

DORAL ACADEMY, INC.

BOARD OF DIRECTORS

Angela Ramos, President & Chair

Rene Rovirosa, Secretary

Kim Guilarte

Monique Rodriguez

BOARD MEETING MINUTES FOR 2014 - 2015

September 18, 2014

December 11, 2014

March 19, 2015

June 18, 2015

Doral Academy, Inc

Meeting of the Board of Directors September 18, 2014

Directors

Angela Ramos, Chair (Present)
Luis Fuste, Vice-Chair & Treasurer (Present)
Rene Rovirosa, Secretary (Present)
Kim Guilarte (Present)

Charles Gibson, Esq., Board Attorney (Absent)
Eleni C. Pantaridis, Esq., Board Attorney (Present)

MINUTES

1. OPENING EXERCISES

- a. Meeting Call to Order
- b. Establish a Quorum
- c. **APPROVED:** The Board unanimously and regretfully approved to accept the resignation of Board Member, Luis Fuste, effective December 31, 2014.

2. PUBLIC COMMENT

- a. There were no comments by the public at this time.

3. ACTION & DISCUSSION ITEMS

- a. Financial Report
 - i. 2013-2014 Annual Audits for the individual schools – Ms. Martinez reviews the audit highlights; she provides Board and Staff with a Doral Academy, Inc. Net Position and Analysis spreadsheet which highlights the organization as a whole.
 - ii. 2014-2015 Revised Annual Budgets for the individual schools
 - iii. Promissory Lines of Credit and/or Recoverable Grants
 1. \$500,000 Note (Doral Middle loan to Doral High)
 2. \$350,000 Increase in Note from prior year (Doral Performing Arts loan to Doral High)
 3. \$9,254 In-Kind Rent from Doral High to Doral College
 - iv. Principal Rodriguez thanks both Alina and Ana for all of their assistance in putting together the financial information in the new format; he further states that the new format is much for transparent.
- b. Principal Reports
 - i. Doral Academy – Principal Cuesta
 1. The school year is beginning wonderfully.
 2. Enrollment update / ongoing events
 3. Challenges with Common Core and the unknown with this year's assessments
 - ii. Doral Academy Middle/High School Campus – Principal Rodriguez
 1. Thanks the Board for the funding for the football field; the overall campus looks beautiful; football is current 3-0.
 2. SACS pre-visit for district accreditation is next week; feel that we are in very good shape; Doral Nevada had the highest ranking in Nevada, so they are continuing the Doral way; a board workshop will be required later this year.
 3. Doral Performing Arts renewal application is due October 1st.
 4. Update on new building/corner lot; traffic concerns; budgeted for off-duty police officers to assist with am and pm traffic.
 5. Blue Ribbon announcement later this month; Doral Performing Arts was nominated for this distinguished recognition.

6. Newsweek ranked the top 150 schools – Doral Performing Arts ranked #85 and Doral High ranked #95; only 3 Dade County schools were on the list; 2 of which were Doral Academy schools and the 3rd was ISCHS.
- c. Other Items by Board Members, Staff, or ESP
 - i. **APPROVED:** The Board unanimously approved the Amended Educational Services Agreement between Doral Academy, Inc. and Doral College, Inc.
 1. Ryan Kairalla provides the Board an overview of the changes in the agreement being presented today; targeted full accreditation range is 2017-2018; faculty and course offerings are increasing in size; at a future meeting a multi-year agreement will be presented to the Board; Principal Rodriguez requests to make Ana and Alina aware of a budget concern – need to look at how full-time employees are assigned; Prin. Rodriguez will work with them to best determine how to work on this; SACS accreditors are requesting financials of the misc. charter entities that they are working with to verify long-term financial stability; approx. 500 students (from different entities) enrolled in the College this year (last year was only approx. 100); discussed how the teachers are shared; need for change in College Board composition; discussed adding a student alum and/or a parent to the Doral Inc. Board; further discussed having an alum serve on the College Board; Principal Rodriguez can present some names to the Board at a future meeting.
 - ii. Update on future Tamarac site; looking to get on the December / January Committee Meeting for an August 2016 opening; this site would accommodate 6-12 with approx. 1800 students; Richard Moreno provides a short overview of the facility lease; the board needs to take action to approve architectural and engineering fees for an amount not to exceed \$50,000. Mr. Moreno states that any expenses could be reimbursed during the bond transaction if that is the direction the Board approves to take and can be defined in a future reimbursement resolution.
 1. **APPROVED:** The Board unanimously approved to expend up to \$50,000 to cover the costs architectural and engineering fees for the future Tamarac site; the expenses shall be reimbursed by the bond project. Further, the Board shall be provided a reimbursement resolution at a future meeting to define the future reimbursement, as discussed.

