



***SOMERSET ACADEMY, INC.***

**2022-2023**

**Board Meeting Minutes**

July 19<sup>th</sup> at 2pm  
August 30<sup>th</sup>  
September 13<sup>th</sup>  
October 11<sup>th</sup>  
January 17<sup>th</sup>  
February 14<sup>th</sup>  
March 7<sup>th</sup>  
April 18<sup>th</sup>  
May 16<sup>th</sup>  
June 13<sup>th</sup> (Annual Meeting)

Somerset 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.



### *Vision*

Empowering students to explore global learning opportunities to promote and enrich their communities and the communities we serve.

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### *Purpose*

Somerset Academy, Inc. promotes a transformational culture that maximizes student achievement and the development of accountable, global learners in a safe and enriching environment that fosters high-quality education.

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## **Meeting of the Board of Directors July 19, 2022**

### **Board of Directors**

Todd German (Board Chair / Treasurer) *(Present)*  
Ana Diaz (Vice-Chair / Secretary / Parent) *(Present)*  
David Concepcion *(Absent)*  
Dr. Bernard Kimmel *(Present)*  
Matthew Cox (Texas) *(Present)*

### **Non-Voting Officers**

Bernie Montero, President *(Present)*  
Suzette Ruiz, Vice-President *(Present)*

### **Board Counsel**

Charles Gibson, Esq. *(Present)*  
Eleni Pantaridis, Esq. *(Present)*

*In an effort to allow greater public participation and to best accommodate stakeholders, this meeting is being held via communications media technology with physical access sites at each of the individual school campuses throughout Dade, Broward, Palm Beach, St. Lucie, Duval and Monroe Counties.*

### **Minutes**

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#### **1. Opening Exercises**

- a. Called to Order at 2:00pm
- b. Established a Quorum

## 2. Public Comment

- a. None

## 3. Consent Agenda

- a. **APPROVED:** The Board approved the Minutes from the June 16, 2022 Board of Directors Meeting.
- b. **APPROVED:** The Board approved the Teacher Certification Extension Request(s).
- c. **APPROVED:** The Board approved to Ratify the Resolutions by the Board Chair:
  - i. Approved the attached Parent Reunification Plan (as required by House Bill 802) and Involuntary Examinations Policy and Procedures (Senate Bill 590); further approving to adopt the following policies of The School Board of Broward County for all Somerset Academy, Inc. schools located in Broward County:
    - Behavior Threat Assessment (BTA) trainings and intervention services (per Section 1006.07(7), Florida Statutes)
    - Parent right to access school safety discipline incident (per Section 1006.07(9), Florida Statutes)
    - Timely parent notification of threats, unlawful acts or significant emergencies (per Section 1006.07(4) and (7), Florida Statutes)
    - School Safety Requirements and Monitoring (per Rule 6A-1.0018, Florida Administrative Code); Safe School Officer - must be assigned to a school facility for extracurricular activities and for school-sponsored events.
- d. **APPROVED:** The Board approved the following School Projects:
  - i. Somerest Academy East Prep Signage Proposal for approx. \$12,000.
  - ii. Somerset Academy Pines School Hardening Project for an amount not to exceed \$50,000
  - iii. Somerset Academy Pompano School Hardening Project for an amount not to exceed \$30,000
- e. **APPROVED:** The Board approved to Ratify the Somerset Academy Bethany Satellite Campus Facility Lease.

*Motion to approve by Ana Diaz; second by Dr. Kimmel; motion passed unanimously*

## 4. Action & Discussion Items

- a. Comments by the Board Chair (*Todd German*)
  - i. Legislative Update by Julio Robaina
- b. School Updates
  - i. Somerset City Arts (*Idalia Suarez*)
  - ii. Others, if necessary

- c. School Grade Report by Vice-Chair, Ana Diaz
  - i. Requests all B and C schools to get together and discuss with each other to brainstorm on plans for all schools to become A schools.
  - ii. Discusses a separate plan for all D schools; all D schools will all be on the agenda for monthly updates.
  - iii. For Somerset Eagle that received an F, Victor states that he and Bernie will be in Jacksonville tomorrow to review their action plan.
  - iv. Recognized the newly distinguished High-Performing Schools
- d. Other Items by Board Members, Staff, or ESP
  - i. Special thanks to Rolando for his recent assistance in Key West in helping to obtain a \$1M donation to the school.

## 5. **Announcements & Notifications**

- a. First Day of School
  - i. August 1<sup>st</sup> – Arizona
  - ii. August 10<sup>th</sup> - Monroe, Palm Beach, St. Lucie & Nevada
  - iii. August 15<sup>th</sup> – Duval
  - iv. August 16<sup>th</sup> – Broward
  - v. August 17<sup>th</sup> – Miami-Dade
- b. Next Board Meeting: August 23<sup>rd</sup>

## 6. **Adjourned Meeting at 3:06pm**

The undersigned hereby certified that he/she is an Officer and/or Director of SOMERSET ACADEMY, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on August 23, 2022.



### *Vision*

Empowering students to explore global learning opportunities to promote and enrich their communities and the communities we serve.

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### *Purpose*

Somerset Academy, Inc. promotes a transformational culture that maximizes student achievement and the development of accountable, global learners in a safe and enriching environment that fosters high-quality education.

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## **Meeting of the Board of Directors August 30, 2022**

### **Board of Directors**

Todd German (Board Chair / Treasurer) *(Present)*  
Ana Diaz (Vice-Chair / Secretary / Parent) *(Present)*  
David Concepcion *(Absent)*  
Dr. Bernard Kimmel *(Present)*  
Matthew Cox (Texas) *(Present)*

### **Non-Voting Officers**

Bernie Montero, President *(Present)*  
Suzette Ruiz, Vice-President *(Present)*

### **Board Counsel**

Charles Gibson, Esq. *(Present)*  
Eleni Pantaridis, Esq. *(Present)*

*In an effort to allow greater public participation and to best accommodate stakeholders, this meeting was held via communications media technology with physical access sites at each of the individual school campuses throughout Dade, Broward, Palm Beach, St. Lucie, Duval and Monroe Counties.*

### **Minutes**

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#### **1. Opening Exercises**

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

## 2. Public Comment

- a. Mr. Chuck Shaw, Palm Beach County – Discussed a recent visit to Somerset JFK; was impressed with the campus improvements and painting; he is very impressed with Principal Santiago.
- b. Dr. Bernard Kimmel, Board Member

## 3. Consent Agenda

- a. **APPROVED:** The Board approved the Minutes from the July 19, 2022 Board of Directors Meeting.
- b. **APPROVED:** The Board approved the Board Resolutions for Out of Field Waiver Assignments for the 2022-2023 school year; further authorizing the Board Chair to review and make necessary changes and execute for submission.
- c. **Pulled:** The Board approved the Teacher Salary Increase Allocation Plans; further authorizing the Board Chair to execute for submission.
- d. **APPROVED:** The Board approved the Individual Charter School Title I Budget Appropriation Details Forms for the 2022-2023 school year for the Title 1 distinguished schools; further authorizing the Board Chair or Vice-Chair to review and make necessary changes and execute for submission.
- e. **APPROVED:** The Board approved to authorize the Board Chair to approve to submit the Financial Statements and Independent Auditors' Reports for the period ending June 30, 2022.
- f. **APPROVED:** The Board approved to Renew the following Charter School Contracts for a five-year term.
  - i. Miami-Dade
    1. Somerset Arts Academy
  - ii. Broward
    1. Somerset Academy Key Charter Middle School
    2. Somerset Academy Riverside Charter School
    3. Somerset Academy Riverside Charter Middle School
  - iii. St. Lucie
    1. Somerset Academy St. Lucie
- g. **APPROVED:** The Board approved to Ratify the Resolutions by the Board Chair:
  - i. Approved the proposed Referendum Plans for the 2022-2023 School Year for the individual charter schools located in Palm Beach County.
  - ii. Approved the Title 1 Budget Appropriation Details Forms for the 2022-2023 School Year, for the individual schools as necessary.
  - iii. Approved to request to receive a modification of its charter to a term of 15 years, per 1002.331 High-performing charter schools, for the following newly designated High Performing Charter Schools:
    1. Miami-Dade: Somerset Academy Kendall (*currently expires in 2023*)
    2. Broward: Somerset Academy Elementary South Campus (#5263) (*currently expires in 2023*)
    3. Palm Beach: Somerset Academy Canyons High School (#4013) (*currently expires in 2027*)

