

**Meeting Minutes**  
**Dr. Kiran C. Patel High School**  
**Location: Holiday Inn & Suites 8310 Galbraith Rd. Tampa, Fl 33647**  
**Date/Time: Monday, April 8, 2019 5:30 PM**

**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 21<sup>st</sup> century knowledge and skills with personalized and innovative instruction, school/community partnerships, and a focus on social responsibility and leadership.

**Board Members Present: Kavita Jain, Mo Kasti, Jeff Mitchell, Ray Jacobs, Jenny Zheng**

**Staff Present: Marlee Strawn, Christy Noe**

**Foundation Member: Ash Bagdy**

**Invited Guests: Keith Spence (School Financial Services), Shane Wingo (Lanier Upshaw), Eric Butler (Hertz Furniture) Joanna Schroeder (Hertz Furniture)**

***Agenda***

**1. Call to Order**

**2. Approval of Minutes (2 min)**

*Motion: I move to approve the minutes from March 11, 2019.*

*Moved: MK, Second: JM*

*Motion Approved.*

**3. Proposed Changes to the Agenda**

*Motion to move Item 7a. to beginning of agenda since we had special guests from out of town.*

*Motion: KJ, Second: JZ*

*Motion Approved.*

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

*No members from the public were in attendance.*

**5. Committee Reports**

a. Facility Report – Ash (5 min)

*JM, MS, KJ, and CN had a tour of the facility prior to the meeting and everything is on schedule. Would like to take board on tour prior to next meeting, so we will meet at the construction trailer at 4:45PM and have meeting on school site next month.*

- b. Principal Report – Marlee (10 min) (**Attachment A**)
- c. Consultant Report – Christy (5 min) (**Attachment B**)
- d. Nominating Committee- Kavita (5 min) (**Attachment C**)

*Nominating committee met potential candidate and is recommending Jim Ake as governing board member.*

*Motion: Recommend to add Jim Ake to the governing board of Patel High School, Inc.*

*Motion: KJ, Second: JM*

*Motion Approved.*

*Jim came and sat at table and spoke about his passion for education and work with non-profits and excitement for working on this board. Consultant talked about getting governance training completed and she would share the Dropbox folder with him to begin board member onboarding process.*

## **6. Consent Agenda**

- a. School Calendar- (**Attachment D**)

*Principal Strawn presented the school calendar. Some discussion around early release. Discussion that early release days are used for Professional Development. Discussion about start/end times for school. Principal said she would talk to Hills. County and survey parents. Students needed time to get to zoned school for sports and the traffic gets worse the later we let students out in our location.*

- b. New Hires- (**Attachment E**)

*Motion: I move to approve the items on the consent agenda. (school calendar and the new hires).*

*Moved: MK, Second: RJ*

*Motion Approved.*

## **7. Old Business**

- a. Budget- Keith Spence (20 min) (**Attachment F**)

*Mr. Spence talked about the budget and the process. He met with Principal Strawn, Board Member Zheng, and Mr. Bagdy on budget earlier in the month. Things are still moving around until we get teachers hired, etc. Requirement is that board approve budget at annual meeting in June. Will continue to work with finance committee to get budget closer to operating.*

- b. Hertz Furniture Quotes/Sample Materials – **Eric Butler, Joanna Schroeder (Hertz)** (20 min)(**Attachment G**)

*Hertz brought samples of desks, chairs, and other items that we will use in classrooms. Board members got to see furniture and select finishes, see color palates, etc. Joanna has been working with the Collaborative Educational Network team and Principal Strawn on furniture colors, placement, and developing a comprehensive layout based on CAD drawings of school.*

## **8. New Business**

a. Human Resources Benefit Guide (Shane) (5 min) **(Attachment H)**

*Mr. Wingo discussed benefits guide and some of the offerings that can be included such as a college loan repayment plan. It is difficult to know what the insurance costs will be until we get actual teachers hired, however he has worked with Collaborative Educational Network and Principal Strawn on the type of insurance employees will be offered and as soon as all employees are hired, will shop for the best plans.*

b. Segregation of Financial Duties Policy-Draft 2 SFS/Christy (5 min) **(Attachment I)**

*I move to approve the HR benefit guide and Segregation of Financial Duties Policy. (can be done as 2 motions)*

*Dr. Noe explained that the Segregation of Financial Duties Policy was in addition to another financial policy that was adopted in the fall. This policy is required as a part of the CSP grant and is necessary for the Stage 2 grant process. It has been vetted by the school's attorney, Melissa Gross Arnold and was done in collaboration with the school's back office services vendor, School Financial Services.*

*Discussion from board about whether it conflicted with earlier policy. Dr. Noe explained the difference between the policies. And that this was strictly one for CSP and was aligned with current process. Discussion about having checks at school, so SFS agreed to get account set up for school to have \$5,000 of checks available at school site. Principal Strawn would be responsible for signing those checks. Those can not be used for CSP Grant purchases.*

*Motion: MK, Second: KJ*

*Motion Approved*

## **9. Adjourn**

*Meeting Adjourned at 8:06PM*

**Next Meeting: Monday, May 13, 2019 @ 4:45PM at the Construction Trailer**