

**Meeting Minutes – Somerset Academy, Inc.  
dba Brooks Academy of Science and Engineering (BASE)**

**August 20, 2014  
8:00 AM**

A meeting of the Board of Directors of Somerset Academy, Inc. was held on Wednesday, August 20, 2014 at 3803 Lyster Road, San Antonio, Texas 78235.

1. Board Members present: David Concepcion, Ana Diaz, Lourdes Isla, and Louis J. Marin  
Brooks Academy staff present: Ixchell Gonzalez, Belinda Granados, Anita Fernandez, Lisa Ortiz, Nora Mazingo, Bonnie Salas, Irma Mares, Patricia Lozano-Landry, Bianca Diaz, and Esmeralda Qaralleh  
Academica SouthWest staff present: George Pedraza, Erin Privratsky, Simon G. Salas, and Anita Vela-Johnson  
Academica Management (FL) staff present: Victor Barroso  
Others present: Joe Hoffer

The meeting was called to order by Louis J. Marin at 9:54 AM with an established quorum.

2. Public Comment

There was no public comment.

3. Presentations, Discussion and Possible Action

**Consent Agenda Items:**

These following items will only be considered individually if requested by a member of the board to be moved for consideration as an individual item.

- 4.1 Presentation, discussion and possible action regarding minutes of the board meeting held on July 31, 2014.

A motion to approve the Consent Agenda was made by Lourdes Isla and seconded by David Concepcion. AYE: David Concepcion, Ana Diaz, Lourdes Isla, and Louis J. Marin. NAY: None. ABSTAIN: None. Motion carries.

**Individual Agenda Items for Consideration:**

- 4.2 Presentation, discussion and possible action regarding Charter Renewal Contract for Brooks Academy of Science and Engineering (CDN 015830) for a period of ten

(10 years).

A motion to approve the Charter Renewal Contract for Brooks Academy of Science and Engineering (CDN 015830) for a period of ten (10 years) was made by Ana Diaz and seconded by Lourdes Isla. AYE: David Concepcion, Ana Diaz, Lourdes Isla, and Louis J. Marin. NAY: None. ABSTAIN: None. Motion carries.

- 4.3 Presentation, discussion and possible action regarding pricing for breakfast, lunch and snack programs.

Due to a change in food service provider, the per-meal price has increased for the school. To help reduce the increased expense, Anita Vela-Johnson recommended a small per-meal price increase to full-pay students for breakfast and lunch.

A motion to issue a \$0.25 cent increase to the per-meal Breakfast and Lunch price, resulting in a \$1.75 and \$3.00 per meal price respectively, was made by Lourdes Isla and seconded by Ana Diaz. AYE: David Concepcion, Ana Diaz, Lourdes Isla, and Louis J. Marin. NAY: None. ABSTAIN: None. Motion carries.

- 4.4 Presentation, discussion and possible action regarding final 2013-2014 Budget Amendment.

Anita Vela-Johnson presented the final 2013-2014 Budget Amendment. Lourdes Isla requested financial documents be made available for review earlier.

A motion to approve the final 2013-2014 Budget Amendment was made by Lourdes Isla and seconded by David Concepcion. AYE: David Concepcion, Ana Diaz, Lourdes Isla, and Louis J. Marin. NAY: None. ABSTAIN: None. Motion carries.

- 4.5 Presentation, discussion and possible action regarding 2014-2015 Budget Adoption.

David Concepcion asked about the significant increase to Function 11 and Function 23. Anita Vela-Johnson explained that due to expansion, staff has increased from 141 to 185, salary increases were implemented which impacts Function 11. Additional leadership and administration was necessary to accommodate the growth of the schools, which impacts Function 23.

A motion to approve the 2014-2015 Budget was made by David Concepcion and seconded by Lourdes Isla. AYE: David Concepcion, Ana Diaz, Lourdes Isla, and Louis J. Marin. NAY: None. ABSTAIN: None. Motion carries.

- 4.6 Presentation, discussion and possible action regarding Board Travel Policy.