- h. **APPROVED:** The Board approved the Reassignment Request from Principal Castro.
- i. **APPROVED:** The Board approved to submit the following new charter school application(s); further approving the Board Chair the ability to authorize the submittal of any additional applications, as necessary:
  - i. Broward County: Somerset Parkland High
- j. School Projects:
  - i. **APPROVED:** The Board approved the Somerset Academy Miramar PA System Project for an amount not to exceed \$100,000 to paid by operating.
  - ii. **Pulled:** Somerset Academy Oaks Basketball Court Project for an amount not to exceed \$140,000; approval is contingent upon receiving two additional proposals.
- k. **APPROVED:** The Board approved to Ratify the GASP Charter Schools Engagement Letter with HLB Gravier, LLP.
- l. **APPROVED:** The Board approved the School Improvement Plan for Somerset Academy JFK Charter School #3395.
- m. **APPROVED:** The Board approved to authorize the Board Chair the ability to execute a lease extension for the Somerset Academy Prep Campus.

Board Member Cox pulls items 3c and 3jii for discussion

*Motion to approve the remaining consent agenda items by Ana Diaz; second by Matt Cox; motion passed unanimously*

#### 4. Action & Discussion Items

- a. Comments by the Board Chair *(Todd German)*
  - i. Application Enrollment Dates / Windows
  - ii. Referendum Results by District
  - iii. Discussed: School Board Member changes at Broward County
  - iv. Discussed items pulled from consent:
    - 1. **APPROVED:** The Board approved the Teacher Salary Increase Allocation Plans; further authorizing the Board Chair to execute for submission.
      - a. Alina Chester has been meeting with Principals and Academica Staff discussing what we can do with the funds received; in Miami-Dade we will receive an additional \$1500 per teacher; Broward and Palm Beach final numbers are pending, but it looks like it will be around \$1500 per teacher, as well; there is little lead-way on how to spend the funds; the State provides and then it must be distributed almost equally amongst all teachers.

*Motion to approve by Matt Cox; second by Ana Diaz; motion passed unanimously*
    - 2. **APPROVED:** The Board approved the Somerset Academy Oaks Basketball Court Project for an amount not to exceed \$140,000; approval is contingent upon receiving two additional proposals.

*Motion to approve by Matt Cox; second by Ana Diaz; motion passed unanimously*

- b. School Updates
  - i. Facility Reports
    - 1. Somerset City Arts – Principal Suarez reports that all facility items have been complete with the exception of the landlord’s 40 year certification; will keep the school on the agenda for next month so an update can be provided.
  - ii. Academic/Data Reports
    - 1. Somerset Academy Eagle Elementary & Middle – Principal Williams updates the Board on how the first few weeks of school have gone. Board Chair German would like to see matrix or data presented at future meetings to better review how the school is doing.
    - 2. Somerset Academy JFK (*Lisa Santiago*)
  - iii. Others, if necessary
- c. Principal Designations
  - i. **APPROVED:** The Board approved to designate Ms. Margaret (Meg) Campbell as the Interim Principal of Somerset Academy Parkland #5056, effective immediately. Ms. Campbell current serves as the school’s Assistant Principal.  
*Motion to approve by David Concepcion; second by Ana Diaz; motion passed unanimously*
  - ii. **APPROVED:** The Board approved to designate Ms. Adriana Diaz as the Principal of Somerset Palms Academy #5015, effective immediately.  
*Motion to approve by Ana Diaz; second by David Concepcion; motion passed unanimously*
  - iii. **APPROVED:** The Board approved to designate Mr. Joel Mesa as Principal of Somerset Academy Charter Middle School #6004, effective immediately (*Mr. Mesa was previously only designated for the high school*).  
*Motion to approve by Dr. Kimmel; second by Ana Diaz; motion passed unanimously*
  - iv. **APPROVED:** The Board approved to designate Ms. Suzette Ruiz as Principal on Special Assignment for Somerset Academy Charter Middle School #6004 and Somerset College Preparatory Academy South High School #7078, effective immediately.  
*Motion to approve by Matt Cox; second by Ana Diaz; motion passed unanimously*
- d. CIVICA Report
  - i. **APPROVED:** The Board review & approved the Architectural, Engineering and Facilities Support Services Consulting Services from 7/1/2022 – 7/1/2023.  
*Motion to approve by Matt Cox; second by Dr. Kimmel; motion passed unanimously*
  - ii. Somerset Gables West Campus Project Update
    - 1. **APPROVED:** The Board review & approved the fee estimate for permit plans for the Somerset Academy Gables West Campus Project.  
*Motion to approve by David Concepcion; second by Ana Diaz; motion passed unanimously*
- e. Teacher Retention / Recruitment
  - i. Presentation by Ryan Shook
  - ii. Discuss: Military Veterans Certification Pathway (<https://www.fldoe.org/teaching/certification/military/>)
    - 1. Effective July 1, 2022, Florida issues a 5-year Temporary Certificate for military veterans who have not yet earned their bachelor’s degrees and meet the following eligibility:



- a. Minimum of 48 months of active duty military service with an honorable/medical discharge on DD214;
- b. Minimum of 60 college credits with a 2.5 grade point average on an official transcript;
- c. Passing score on a Florida subject area examination for bachelor's level subjects which demonstrates mastery of subject area knowledge;
- d. Employment in a Florida school district, including charter schools, with an assigned mentor; and
- e. Cleared background screening.
- f. Before applying for this pathway, complete a waiver request for the Military Certification Fees Waiver (MCFW).

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

## 5. **Announcements & Notifications**

- a. Next Board Meeting: September 13<sup>th</sup>
- b. Reminder to Principals to complete the FTE Survey from Ryan Shook

## 6. **Adjourned Meeting at 12:03pm**

The undersigned hereby certified that he/she is an Officer and/or Director of SOMERSET ACADEMY, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on September 13, 2022.



### *Vision*

Empowering students to explore global learning opportunities to promote and enrich their communities and the communities we serve.

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### *Purpose*

Somerset Academy, Inc. promotes a transformational culture that maximizes student achievement and the development of accountable, global learners in a safe and enriching environment that fosters high-quality education.

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## **Meeting of the Board of Directors September 13, 2022**

### **Board of Directors**

Todd German (Board Chair / Treasurer) *(Present)*  
Ana Diaz (Vice-Chair / Secretary / Parent) *(Present)*  
David Concepcion *(Absent)*  
Dr. Bernard Kimmel *(Present)*  
Matthew Cox (Texas) *(Present)*

### **Non-Voting Officers**

Bernie Montero, President *(Present)*  
Suzette Ruiz, Vice-President *(Present)*

### **Board Counsel**

Charles Gibson, Esq. *(Absent)*  
Eleni Pantaridis, Esq. *(Present)*

*In an effort to allow greater public participation and to best accommodate stakeholders, this meeting was held via communications media technology with physical access sites at each of the individual school campuses throughout Dade, Broward, Palm Beach, St. Lucie, Duval and Monroe Counties.*

### **Minutes**

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#### **1. Opening Exercises**

- a. Called to Order at 11:02am
- b. Established a Quorum

#### **2. Public Comment**

- a. Jeff Bradford (via Zoom) – Somerset Parkland Academy Parent discussed the school’s bathroom policy and allowable times when students can go to the bathroom; he also states that his wife is a teacher at the school.
  - i. Board Chair German states that he will have someone reach out. Ms. Mallon request that Mr. Bradford contact her via email and she will put him in contact with the Board’s liaison.

