHOOL–

- Assignment of Assets and Liabilities - sent by Mr. Eichner and presented and language suggested.
- Document for review sent by Ms. Vernon
- Imagine Corporate to make a \$151,000 contribution to Imagine Charter West.
- Statement on record/vote by Imagine West confirm that it is the same membership for both boards.
- Lower school will have reduction in the note payable with Imagine Schools for \$164,231.00. We will received confirmation from Barry Sharp or James McFadden.
- 65/35 is based on actual (final) surplus of cash. 65% goes from the Elementary school to Imagine Schools to apply to the note payable owed. Cash does not include account receivable, payroll or liabilities. If there is any excess cash left, then the 65/35 split occurs.
- There was considerable discussion regarding the "shared responsibility" aspects that the consolidation impacts.

LEASE NEGOTIATIONS –

- The Paiz team and their brokers have signed the Agreement. There is a phone call scheduled for tomorrow with Mr. Eichner, Ms. Krietzer and Mr. Edelman.

REGION DIRECTOR: JACQUELYN VERNON –

- Ms. Vernon noted that she has toured the school and has observed a very positive and calm environment in the classrooms. Bucket filling is working.

BOARD ACTION

- Ms. Prado-Stroze made the Motion to accept the audit as presented by Ms. Hinds from Berman Hopkins et al. Mr. Francey seconded the motion. All ayes 8-0
- Ms. Prado-Stroze made the motion to authorize Erika Barnes (VP) to execute the September 26, 2016 rep letter from the board, presented by Berman Hopkins. Mrs. Paul seconded the motion. All ayes 8-0.
- Ms. Prado-Stroze motioned to approve the Digital Classroom Plan and authorize Mr. Sandoe to execute said plan. Mrs. Barnes seconded the motion. All ayes 8-0.
- Mr. Francey motioned to approve the Out of Field teachers as identified by Ms. Laham and authorize Ms. Prado-Stroze to sign such form. Mrs. Barnes seconded the motion. All ayes 8-0.
- Ms. Prado-Stroze made the motion to approve the July 1, 2016 assignment of assets and liabilities, provided today, of Imagine West Middle and authorize it to be signed by the Chair or Vice Chair, if the Chair is not available, upon written receipt confirmation from Imagine Schools signed by a Corporate Officer that Lower school will receive a reduction in the note payable with Imagine Schools for \$164,231.00. Mrs. Allen seconded the motion. All ayes 8-0

PUBLIC INPUT

- Ms. Rauch noted that some individuals are receiving Remind notices, but have commented that they are being charged for the texts and may not necessarily wishing to be added to the Remind list. She also inquired how the out of field teaching worked in the 3rd grade shared classroom situation.
- Ms. Khayali remarked that several topics discussed tonight required specialized skills that perhaps parents of students could be of assistance.

BOARD INPUT

- None

NEXT BOARD MEETING

Next scheduled meeting is Tuesday, October 25, 2016 at 5:30pm

Meeting adjourned

Mrs. Barnes adjourned the meeting at 8:30P.M.



10/25/16

President Governing Board