

Meeting Minutes

Dr. Kiran C. Patel High School

Location: Holiday Inn Express 8310 Galbraith Rd. Tampa, FL 33647 (Conf. room)

Date/Time: Monday, August 13, 2018 5:30PM

Members Present: Kavita Jain, Ray Jacobs, Mo Kasti, Jeff Mitchell

Staff Present: Ash Bagdy, Christy Noe

Vision

Patel Institute for Innovation will be a model for transformative teaching and learning, demonstrating methods and techniques that are replicated in high quality public high schools across the state and the nation.

Mission

The mission of Patel Institute for Innovation is to educate, inspire, and empower students by providing a mutually transformative educational environment that integrates 21st century knowledge and skills with personalized and innovative instruction, school/community partnerships, and a focus on social responsibility and leadership.

Agenda

1. Call to Order-The meeting was called to order by the Chair, KJ at 5:20PM

2. Approval of Minutes (2 min)

Motion: I move to approve the minutes from July 9, 2018.

Motion: MK, Second: JM

Motion Passed

3. Proposed Changes to the Agenda

None

4. Public Comment on Agenda Item -Public comments are limited to 3 minutes.

5. Consent Agenda

a. Adopt Public Records Policy (**Attachment A**)

b. Adopt Segregation of Financial Duties Policy (**Attachment B**)

Motion: I move to adopt the Public Records and Segregation of Financial Duties Policies.

Motion: JM, Second: RJ

Motion Passed

6. Committee Reports

a. Facility Report/Update- Ash (5 min)

Discussion about cost of facility, issues with current construction company. Decision would be made on which construction company would be selected moving forward by 8-14-18.

- b. Consultant Report -Christy (**Attachment C**) (10 min)
- c. Cambridge discussion- Christy (5 min)

Discussion about getting committee together to identify potential mentors, partnerships, etc. Mo will lead the committee.

7. Old Business

- a. Website/Branding and Marketing update- Christy and Ray (10 min) (**Attachment D**)

Discussion about having Julie develop style guide, logo, and branding materials. Need to have current rendering of facility to move forward. Put on hold until construction company is selected. Ray and Christy will contact Julie later in week to move forward. They will also review website responses. Christy will begin work on content for website.

- b. Employee Handbook-draft v1- (**Attachment E**) comments from board (3 min)
- c. Bank Account- Ash (5 min)
- d. Budget -Ash/Christy (5 min) (**Attachment F**)

8. New Business

- a. Charter School Program Grant (CSP) – (**Attachment G**) (5 min)

The RFP for the CSP grant came out last week. Christy will gather information to submit Stage 1 of grant and upload into the FLDOE site. It is due August 17th.

- b. Charter School Conference- (**Attachment H**) (3 min)

Discussion about attending charter school conference in Orlando on October 16-18th. Board members will attend if they are able. This year it is not required but if they receive a CSP grant, it will be required next year.

8. Adjourn- Meeting was adjourned at 7:30PM

Next Meeting: Monday, September 10, 2018 @ 5:30PM.

Signature by Board Secretary

Date