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

- a. **APPROVED:** The Board approved the Minutes from the August 30, 2022 Board of Directors Meeting.
- b. **APPROVED:** The Board approved the Board Resolutions for Out of Field Waiver Assignments for the 2022-2023 school year; further authorizing the Board Chair to review and make necessary changes and execute for submission.
- c. **APPROVED:** The Board approved the 2022-2023 Active Assailant Response / Stabbing Procedures.
- d. **APPROVED:** The Board approved the following school project(s):
  - i. Somerset Central Miramar – Perimeter Front Fencing with Rolling Gate Project for an amount not to exceed \$40,000 to be paid with operating / school hardening funds. *\*All consultations have been through Gema at Civica and 3 proposals received and provided.*
- e. **APPROVED:** The Board approved the 2022-2023 Family Reunification Plan.
- f. **APPROVED:** The Board approved the 2022-2023 Parent / Student Handbooks for the individual schools.

*Motion to approve the consent agenda by Ana Diaz; second by Dr. Kimmel; motion passed unanimously*

4. **Action & Discussion Items**

- a. Comments by the Board Chair *(Todd German)*
- b. School Updates
  - i. Facility Reports
    - 1. Somerset City Arts *(Idalia Suarez)*
      - a. Still pending action by the Church regarding the windows; Victor is meeting with the Church on Tuesday and is hopeful there will be a successful outcome.
  - ii. Academic/Data Reports
    - 1. Somerset Academy Eagle Elementary & Middle *(Tunji Williams)*
    - 2. Somerset Academy JFK *(Lisa Santiago)*
    - 3. Somerset Parkland
  - iii. Others, if necessary
    - 1. Somerset Bethany – construction was not complete, so the school had to open in a temporary location and student population had doubled; the internet was not working; Sarah came and helped get everything back up for the school; special thanks to Sarah, Tony and Bonnie.

- c. Announcement & welcome to new Interim Principal of Somerset Academy Skyway, Ms. Deborah Burrows.
- d. Other Items by Board Members, Staff, or ESP
  - i. Board Chair German requests an update from Alina Chester regarding estimated vs. actual enrollment.

**5. Announcements & Notifications**

- a. Next Board Meeting: October 11<sup>th</sup>

**6. Adjourned Meeting at 11:39am**

The undersigned hereby certified that he/she is an Officer and/or Director of SOMERSET ACADEMY, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on October 11, 2022.

SOMERSET ACADEMY, INC.  
A Florida not-for-profit corporation



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Empowering students to explore global learning opportunities to promote and enrich their communities and the communities we serve.

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### *Purpose*

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## **Meeting of the Board of Directors October 11, 2022**

### **Board of Directors**

Todd German (Board Chair / Treasurer) *(Present)*  
Ana Diaz (Vice-Chair / Secretary / Parent) *(Present)*  
David Concepcion *(Present)*  
Dr. Bernard Kimmel *(Present)*  
Matthew Cox (Texas) *(Absent)*

### **Non-Voting Officers**

Bernie Montero, President *(Present)*  
Suzette Ruiz, Vice-President *(Present)*

### **Board Counsel**

Charles Gibson, Esq. *(Absent)*  
Eleni Pantaridis, Esq. *(Present)*

*In an effort to allow greater public participation and to best accommodate stakeholders, this meeting was held via communications media technology with physical access sites at each of the individual school campuses throughout Dade, Broward, Palm Beach, St. Lucie, Duval and Monroe Counties.*

### **Minutes**

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#### **1. Opening Exercises**

- a. Called to Order at 11:02am
- b. Established a Quorum

#### **2. Public Comment**

- a. None

### 3. Consent Agenda

- a. **APPROVED:** The Board approved the Minutes from the September 13, 2022 Board of Directors Meeting.
- b. **APPROVED:** The Board approved the Board Resolutions for Out of Field Waiver Assignments for the 2022-2023 school year; further authorizing the Board Chair to review and make necessary changes and execute for submission.
- c. **APPROVED:** The Board approved the Somerset Island Preparatory Facility Leases:
  - i. 1904 Flagler Avenue Corp. for the facility located at 1904 Flagler Avenue, Michelle's Center for Learning, Key West, FL 33040
  - ii. 1908 Flagler Avenue Corp. for the facility located at 1908 Flagler Avenue, Michelle's Center for Learning, Key West, FL 33040
- d. **APPROVED:** The Board approved the Out of State and/or Country Field Trip(s):
  - i. Somerset Academy Middle/High/Arts Conservatory trip to Europe March 17-27, 2023; Grades 7-12; 71 students \$4,094 per person; 13 staff attending; 18 parents attending (see attached for more information)
  - ii. Somerset Preparatory Academy Sunset
    - 1. To: STN convention/Conference
    - 2. Dates: March 14 – 19, 2023
    - 3. Reason- STN Participate in a broadcast journalism convention
    - 4. Grades: 6<sup>th</sup> & 7<sup>th</sup>
    - 5. Students Participating: 14
    - 6. Chaperons: 4
  - iii. Somerset Academy Parkland trip to London, Paris and Rome (see attached for more information)
  - iv. Somerset Oaks Academy will be attending STN Convention/Conference
    - 1. Dates: March 14-19, 2023
    - 2. Where: Long Beach, California
    - 3. Who: Students in 6th-8th grade will participate in STN TV production Competition and convention sessions
    - 4. 15 students and 5 chaperones
- e. **APPROVED:** The Board approved to Receive & File the CIVICA Facilities Support Services for the period of January - October 2022 for the Somerset Academy schools.
- f. **APPROVED:** The Board approved the following School Project(s):
  - i. Somerset Academy North Lauderdale A/C Chiller Coil Replacement for an amount not to exceed \$190,000 as an operating expense (see attached for more info).
- g. **APPROVED:** The Board approved the 2022-2023 Title 1 School-Wide Plans for the individual Broward County schools, as necessary.

*Motion to approve the consent agenda by Ana Diaz; second by Dr. Kimmel; motion passed unanimously*

### 4. Action & Discussion Items

- a. Comments by the Board Chair (*Todd German*)
  - i. Email from Somerset Academy Pembroke Pines parent regarding Principal Montero
- b. School Updates
  - i. Facility Reports
    - 1. Somerset City Arts (*Idalia Suarez*)
      - a. Victor updates the Board on his meeting with the new landlord; the new people who took over the church want to keep the church; in the process of creating a new lease to present to the Board at a near future Board Meeting. The church has agreed to move their office to a nearby strip mall so free this space for the school.
  - ii. Academic/Data Reports
    - 1. Somerset Academy Eagle Elementary & Middle (*Tunji Williams*)
    - 2. Somerset Academy JFK (*Lisa Santiago*)
  - iii. Others, if necessary
- c. Other Items by Board Members, Staff, or ESP

## 5. **Announcements & Notifications**

- a. Reminder: Heat Game Fundraiser for Somerset Inc. on Nov 7. The goal is to sell 600 tickets. Some schools have responded. If anyone still wants to participate, please contact Layda by the end of today's meeting.
- b. Next Board Meeting: November 15<sup>th</sup>

## 6. **Adjourned Meeting at 11:29am**



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### *Purpose*

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## **Meeting of the Board of Directors January 17, 2023**

### **Board of Directors**

Todd German (Board Chair / Treasurer) *(Present)*  
Ana Diaz (Vice-Chair / Secretary / Parent) *(Present)*  
David Concepcion *(Present)*  
Matthew Cox (Texas) *(Present)*