4. CONSENT AGENDA

- a. **APPROVED:** The Board approved to adopt the minutes from the June 24, 2014 Board of Director's Meeting.
- b. **APPROVED:** The Board approved the Financial Report, including:
 - i. 2013-2014 Annual Audits for the individual schools
 - ii. 2014-2015 Revised Annual Budgets for the individual schools
 - iii. Promissory Lines of Credit and/or Recoverable Grants as presented
- c. **APPROVED:** The Board approved the out of field waiver(s) for instructional personnel with out of field assignments for the individual schools.
- d. **APPROVED:** The Board approved to renew the agreement with LEAP Services and Doral Academy and Doral Academy Middle School.
- e. **APPROVED:** The Board approved the Annual Adoption of Conflict of Interest Policy.

5. ANNOUNCEMENTS AND NOTIFICATIONS

- a. State Charter School Conference – November 18-20 in Orlando (<http://charterschoolconference.com>)
- b. All Board Members are requested to sign and return the provided Written Acceptance of Conflict of Interest Policy prior to the next meeting.
- c. Next Board Meeting: December 11, 2014
- d. The Chair discussed a recent movement that she has read about regarding starting high school later; she requests to know if the schools are considering this; Principal Rodriguez states that primary reason why it seems high schools start earlier is to allow time for after school events.

6. MEETING ADJOURNED

*The minutes were adopted by the Board of Directors at a meeting held on December 11, 2014.

Doral Academy, Inc

Meeting of the Board of Directors December 11, 2014

Directors

Angela Ramos, Chair (Present)
Luis Fuste, Vice-Chair & Treasurer (Present)
Rene Rovirosa, Secretary (Present)
Kim Guilarte (Present)

Charles Gibson, Esq., Board Attorney (Present)
Eleni C. Pantaridis, Esq., Board Attorney (Present)

Minutes

1. Opening Exercises
 - a. Meeting called to order at 1218 pm
 - b. A quorum was established

2. Public Comment
 - a. Ana Escoto, Doral Academy Elementary Parent, addresses the Board regarding specific incidents regarding her daughter who attends 5th grade at Doral Academy Charter Elementary; the Board discusses her concerns with her and states that they have been dully received. The Board requests to know if the incidents which she has described have been with the one specific student or group of students; Ms. Escoto states that the incidents occurred with different students. The Board informs the mother that they will review the incident and respond.