Erin Privratsky summarized the recent Board discussions of the existing Travel Policy and changes that have been discussed but not yet adopted. Lourdes Isla stated she does not wish to utilize Alamo Travel Group for purposes of Board Travel and asked about the requirement to provide itemized receipts for reimbursements. Anita Vela-Johnson stated that the requirement is a state requirement. Lourdes Isla asked if a credit card statement reflecting charges could be accepted in lieu of itemized receipts. Louis J. Marin asked about the potential of attesting to receipts when itemized receipts cannot be provided. Anita Vela-Johnson stated she would research the questions presented by the Board.

Louis J. Marin tabled Agenda Item 4.6.

4.7 Presentation, discussion and possible action regarding damage to employee vehicles.

A motion to approve a reimbursement to employees due to damage caused to personal vehicles was made by Lourdes Isla and seconded by Ana Diaz.

Joe Hoffer, legal counsel to BASE, recommends not approving the motion to not set a precedent. Louis J. Marin recommends to the Board to follow counsel's advice. Lourdes Isla suggests efforts be made to determine who caused the damage and hold them accountable. David Concepcion recommends installing signage around campus stating that the school is not liable for damage to personal property.

Louis J. Marin called for a vote on the motion on the floor. AYE: None. NAY: David Concepcion, Ana Diaz, Lourdes Isla, and Louis J. Marin. ABSTAIN: None. Motion fails.

4.8 Presentation, discussion and possible action regarding scheduling of Board Meetings for the 2014-2015 School Year.

A motion to approve the presented schedule of Board Meetings for the 2014-2015 was made by Lourdes Isla and seconded by Ana Diaz.

David Concepcion stated he will be able to attend just three of the scheduled meetings due to a scheduling conflict.

AYE: David Concepcion, Ana Diaz, Lourdes Isla, and Louis J. Marin. NAY: None. ABSTAIN: None. Motion carries.

4.9 Presentation, discussion and possible action regarding evaluation of Principal/Superintendent.

Executive Session was entered into under § 551.074 Discussing or deliberating appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a

public officer or employee or to hear a complaint or charge against an officer or employee at 10:35 AM.

Executive Session ended at 11:00 AM. No action was taken in Executive Session.

A motion to issue a 3.6% annual salary increase, effective August 1, 2014, and a \$6,508 performance bonus to the Superintendent was made by Lourdes Isla and seconded by David Concepcion. AYE: David Concepcion, Ana Diaz, Lourdes Isla, and Louis J. Marin. NAY: None. ABSTAIN: None. Motion carries.

#### 5.0 Superintendent's Report

Ixchell Gonzalez discussed enrollment figures for Brooks Academy of Science and Engineering and Brooks Academy at St. Philip of Jesus. She also discussed Accountability and that BASE "met standard" on Student Achievement, Closing Performance Gaps, and Postsecondary Readiness. She also announced that they had formally received a STEM designation.

Nora Mazingo discussed enrollment figures for Brooks Estrella Academy, updates to facilities and staffing, and the upcoming Meet the Teacher event.

#### 6.0 Academica SouthWest Report

Simon G. Salas discussed the ongoing preparations at the Brooks Academy at St. Philip of Jesus, and the back-up plan that was put in place in the event the campus did not receive its Certificate of Occupancy by the first day of school. Louis J. Marin requested the next Board meeting could be held at the new campus.

#### 7.0 Adjournment

Lourdes Isla moved to adjourn the meeting with a second by David Concepcion. AYE: David Concepcion, Ana Diaz, Lourdes Isla, and Louis J. Marin. NAY: None. ABSTAIN: None. Motion approved.


The meeting was adjourned at 11:01 AM.

**Certification of Meeting Minutes of the Board of Somerset Academy, Inc.  
dba Brooks Academy of Science and Engineering (BASE)**

The preceding minutes of the Board meeting of the Somerset Academy, Inc., dba Brooks Academy of Science and Engineering (BASE) held on Wednesday, August 20, 2014 were approved at a meeting of the Board held on October 9, 2014, at 8:00 A.M.

The undersigned hereby certifies 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 doing business in the State of Texas pursuant to a contract with the State Board of Education and the laws of the State of Texas, that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

Andreina Figueroa, President or Vice Chair  
Printed Name

  
Signature

Date Signed: 10/9/14