### **Non-Voting Officers**

Bernie Montero, President *(Present)*  
Suzette Ruiz, Vice-President *(Present)*

### **Board Counsel**

Charles Gibson, Esq. *(Present)*  
Eleni Noble Zarbalas, Esq. *(Present)*

*In an effort to allow greater public participation and to best accommodate stakeholders, this meeting was held via communications media technology with physical access sites at each of the individual school campuses throughout Dade, Broward, Palm Beach, St. Lucie, Duval and Monroe Counties.*

## **Minutes**

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### **1. Opening Exercises**

- a. Called to Order at 11:00am
- b. Established a Quorum
- c. Moment of Silence for Dr. Bernard Kimmel



## 2. Public Comment

- a. None

## 3. Consent Agenda

- a. **APPROVED:** The Board approved the Minutes from the October 11, 2022 Board of Directors Meeting.
- b. **APPROVED:** The Board approved the Board Resolutions for Out of Field Waiver Assignments for the 2022-2023 school year; further authorizing the Board Chair to review and make necessary changes and execute for submission.
- c. **APPROVED:** The Board approved Out of State and/or Country Field Trip(s):
  - i. Somerset Academy Bay Middle School TV Team & Somerset SoHo Middle/High – Long Beach, CA for Competition
  - ii. Somerset Academy Bay Middle School – Washington, DC
  - iii. Somerset Preparatory Charter School at North Lauderdale – Crystal City, VA – LEAD Spark Conference
  - iv. Somerset Academy Parkland – Europe
  - v. Somerset Academy Boca Middle - Washington D.C.
- d. **APPROVED:** The Board approved to ratify the following School Project(s):
  - i. Ratify Somerset Academy Miramar Turf Project with Sport Court for \$107k
  - ii. Ratify Somerset Academy SoHo Middle High - Repair upstairs and downstairs hallway floors for \$22,700
- e. **APPROVED:** The Board approved the Revised 2022-2023 Title 1 School-Wide Plans for the individual Broward County schools, as necessary.
- f. **APPROVED:** The Board approved the Teacher Certificate Extension Requests.
- g. **APPROVED:** The Board approved to Ratify the Resolutions by the Board Chair:
  - i. Revised Referendum Plans for the individual Somerset Academy schools in Palm Beach County for the 2022-2023 School Year.
- h. **APPROVED:** The Board approved the Revised 2022-2023 Title 1 Budgets for the individual Miami-Dade County schools, as necessary.
- i. **APPROVED:** The Board approved to adopt the 2022-2023 Instructional Continuity Plan (ICP); public wishing to provide feedback are encouraged to do so, as stated on the cover page of the plan. Further directing all schools to post the adopted plan on their individual websites and to place a request for public feedback on their upcoming parent meeting agendas.

*Motion to approve the consent agenda by David Concepcion; second by Ana Diaz; motion passed unanimously*

## 4. Action & Discussion Items

- a. Comments by the Board Chair (*Todd German*)
  - i. Planning to meet at different schools for each meeting and encourage everyone to attend in possible as much as possible.

- b. School Updates
  - i. Facility Reports
    - 1. Somerset City Arts (*Idalia Suarez*)
      - a. Pending the letter for the church to get the 40 year certificate to get the awning; Victor and Gema have been assisting.
    - 2. Discussed facility projects, such as roof and air conditioning; need to put funds aside to prepare for when such items need to be repaired or replaced; creation of a spreadsheet to track this; request to include as an agenda item for the next meeting.
  - ii. Academic/Data Reports
    - 1. Somerset Academy Eagle Elementary & Middle by Principal, Tunji Williams
      - a. Just completed iReady mid-year assessments; have seen positive increases in student data; no learning gains is causing some concerns; special thanks to everyone who has been offering support; enrollment remains stable with a few new students being enrolled.
    - 2. Somerset Academy JFK by Principal, Lisa Santiago
      - a. Just completed iReady diagnostics which have shown improvement; goal is an A/B; enrollment is looking good, as well.
    - 3. Board Chair German discusses the new school in Phoenix, Arizona; the Board would be open to sending potential candidates if they would consider relocation. A new school is, also, opening in Columbus, Ohio in which Somerset would also like to consider one of our own as a leader for this site.
  - iii. Others, if necessary
    - 1. No additional discussions took place.
- c. Financial Report
  - i. **APPROVED:** The Board reviewed & approved the Financial Statements and Independent Auditors' Reports for the period ending June 30, 2022.  
*Motion to approve by David Concepcion; second by Ana Diaz; motion passed unanimously*
  - ii. **APPROVED:** The Board reviewed & approved the Year End Grants / Loans.  
*Motion to approve by Ana Diaz; second by David Concepcion; motion passed unanimously*
  - iii. **APPROVED:** The Board reviewed & approved the Revised 2022-2023 Annual Budgets.
    - 1. Board Chair German discusses (without naming schools) the concern that several schools have gone over budget regarding payroll without seeking Board approval; if necessary, this item will be reviewed in detail in future meetings if not corrected.
    - 2. Alina Chester would like to add on to the previously discussed roof/A/C savings item, if there are any additional items that should be included. She discusses the additional funding being received until next year, so now would be the time to review these items.
    - 3. Board Member Diaz requests what burdens are causing the schools to go over budget as, based on the spreadsheets provided, it does not appear to be caused by staffing.
    - 4. Board Chair discusses a previous idea of balancing rental amounts across all schools so that all schools pay the same; Alina states that this is how the district does it and also includes all facility costs; Julio states that they have been working very closely with the landlords to balance it on that end.  
*Motion to approve by David Concepcion; second by Ana Diaz; motion passed unanimously*
  - iv. **APPROVED:** The Board reviewed & approved the Financial Policy Manual, as amended.
    - 1. The specific policies have not changed; rather the procedures have been removed from the manual.

*Motion to approve by Ana Diaz; second by David Concepcion; motion passed unanimously*

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

- i. **APPROVED:** The Board discussed & approved to officially change the name of Somerset Academy JFK to (something along the lines of) Somerset Academy Dr. Bernard Kimmel (aka Somerset Academy DBK).

*Motion to approve by David Concepcion; second by Matt Cox; motion passed unanimously*

5. **Announcements & Notifications**

- a. Spelling Bee at Somerset Bay on Saturday, March 11<sup>th</sup>
- b. Next Board Meeting: February 14<sup>th</sup>
- c. Somerset Retreat in April (looking at weekend of 4/27) for school leaders & board members (greatly discourage spouses to attend as this is an official event); mandatory fun!

6. **Adjourned Meeting at 11:45am**

The undersigned hereby certified that he/she is an Officer and/or Director of SOMERSET ACADEMY, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on February 14, 2023.



### *Vision*

Empowering students to explore global learning opportunities to promote and enrich their communities and the communities we serve.

~

### *Purpose*

Somerset Academy, Inc. promotes a transformational culture that maximizes student achievement and the development of accountable, global learners in a safe and enriching environment that fosters high-quality education.