3. Action & Discussion Items
 - a. Financial Report
 - i. Reviewed and Discussed: Revised Annual Budget
 1. Ms. Martinez reviews the proposed budgets with the Board; there is currently a \$150 allocation fee included in each of the budgets.
 2. The Board discussed the allocation fee; it was discussed that there is a need for a comprehensive document to include tasks and uniform method to allocate those costs to the schools, so that the board and administrator levels; the board reviewed the varying impact of assessment fees; Board Member Rovirosa requests to see the fee presented as a percentage rather than a flat fee; this item can be presented at the next meeting with a flat percentage (possible 3%) and a flat \$150 fee – reviewed multiple budget scenarios; Doug and Elenora can incorporate into the strategic plan. Items which should be included in the comprehensive policy are board duties such as evaluating real estate and other growth opportunities, board trainings, workshops, and retreats.
 - ii. Reviewed and Discussed: Quarterly Financial Statements
 - b. Principal Reports
 - i. Principals Rodriguez and Cuesta address the Board regarding SACS. Introduction of Ms. Jennifer Roque. Jennifer has been actively working with both campuses on aligning their SACS development needs.
 - ii. Update provided on the new Tamarac Campus was provided - working closely with Adri and Kathy from Academica on marketing and public relations needs; Rolando states that The City of Tamarac has been very impressed with Doral Academy, which they have thoroughly reviewed.
 - iii. A skeleton document is provided to the Board and staff which outline what and who Doral is.
 - iv. Upcoming SACS visits include a January 8th visit in Nevada; the Miami team will fly over on January 5th to help prepare. The SACS team will visit Miami January 25-28; a Board interview has been scheduled for January 26 from 11:30-12:30; all board members are requested to attend, as well as, and key personnel from Academica. A workshop needs to be scheduled to prepare the board and Academica in early January to prepare for the SACS interview.
 - v. It is requested to include INC update on future agendas with regards to the Nevada school

- vi. Review of Belief Statements
- vii. Updated Doral Academy, Inc. website is forthcoming

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

- i. **APPROVED:** The Board unanimously approved to authorize the individual principals the ability to work with Mater Virtual Academy (MVA) and/or Academica International Studies (AIS), as well as Somerset Virtual Academy (SVA) for their virtual needs.
 - 1. This procedure allows the Principals the ability to work with more than one virtual education provider. An example of when this may be needed is when one provider may offer a course that another provider does not offer.
- ii. Board Member Guilarte requests an update on the corner lot; Principal Rodriguez informs the board that some prior construction items needed to be closed out have been done so; over the past year we have been working with the City on traffic concerns; the County has been giving a lot of pushback on traffic; revisiting the plan of the site and an updated design which would allow us not to have to go back to the county; currently approval allows for 3900 students campus-wide.
- iii. Board Chair Ramos discusses the schools implement a bullying prevention program for both the students and the parents; Principal Cuesta states that the school currently offers such a program, however she agrees to enhance the programs. Ms. Cuesta would like to state for the record that each incident has been reviewed and that no incident has it been determined that “bullying” exists. The board took the item under advisement and will be reviewing it and will send a letter to the mom.

4. Consent Agenda

- a. **APPROVED:** The Board approved to adopt the minutes from the September 18, 2014 Board of Director’s Meeting.
- b. **APPROVED:** The Board approved the Financial Report, including:
 - i. 2014-2015 Revised Annual Budgets for the individual schools
 - ii. Quarterly Financial Statements

5. Announcements and Notifications

- a. Next Board Meeting: March 19, 2015
- b. The Board congratulates Principal Rodriguez and his team for receiving Blue Ribbon.

6. Meeting adjourned

*The minutes were adopted by the Board of Directors at a meeting held on March 19, 2015.

Doral Academy, Inc

Meeting of the Board of Directors March 19, 2015

Directors

Angela Ramos, Chair (Present)
Rene Rovirosa, Secretary (Present)
Kim Guilarte (Absent)
Monique Rodriguez (Present)

Charles Gibson, Esq., Board Attorney (Present)
Eleni C. Pantaridis, Esq., Board Attorney (Present)

Minutes

1. OPENING EXERCISES

- a. Meeting called to order
- b. A quorum was established
- c. **APPROVED:** The Board unanimously approved to nominate and elect Ms. Monique Rodriguez to serve on the board of directors.
 - i. Ms. Rodriguez graduated from Doral Academy High School in 2009.