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## **Meeting of the Board of Directors February 14, 2023**

### **Board of Directors**

Todd German (Board Chair / Treasurer) *(Present)*  
Ana Diaz (Vice-Chair / Secretary /Parent) *(Present)*  
David Concepcion *(Present)*  
Matthew Cox (Texas) *(Present)*

### **Non-Voting Officers**

Bernie Montero, President *(Present)*  
Suzette Ruiz, Vice-President *(Present)*

### **Board Counsel**

Charles Gibson, Esq. *(Present)*  
Eleni Noble Zarbalas, Esq. *(Present)*

*In an effort to allow greater public participation and to best accommodate stakeholders, this meeting was held via communications media technology with physical access sites at each of the individual school campuses throughout Dade, Broward, Palm Beach, St. Lucie, Duval and Monroe Counties.*

### **Minutes**

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#### **1. Opening Exercises**

- a. Called to Order at 11:03am
- b. Established a Quorum

#### **2. Public Comment**

- a. None

### 3. Consent Agenda

- a. **APPROVED:** The Board approved the Minutes from the January 17, 2023 Board of Directors Meeting.
- b. **APPROVED:** The Board approved the Board Resolutions for Out of Field Waiver Assignments for the 2022-2023 school year; further authorizing the Board Chair to review and make necessary changes and execute for submission.
- c. **APPROVED:** The Board approved the Out of State and/or Country Field Trip(s):
  - i. Somerset Academy Oaks
    1. Elementary robotics team was invited to participate in Nationals this year. You only get an initiation if you win an award in a regional competition. The students will compete in the 2023 Create US Open Robotics Championship VEX IQ Elementary Division is March 27th-March 29th. Students will be traveling to Council Bluffs, Iowa. Our plan is to leave on March 26<sup>th</sup> through March 30<sup>th</sup>.
- d. **APPROVED:** The Board approved to ratify the following School Project(s):
  - i. Somerset Academy Village Playground Temp Funding
    1. This project is being 100% funded by our local Kiwanis Club here in Wilton Manors. For liability purposes, they will be writing us the check, not directly to the company. To begin the project, we need to pay 50% of the installation fee only, \$4,634.50, but the amount will be returned to us from Kiwanis.
- e. **APPROVED:** The Board approved the Revised 2022-2023 Title 1 School-Wide Plans for the individual Broward County schools, as necessary.
- f. **APPROVED:** The Board approved the Teacher Certificate Extension Requests.
- g. **APPROVED:** The Board approved to Ratify the Resolutions by the Board Chair:
  - i. Approved to amend the name of Somerset Academy JFK Charter School (WL#3995) to “Somerset Academy, The Dr. Bernard Kimmel Campus”. Further acknowledging that the campus will be referred to unofficially as “Somerset Academy DBK”.
  - ii. Approved the Out of Field Waiver(s) for Instructional Personnel with Out of Field Assignments for:
    1. Somerset Academy Silver Palms #0332
    2. Somerset Academy Silver Palms at Princeton #4012
    3. Somerset Academy Charter High #7042
- h. **APPROVED:** The Board approved to Ratify the Board Chair’s approval to release payment for portable A/C units for \$75,000 at Somerset Academy Miramar (the A/C will be replaced over the summer; this is a temporary fix).

*Motion to approve the consent agenda by Ana Diaz; second by David Concepcion; motion passed unanimously*

### 4. Action & Discussion Items

- a. Comments by the Board Chair (*Todd German*)
  - i. Discusses how Principal Rompella brings in special guests to the schools on Fridays for special talks with the students; guests range from tight rope walkers to entrepreneurs.

- ii. Discusses the need for a spreadsheet with every school's lease information, including lease term end dates and any renewal options; Board Chair German would also like the roof and a/c life estimates. This item is requested to be on the next agenda (draft form is acceptable).
- b. School Updates
  - i. Facility Reports
    - 1. Somerset City Arts (*Idalia Suarez*) – Principal Suarez reports that all is good and this school can be removed from future agendas.
  - ii. Academic/Data Reports
    - 1. Somerset Academy Eagle Elementary & Middle (*Tunji Williams*)
    - 2. Somerset Academy JFK (*Lisa Santiago*)
  - iii. Others, if necessary
- c. FTE Audit Review & Presentation (*Kerri Ann O'Sullivan*)
  - i. Principal O'Sullivan reviews the audit review process and provides detailed information on what items were reviewed.
- d. School Shout-Out!
  - i. Somerset Academy Oaks (*Idalia Suarez*)
    - 1. Our students competed in the State “The Future City Competition” held in Saint Petersburg, FL this past Saturday (01.20.23). Having the small bus is a game changer allowing us to address what has been a barrier in the past by now providing transportation to these great experiences.
      - a. Best National Project Plan: Team that demonstrates a strong understanding of Project Management (PM) concepts and application of PM knowledge. Made it to the Finals round and won 4<sup>th</sup> Best in the State of Florida.
      - b. People's Choice Award (State Award): *Given to the most popular team as selected by students at the final Tampa Bay competition.*
      - c. Most Sustainable Design (State Award): *Given to the team that has a sustainable infrastructure design (water delivery systems, transportation, and wastewater treatment) that meets the community's current needs while preserving the environment and taking future population growth into consideration.*
  - ii. Attention Principals, do you have any exciting news or events that you would like to showcase? Please send to Kelly so we can put you on the agenda!
- e. Report by Sarah Fye
  - i. 2023 Battle of the Books: April 11-12
    - 1. Registration will be sent out this week
  - ii. 21<sup>st</sup> CCLC site visits – the state has been coming to our schools and the feedback has been overwhelmingly positive
  - iii. Great Florida Teach In - Great opportunity for us to recruit educators, interview and hire staff for next year
  - iv. StandOut - Cohort 1 – we've added schools in who requested their schools to StandOut
  - v. Mid-year Data - We're reviewing our mid-year data and will be setting up data chats with our principals in the coming weeks
  - vi. Math Bowl
- f. Legislative Update (*Julio Robaina*)
- g. Other Items by Board Members, Staff, or ESP

- i. **APPROVED:** The Board approved to receive Title II funds on a reimbursement basis pursuant to Section 1002.33(17)(c), F.S. for all Somerset Academy, Inc. schools in Broward County, effective the 2023-2024 school year, until further notice.  
*Motion to approve by Ana Diaz; second by David Concepcion; motion passed unanimously*

## 5. Announcements & Notifications

- a. Next Board Meeting: March 7<sup>th</sup> at Somerset Academy Village
- b. Spelling Bee at Somerset Bay on Saturday, March 11
- c. Somerset Academy Oaks and City Arts Leadership Day
  - i. Our schools are excited to host our Leadership Day at both Somerset City Arts and Somerset Oaks Academy (invitations attached). We would like to extend the invitation to our governing board, Academica and colleagues. We look forward to seeing you at either event.
    1. Somerset Oaks Academy Leadership Day, *February 22, 2022, from 8:30 AM-12:30 1000 Old Dixie Highway, Homestead FL 33030*
    2. Somerset City Arts Leadership Day, *February 28th, 2022, from 9:30 AM - 11:00 AM 47 NW 16<sup>th</sup> Street, Homestead FL 33030*
    3. See attached for RSVP instructions
- d. Upcoming network retreat

## 6. Adjourned Meeting at 11:45am

The undersigned hereby certified that he/she is an Officer and/or Director of SOMERSET ACADEMY, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on March 7, 2023.

SOMERSET ACADEMY, INC.  
A Florida not-for-profit corporation



### *Vision*

Empowering students to explore global learning opportunities to promote and enrich their communities and the communities we serve.

~

### *Purpose*

Somerset Academy, Inc. promotes a transformational culture that maximizes student achievement and the development of accountable, global learners in a safe and enriching environment that fosters high-quality education.

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## **Meeting of the Board of Directors March 7, 2023**

### **Board of Directors**

Todd German (Board Chair / Treasurer) *(Present)*  
Ana Diaz (Vice-Chair / Secretary / Parent) *(Present)*  
David Concepcion *(Present)*  
Matthew Cox (Texas) *(Absent)*

### **Non-Voting Officers**

Bernie Montero, President *(Present)*  
Suzette Ruiz, Vice-President *(Present)*

### **Board Counsel**

Charles Gibson, Esq. *(Present)*  
Eleni Noble Zarbalas, Esq. *(Present)*

*In an effort to allow greater public participation and to best accommodate stakeholders, this meeting was held via communications media technology with physical access sites at each of the individual school campuses throughout Dade, Broward, Palm Beach, St. Lucie, Duval and Monroe Counties.*

### **Minutes**

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#### **1. Opening Exercises**

- a. Called to Order at 11:05am
- b. Established a Quorum

#### **2. Public Comment - None**

#### **3. Consent Agenda – All items under the consent agenda were approved under one motion.**



- a. **APPROVED:** The Board approved the Minutes from the February 14, 2023 Board of Directors Meeting.
- b. **APPROVED:** The Board approved the Board Resolutions for Out of Field Waiver Assignments for the 2022-2023 school year; further authorizing the Board Chair to review and make necessary changes and execute for submission.
- c. Title 1
  - i. **APPROVED:** The Board approved the Revised Individual Charter School Title I Budget Appropriation Details Forms for the 2022-2023 school year for the Title 1 distinguished schools in Miami-Dade County.
  - ii. **APPROVED:** The Board approved the Title 1 Funds for the 2023-2024 School Year for necessary schools in Palm Beach County.
- d. **APPROVED:** The Board approved the Referendum Plans for schools located in Palm Beach County.
- e. **APPROVED:** The Board approved / ratified the following school project(s):
  - i. Somerset St Lucie A/C repairs in the amount of \$28,534 (*brings the cash surplus from \$140k to \$111k*).
- f. **APPROVED:** The Board approved the Out of State and/or Country Field Trip(s):
  - i. Somerset Academy Lakes - Washington D.C. for Safety Patrol
  - ii. Somerset Academy Middle School, High School. Arts Conservatory
    - 1. July 11- 20, 2023 – Greece/Italy
    - 2. June 2 - 14, 2024 - England/Germany/France
    - 3. March 15 - 26, 2024 - Australia/New Zealand/Fiji
  - iii. Somerset Academy Gables – Washington D.C.
- g. **APPROVED:** The Board approved to Ratify the Resolution(s) by the Board Chair:
  - i. Approved to submit the charter school contract amendment requests for the 2023-2024 school year.
- h. **APPROVED:** The Board approved the Premium Services Agreement for the 2023-2024 school year for the individual schools in Broward County, as necessary.
- i. **APPROVED:** The Board approved to receive and file the financial statements for the period ending December 31, 2022.

*Motion to approve the consent agenda by Ana Diaz; second by David Concepcion; motion passed unanimously*

#### 4. Action & Discussion Items

- a. Comments by the Board Chair (*Todd German*)
  - i. Somerset Island Prep Keynote Speakers
  - ii. Upcoming Retreat; RSVP required by today
  - iii. Facility Lease & Maintenance Spreadsheet Update; there are 2 leases in question if they will be renewed that are being closely monitored.

- b. Legislative Update (*Julio Robaina*)
  - i. Discussed school vouchers
- c. Financial Report (*Alina Chester / Ana Martinez*)
  - i. Ongoing budget meetings for the upcoming school year; maintenance projections; use of grant funds vs. operating funds; dual enrollment funds.
  - ii. Discussed mid-year financials
- d. School Updates
  - i. Academic/Data Reports
    - 1. Somerset Academy Eagle Elementary & Middle (*Tunji Williams*)
      - a. Adri discussed
    - 2. Somerset Academy JFK (*Lisa Santiago*)
  - ii. Others, if necessary
    - 1. Somerset Arizona (*Bernie, Victor, Marla, Ladya*)
      - a. Somerset Florida assistance; importance of having the right leader.
- e. School Shout-Out!
  - i. SoMi Middle will be offering dual enrollment college courses to our **7<sup>th</sup> and 8<sup>th</sup> graders** next school year!! - Ceci Guilarte
  - ii. Somerset Academy Chapel Trail – Bernie Montero
    - 1. We have 2 **National Merit Scholarship Program** Letter of Commendation recipients.
    - 2. **Wrestlers** earned Runner-Up at the Wrestling State Championship, had 2 Individual State Champions, and 6 State Placers
    - 3. **JV Pantherettes** are the new Contest of Champions JV Division National Champions
    - 4. **Varsity Pantherettes** are the new Contest of Champions National Grand Champions and Medium Division National Champions
    - 5. **DECA** Chapter competed in the Business State Competition and advanced 3 teams to the DECA International Competition.
    - 6. **Varsity Winter Guard** won the WGI Tampa Open Class Regional
    - 7. Our **Key Club** received the David S. McCampbell Outstanding Key Club Award as they earned the most service ours in the district. Also for the 2<sup>nd</sup> time, we have a Key Club State Lieutenant Governor on the Florida District Board, Sadhana Tanksali
  - iii. Somerset Prep Sunset – TV Production Success
- f. Other Items by Board Members, Staff, or ESP
  - i. Antonio Roca updates on Colegia

## 5. Announcements & Notifications

- a. Next Board Meeting: April 18<sup>th</sup> at Somerset Academy Wellington

## 6. Adjourn Meeting at 12:10pm

*Signature Sheet Attached*

The undersigned hereby certified that he/she is an Officer and/or Director of SOMERSET ACADEMY, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on April 18, 2023.

SOMERSET ACADEMY, INC.

A Florida not-for-profit corporation



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Empowering students to explore global learning opportunities to promote and enrich their communities and the communities we serve.

~

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## **Meeting of the Board of Directors April 18, 2023**

### **Board of Directors**

Todd German (Board Chair / Treasurer) *(Present)*  
Ana Diaz (Vice-Chair / Secretary / Parent) *(Present)*  
David Concepcion *(Present)*  
Matthew Cox (Texas) *(Present)*

### **Non-Voting Officers**

Bernie Montero, President *(Present)*  
Suzette Ruiz, Vice-President *(Present)*

### **Board Counsel**

Charles Gibson, Esq. *(Absent)*  
Eleni Noble Zarbalas, Esq. *(Present)*

*In an effort to allow greater public participation and to best accommodate stakeholders, this meeting was held via communications media technology with physical access sites at each of the individual school campuses throughout Dade, Broward, Palm Beach, St. Lucie, Duval and Monroe Counties.*

## **Minutes**

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### **1. Opening Exercises**

- a. Called to Order at 11:02am
- b. Established a Quorum

## 2. Public Comment

- a. Sabrina Williams – Somerset Academy Charter High (Silver Palms) – Was not present during public comment, so spoke later in the meeting.

## 3. Consent Agenda *(All items listed were enacted by one motion)*

- a. **APPROVED:** The Board approved the Minutes from the March 7, 2023 Board of Directors Meeting.
- b. **APPROVED:** The Board approved the Board Resolutions for Out of Field Waiver Assignments for the 2022-2023 school year; further authorizing the Board Chair to review and make necessary changes and execute for submission.
- c. **APPROVED:** The Board approved to Ratify the 2023 Annual Report.
- d. **APPROVED:** The Board approved to Ratify the CPI Adjustments to Fixed Rents Under Various Charter School Facility Leases with misc. Landlords.
- e. **APPROVED:** The Board approved to Ratify the Resolutions by the Board Chair:
  - i. Approved to authorize the individual Principals (in Palm Beach County) the ability to execute all necessary documents and/or reimbursement requests for Title 1 and UniSIG.
  - ii. Approved to increase the charter school contract student capacity of Somerset Gables Academy to 750 students as a High-Performing Charter School.
- f. **APPROVED:** The Board approved to Ratify the Educational Facilities Lease Agreement between Metro Life Worship Center of Miami, Inc. and Somerset Academy, Inc. (for the Somerset Academy Continental Campus).
- g. **APPROVED:** The Board approved the Teacher Certificate Extension Requests as submitted.
- h. **APPROVED:** The Board approved the Revised Individual Charter School Title I Budget Appropriation Details Forms for the 2022-2023 school year for the Title 1 distinguished schools in Miami-Dade County.
- i. **APPROVED:** The Board approved the Non-Exclusive Space Usage Agreement and License between Somerset Academy, Inc. on behalf of Somerset Academy Bay and B.L.U.E. Missions Group, inc.