2. PUBLIC COMMENT

- a. Maria Isabel Cuevas – Doral Academy High School, Parent
- b. Dennis Gumlick, Sustain Solutions

3. ACTION & DISCUSSION ITEMS

- a. Financial Report
 - i. Review of Revised Annual Budget
 - ii. Review of Quarterly Financial Statements
 - iii. **APPROVED:** The Board approved to renew the agreement with HLB Gravier for independent auditing services for an additional two years as allowable by the current agreement.
- b. Principal Reports
- c. Other Items by Board Members, Staff, or ESP
 - i. **APPROVED:** Ratify the facility lease renewal (under the same terms and conditions) between Doral Academy, Inc. and Carlos Albizu University for the premises located at 2450 NW 97th Avenue, Doral, Florida, 33172 for a period of five years commencing on August 1, 2015 and continuing through July 31, 2020.
 - ii. **APPROVED:** The Board unanimously approved the Articulation Agreement & Schedule “A”.
 - iii. Discussed: Tamarac Site
 - iv. Miami Dade County Public Schools Audit and Compliance Department concerns
 - v. **APPROVED:** The Board unanimously approved the request by Doral Elementary Nevada to waive the affiliation fee and use the funds for the purpose of professional development during the 2015-2016 school year as part of SACS Corporate Accreditation.

vi. Rolando Llanes, Civica, updates the Board on the corner lot project.

4. CONSENT AGENDA

- a. **APPROVED:** The Board approved to adopt the minutes from the December 11, 2014 Board of Director's Meeting.
- b. **APPROVED:** The Board approved the Financial Report, including:
 - i. 2014-2015 Revised Annual Budgets for the individual schools
 - ii. Quarterly Financial Statements

5. ANNOUNCEMENTS AND NOTIFICATIONS

6. MEETING ADJOURNED

*The minutes were adopted by the Board of Directors at a meeting held on June 18, 2015.

Doral Academy, Inc

Meeting of the Board of Directors June 18, 2015

Directors

Angela Ramos, President & Chair (Present)
Rene Rovirosa, Secretary (Absent)
Kim Guilarte (Present)
Monique Rodriguez (Present)

Charles Gibson, Esq., Board Attorney (Absent)
Eleni C. Pantaridis, Esq., Board Attorney (Absent)

Minutes

1. OPENING EXERCISES

2. PUBLIC COMMENT

- a. Jorge Hernandez, Super Restoration – Water, Mold, and Fire

3. CONSENT AGENDA

- a. **APPROVED:** The Board approved to adopt the minutes from the March 19, 2015 Board of Director's Meeting.
- b. **APPROVED:** The Board approved the 2015-2016 Slate of Board of Directors & Officers
 - i. Angela Ramos, President & Chair
 - ii. Rene Rovirosa, Secretary
 - iii. Kim Guilarte
 - iv. Monique Rodriguez
- c. **APPROVED:** The Board approved to adopt the Proposed Board of Directors Meeting Schedule for the 2015 – 2016 School Year.
- d. **APPROVED:** The Board approved to adopt the Procedures for Addressing Concerns, including the Conflict Resolution Persons. Further directing that the administration post the policy on campus, in the student handbook, and the school's websites.

4. ACTION & DISCUSSION ITEMS

- a. **APPROVED:** The Board reviewed, discussed, and unanimously approved the Financial Report, including:
 - i. Adopted the Revised 2014-2015 Annual Budget
 - ii. Adopted the Proposed 2015-2016 Annual Budget
 - iii. Adopted the Financial Statements
 - iv. Received the Audit Notes for the period ending June 30, 2015. Board Member and Principal comments are requested.
 - v. Discussed: Financial sweep accounts are being moved from Regions to Morgan Stanley.
- b. Discussed: Educational Services Agreement with Doral College
- c. Discussed: Retirement Contribution

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

5. ANNOUNCEMENTS AND NOTIFICATIONS

6. MEETING ADJOURNED

*The minutes were adopted by the Board of Directors at a meeting held on July 29, 2015.