*Motion to approve the consent agenda by Ana Diaz; second by David Concepcion; motion passed unanimously*

## 4. Action & Discussion Items

- a. Comments by the Board Chair *(Todd German)*
  - i. Speakers continue at Somerset Island Prep and will continue through next year; sessions are also being featured on Colegia.
  - ii. Update on facility lease spreadsheet.
  - iii. Somerset Skyway New Principal

- b. Legislative Update (*Julio Robaina*)
  - i. Capital funding; HB1 bill and funding aspect; cross district funding; consolidation language; artificial enrollment caps enforced by some districts; language to allow all PK students the ability to auto-articulate to Kinder.
- c. Colegia Report (*Antonio Roca*)
- d. Financial Report (*Alina Chester / Ana Martinez*)
  - i. Alina updates on the individual budget meetings with the Principals; met with Somerset Wellington yesterday and the topic of strategic planning and how to grow the high school; been comparing staff costs since pre-pandemic to current; discussed ESSER fund grants; discussed social studies book adoptions and options.
- e. School Updates
  - i. Academic/Data Reports
    - 1. Somerset Academy Eagle Elementary & Middle (*Tunji Williams*)
    - 2. Somerset Academy JFK (*Lisa Santiago*)
    - 3. Somerset Arizona (*Bernie, Victor, Marla*)
    - 4. Somerset Academy Texas (*Cory Oliver*)
  - ii. Others, if necessary
- f. Other Items by Board Members, Staff, or ESP
  - i. Sabrina Williams – Somerset Academy Charter High (Silver Palms) – addressed the Board with concerns regarding her daughter who attends the school. Board Chair German states the matter will be looked into and addressed.

## 5. Announcements & Notifications

- a. Next Board Meeting: May 16<sup>th</sup> at Somerset Academy SoHO Middle High
- b. Immediately after today's meeting, please join us as we host Somerset Academy Pines for the Amazing Shake Competition.
  - i. First time since 2018 that the students have been able attend a meeting in person. 8 students from Somerset Pines are here today to compete and board will judge them based on the rubrics we provide. The top 4 students from that round move onto the final round where we then crown our champion. There will be 4 teams of 2 students and they will each share one of four things that make our school unique, they will then be able to answer questions from the board.

## 6. Adjourned Meeting at 12:00pm

*Signature Sheet Attached*

The undersigned hereby certified that he/she is an Officer and/or Director of SOMERSET ACADEMY, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on May 16, 2023.

SOMERSET ACADEMY, INC.

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~

### *Purpose*

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## **Meeting of the Board of Directors May 16, 2023**

### **Board of Directors**

Todd German (Board Chair / Treasurer) *(Present)*  
Ana Diaz (Vice-Chair / Secretary / Parent) *(Present)*  
David Concepcion *(Present)*  
Matthew Cox (Texas) *(Absent)*

### **Non-Voting Officers**

Bernie Montero, President *(Present)*  
Suzette Ruiz, Vice-President *(Present)*

### **Board Counsel**

Charles Gibson, Esq. *(Absent)*  
Eleni Noble Zarbalas, Esq. *(Absent)*

*In an effort to allow greater public participation and to best accommodate stakeholders, this meeting was held via communications media technology with physical access sites at each of the individual school campuses throughout Dade, Broward, Palm Beach, St. Lucie, Duval and Monroe Counties.*

## **Minutes**

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### **1. Opening Exercises**

- a. Called to Order at 11:05am
- b. Established a Quorum



## 2. Public Comment

- a. Alexjandra Vazquez – Somerset Academy Oaks, Parent (*Physically Attending*) – Discussed concerns with bullying at the school.
- b. Brittany Dexter – Somerset Academy Parkland, Parent (*Attended Virtually*) – Discussed concerns with the school regarding bullying; teacher turnover; alleged complaints of smoking in the middle school; classroom discipline issues; requesting a townhall parent meeting.
  - i. President Montero states that he has met with Ms. Dexter and will assist with her concerns.
- c. Ms. Escoffery – Somerset Academy High School – Not present

## 3. Consent Agenda (*All were enacted by one motion*)

- a. **APPROVED:** The Board approved the Minutes from the April 18, 2023 Board of Directors Meeting.
- b. **APPROVED:** The Board approved to Ratify the Resolutions by the Board Chair:
  - i. Approved to defer the opening of Somerset Career Academy Port St Lucie until the 2024-2025 academic year with a contract expiration/renewal term of 2029.

*Motion to approve the consent agenda by Ana Diaz; second by David Concepcion; motion passed unanimously*

## 4. Action & Discussion Items

- a. Comments by the Board Chair (*Todd German*)
  - i. Discussed the retreat and the unworkable coffeemaker.
  - ii. Noted the different upcoming events and conferences.
- b. Executive Report by the President & Vice-President (*Bernie Montero & Suzette Ruiz*)
  - i. Suzette discusses the NSLP audits which were conducted this year; the schools and their teams did an exceptional job; commended the Principals involved – Donyale McGhee, Idalia Suarez, Joel Mesa, Waki Soberon and Donna Kaye.
  - ii. In the process of collecting self-evaluations from the Principals.
  - iii. Bernie discusses the re-accreditation; uniform policy.
  - iv. Victor requests to be informed of any school anniversaries / milestones.
- c. Legislative Update (*Julio Robaina*)
- d. Colegia Report (*Antonio Roca*)
  - i. Todd discusses the new AI feature and it is very good; this could allow teachers to customize lesson plans for individual students.
- e. Financial Report (*Alina Chester / Ana Martinez*)
  - i. Budget report and review; funding changes.
  - ii. **APPROVED:** The Board reviewed & approved the Revised Annual Budgets for the current school year:
    1. Somerset College Preparatory Academy #0712
    2. Somerset Academy Bethany #0731

*Motion to approve the consent agenda by Ana Diaz; second by David Concepcion;*

*motion passed unanimously*

- f. School Updates
  - i. Academic/Data Reports
    - 1. Somerset Academy Eagle Elementary & Middle (*Tunji Williams*)
      - a. Testing ongoing; data shows that both school could earn a C.
    - 2. Somerset Academy JFK (*Lisa Santiago*)
      - a. Predicting a C; if learning gains would be considered then it would be a B.
    - 3. Somerset Arizona (*Bernie, Victor, Marla*)
      - a. Diana Jones, the new Principal, is present today and introduced by Marla. She has been visiting different schools in South Florida.
    - 4. Somerset Academy Texas (*Cory Oliver*)
  - ii. Others, if necessary
- g. Other Items by Board Members, Staff, or ESP
  - i. Todd discusses tuition reimbursement for Principals; Amy is drafting a policy for the Board's consideration.
  - ii. Ana Diaz discusses the implementation of a board appointed committee
  - iii. Todd discusses setting up board meetings next year to alternate between schools sites and Academica; Suzette will work on principal meetings approx. every other month.

## 5. **Announcements & Notifications**

- a. Next Board Meeting: June 13<sup>th</sup> via Zoom (Academica 3<sup>rd</sup> Floor)

## 6. **Adjourned Meeting at 12:00pm**

The undersigned hereby certified that he/she is an Officer and/or Director of SOMERSET ACADEMY, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on June 13, 2023.

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~

### *Purpose*

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## **Annual Meeting of the Board of Directors June 13, 2023**

### **Board of Directors**

Todd German (Board Chair / Treasurer) *(Present)*  
Ana Diaz (Vice-Chair / Secretary / Parent) *(Present)*  
David Concepcion *(Present)*  
Matthew Cox (Texas) *(Present)*

### **Non-Voting Officers**

Bernie Montero, President *(Present)*  
Suzette Ruiz, Vice-President *(Present)*

### **Board Counsel**

Charles Gibson, Esq. *(Present)*  
Eleni Noble Zarbalas, Esq. *(Present)*

*In an effort to allow greater public participation and to best accommodate stakeholders, this meeting was held via communications media technology with physical access sites at each of the individual school campuses throughout Dade, Broward, Palm Beach, St. Lucie, Duval and Monroe Counties.*

### **Minutes**

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#### **1. Opening Exercises**

- a. Called to order at 11:01am
- b. A quorum was established
- c. Special Recognition - Somerset Academy City Arts Conservatory and Somerset Academy Oaks recently earned Leader in Me Lighthouse Certification — a prestigious designation that confirms that the school has implemented leadership practices and skills that positively impact the entire

school culture. Somerset Academy City Arts Conservatory, K-5, is the only school in Miami Dade County, and one of 650 schools worldwide, to have earned the Lighthouse Certification. – *See full article attached*

- d. Special Recognition – Bernie Montero named Time Person of the Year by his students – *See photo attached*

## 2. Public Comment

- a. Omoy Watson – Somerset Academy Canyons and Somerset Academy Parkland – Interested in free or discounted childcare for Somerset employees

## 3. Consent Agenda *(All items listed with letter designations were enacted by one motion.)*

- a. **APPROVED:** The Board approved the Minutes from the May 16, 2023 Board of Directors Meeting.
- b. **APPROVED:** The Board approved the Parent Involvement Representatives for the 2023-2024 school year; further approving to designate Jeanette Nunez as the Conflict Resolution Person, in the event the Parent Involvement Representative is unable to assist.
- c. **APPROVED:** The Board approved the Annual Ratification & Reapproval of Governing Board Policies (*Conflict of Interest (each Board Member is required to sign and return the written acceptance form), Ethics, Whistle Blower, Bylaws*).
- d. **APPROVED:** The Board approved the Annual Ratification & Reapproval of Student / School Policies (*Anti-Discrimination, Out of State and Country Field Trips, Student Enrollment / Lottery Policy, Internet Safety Policy, Bullying Policy and FHSAA*).
- e. **APPROVED:** The Board approved the Annual Ratification & Reapproval of School Safety Policies & Procedures (*Charter School Safe School Officer Policy, Florida Safe Schools Assessment Tool (FSSAT), Alyssa's Alert, FortifyFL, Active Assailant Policy, SESIR, Active Assailant Response / Stabbing Procedure, Hostage / Barricaded Situation, Emergency Evacuations / Lockdown Drills, Lockdown Procedures - Full Lockdown - Code Red, Lockdown Procedures / Partial Lockdown - Code Yellow, Family Reunification Plan, Critical Incident Response: Roles and Responsibilities, Bomb Procedures, Involuntary Examinations & Reporting Requirements, Tornado Watch*).
- f. **APPROVED:** The Board approved the adoption and submittal of “The Policy and Procedures for Charter School Compliance with School Safety and Security Requirements Set Forth in Florida Statutes and Rule GA-1.0018; and Florida Administrative Code”.
- 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 2023-2024 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 to Ratify the 2023 Annual Report.
- k. **APPROVED:** The Board approved to authorize the school the option to develop and submit its own Mental Health Plan or to opt-in to their Sponsor’s Mental Health Plan.
- l. **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.
- m. **APPROVED:** The Board approved to Renew the following Charter School Contract(s) (*expiring June 2024*) for a five-year or fifteen-year term (*based on school grade eligibility*):
  - 1. Miami-Dade
    - a. Somerset Gables Academy
    - b. Somerset Preparatory Academy High School (Homestead)

2. Palm Beach
  - a. Somerset Academy Wellington
- n. **APPROVED:** The Board approved to adopt the following policies of The School Board of Broward County for all Somerset Academy, Inc. schools located in Broward County:
  - i. Behavior Threat Assessment (BTA) trainings and intervention services (per Section 1006.07(7), Florida Statutes)
  - ii. Parent right to access school safety discipline incident (per Section 1006.07(9), Florida Statutes)
  - iii. Timely parent notification of threats, unlawful acts or significant emergencies (per Section 1006.07(4) and (7), Florida Statutes)
  - iv. School Safety Requirements and Monitoring (per Rule 6A-1.0018, Florida Administrative Code); Safe School Officer - must be assigned to a school facility for extracurricular activities and for school-sponsored event.
- o. **APPROVED:** The Board approved the submittal of the Teacher Salary Increase Allocation Plans.

*Motion to approve the consent agenda by Ana Diaz; second by Matt Cox; motion passed unanimously*

#### 4. Action & Discussion Items

- a. Comments by the Board Chair (*Todd German*)
  - i. Special thanks to Adri and Lauren for an amazing EOY celebration
  - ii. Looking forward to the National Charter School Conference in Austin next week
  - iii. Discussed establishing a relationship with the ISCHS, Inc. schools; requested legal to review to see if a formal document, such as a MOU should or could be put in place.
- b. Executive Report by the President & Vice-President (*Bernie Montero & Suzette Ruiz*)
- c. School Updates
  - i. Academic/Data Reports
    1. Somerset Academy Eagle Elementary & Middle (*Tunji Williams*)
    2. Somerset Academy JFK (*Lisa Santiago*)
    3. Somerset Arizona (*Bernie, Victor, Marla*)
    4. Somerset Academy Texas (*Cory Oliver*)
  - ii. Others, if necessary
- d. Academica / Colegia Report
  - i. **APPROVED:** The Board reviewed & approved to Renew the ESP Agreement with Academica, further authorizing the Board Chair to continue negotiations (as necessary) and execute.  
*Motion to approve by Ana Diaz; second by David Concepcion;*  
*Voting Results: 4 Yay / 0 Nay – Unanimous*
  - ii. **APPROVED:** The Board reviewed & approved the Colegia Software License Agreement.
  - iii. **APPROVED:** The Board reviewed & approved the Virtual Educational Services and Support Agreement between Somerset Virtual Academy and Academica Virtual Education LLC.  
*Motion to approved items 4dii&iii by Matt Cox; second by Ana Diaz; motion passed unanimously*
- e. Financial Report
  - i. **APPROVED:** The Board reviewed & approved the Final 2022-2023 Annual Budgets (*Alina Chester*)  
*Motion to approve by Ana Diaz; second by David Concepcion; motion passed unanimously*

- ii. **APPROVED:** The Board reviewed & approved the Proposed 2023-2024 Annual Budgets  
*(Alina Chester)*  
*Motion to approve by David Concepcion; second by Ana Diaz; motion passed unanimously*
  
- f. Insurance Renewal / Risk Sharing Agreement *(Board Counsel, Charles Gibson)*
  - i. In summary, the schools form a cooperative risk-sharing pool via a Risk Sharing Agreement, funded by contributions made by each school on a pro rata basis (measured by insured values of each site) into a loss reserve account. Monies in the account are invested to be productive, in loss-risk financial assets. If a loss occurs at any site, the necessary funds for the retained portion of the loss are withdrawn from the loss reserve account. Ownership of the account stays with the schools, but the funds are deployed for losses, should they occur. The pool is annual, matching the term of the property insurance, but is expected to be renewed each year so long as the market conditions for property insurance warrant.
  - ii. Ana Martinez reviews the financial aspect of the proposal.
  - iii. **APPROVED:** The Board reviewed & approved the Risk Sharing Agreement; authorizing the Board Chair to execute pending final review by Board Counsel.  
*Motion to approve by Ana Diaz; second by Matt Cox; motion passed unanimously*
  
- g. Somerset Academy JFK Field Lease *(Eleni Zarbalis)*
  - i. Lease expires in one year; the landlord duty has now passed from the father to the son; rent proposal to increase to \$500 with all other terms remaining the same.
  - ii. **APPROVED:** The Board approved to renew the Somerset Academy JFK Field Lease renewal, as discussed.  
*Motion to approve by Matt Cox; second by David Concepcion; motion passed unanimously*
  
- h. Other Items by Board Members, Staff, or ESP

## 5. Announcements & Notifications

## 6. Adjourned Meeting at 12:32pm

The undersigned hereby certified that he/she is an Officer and/or Director of SOMERSET ACADEMY, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on July 11, 2023.

SOMERSET ACADEMY, INC.  
A Florida not-for-profit corporation