



An Environmentally Integrated K-8 A+ Charter School
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Lutz, Florida 33549
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www.learninggate.org

"The First LEED Platinum Public
School in the Nation"



**Learning Gate Board Directors
Board of Directors Meeting
Monday, May 15th, 2017**

Board Members Present: Jennifer Collins, Christina Goldstein, Christina Faudel, Stan Kroh, Jamie Meyer, Karen Ramlackhan, Debbi Stone, Jennifer Wolgemuth, John Zdanowicz,

Board members absent: None

Staff in attendance: Michelle Mason, Kelly Pratt, Kris Smith

Parent Liaison: Nicole Rametta

Meeting called to order at 6:03 PM by Debbi Stone, Chairperson.

Mission statement read silently by all Board Members.

Announcements:

- None

Public Input:

- None

Executive Committee Reports:

Secretary (Jennifer W.)

- The April minutes were sent out with edits from Jenn C., Debbi S., Stan K., and Kris S.
- Stan motioned to accept the minutes for April. Christina F. seconded. Motion passes.

Treasurer's Report (John):

- Revenue is 84% year-to-date, and expenses are at 77%. This is in line with last year.
- The telecom expenses were higher this year, currently at 166% of budget. This is because Brighthouse was sending the bills for the Lutz-Lake Fern campus to the Hillsborough County School District. Brighthouse is refunding the money directly to the school district.
- Jennifer W. motioned to accept the Treasurer's report. Karen seconded. Motion passed.

Educational Program (Jamie M.):

- The Educational Program Committee met on April 20.

- The staff is close to a decision on the math curriculum. Teachers will train with the new curriculum over the summer.
- The accreditation info was sent in on time, before May 1st.
- There may be four or five more tablets used for elementary students next year, with the goal to expand technology access at the elementary level.
- Switching from Apple products to PCs was discussed.
- Professional development training is scheduled to be held for teachers at the Florida Aquarium's Apollo Beach site. Jamie will hold a seminar on dealing with student trauma and stress, as well as compassion fatigue.
- There will be a School Improvement Team next year that will develop a model to guide the direction of the school, follow its progress, and provide input along the way.

Personnel (Jamie M.):

- The Personnel Committee met on April 20.
- The Personnel Committee should have some new members soon, two with HR backgrounds.
- Staffing plans were discussed. The few open positions have already been filled with known candidates.
- Although there is an End of the Year Teacher Survey, using Survey Monkey to hold smaller surveys throughout the year was discussed.
- The Personnel Bereavement Policy was discussed. Currently, full time faculty members are allowed 10 personal days and have summers off. Kris is writing a new policy on unpaid leave. Other possibilities include a PTO bank, and suggestions will be sent to Kris and Michelle for consideration.
- The committee discussed the need to build a larger substitute teacher pool.

Business and Finance (John)

- The school's budget can't be finalized until the State of Florida finalizes their budget. If the current Florida budget does pass, an estimated decrease in funding by \$27 per student has been reported.

Governance (Debbi S.)

- The Governance committee met on May 15th. The next meeting will be held June 14th.
- Kris and Debbi met with Randy Sterns from Bush Ross Law Firm. His retainer is close to the previously budgeted amount for legal fees. They discussed his expertise, and he sounds good for all of the typical issues we face and can consult his colleagues for help with less familiar topics. He will be invited to the Board retreat.
- Debbi reached out to several community groups to recruit new board and/or committee members.
- The agenda for the retreat was discussed, and will include ideas for fundraising and marketing.
- A service learning partnership with a marketing course at USF is a possibility for next spring.
- Debbi suggested future Board Presidents plan to serve a two-year term, as it takes a while to get comfortable in the office. There are currently no officer term limits, as this is superseded by the six-year board term limit.

- For the Board retreat, Jennifer W. is providing a babysitter, Jill will provide food, and it will occur from 5-9 on May 25th.
- This year's slate of officers is the same as last year's slate. The vote will be held on June 19th during the next Board meeting.
- Jamie motioned to move the vote for the Board officer's slate to today. Christina F. seconded. Motion passed.
- Jamie motioned to accept the slate of officers as presented. Karen seconded. Motion passed.
- Jamie offered thanks to everyone on the Board, but especially Debbi for her exceptional leadership.

Resource Development (Christina G.):

- No updates. The committee will meet on May 22nd.

Foundation (Christina F., Stan)

- The Foundation voted to fund portable A/C units. The A/C stopped working in the Green Buildings last week, and this was an emergency fix. It was turned into a class project, where the students used hydrometers to track the temperature and humidity in the classrooms.
- Next meeting has not yet been scheduled.

Facilities (John):

- The committee met 1.5 weeks ago.
- At the Lutz Lake Fern campus, the 16" bore is under the street. The tap should go in this week. The Fire Marshall has been updated, and completion is expected in 5-7 days.
- The Green Building walkthrough for the A/C will occur next week.
- The meeting with the solar contractor has been rescheduled. We are trying to get an estimate.
- John is getting estimates for asphalt repair on the Lutz Lake Fern campus.
- We also need estimates for sod repair at the Lutz Lake Fern campus, a 30' x 40' section.
- We are still reviewing cost estimates to repair the deck walkways.
- The bathroom repairs will cost around \$8,000. Michelle will send out the bids ahead of the Board retreat.
- A tree in the parking area needs removal once the children are gone for the summer. Danny spoke with a parent who owns a boom for tree removal, but he is still investigating the insurance requirements for borrowing the equipment.

Principal Update (Michelle):

- On Wednesday, the fifth graders and incoming new sixth graders will attend the house sorting ceremony. Everyone will get to visit the new campus and meet the new teachers.
- The Kindergarten teachers invited their new students to come to the school to test placements. Parents received orientation in a different room. The fifth graders assigned as Learning Gate Ambassadors led the incoming Kindergarteners around.
- LGCS continues to accept applications for teaching positions just in case, and Michelle now has several applications. All positions are currently filled.
- We are waiting for a response on the accreditation package submitted Thursday. There was a good system in place for handling the completion of the required materials.

- Staff members were surveyed about homework policies, and the results will be available before the Board retreat.
- A recent student situation at the middle school was discussed. Administration followed proper protocol in handling the situation. Safety and security precautions have been reiterated to staff and students, and P.E. has been moved to the inner courtyard. Some doors will now remain locked.
- Kelly has been working with a family that has ongoing tardiness issues. This family sent an email to the board with a number of explanations for the tardies. Kelly met with the parents and followed the tardiness policy. Much discussion was held among the board members and staff regarding possible concerns and how strictly the tardiness policy should be applied.
- Debbi motioned to notify the parents that they did not uphold their contract and will not be allowed to return next year. Christina G. seconded. Motion passed with six (6) Yea, and three (3) Nay. The family will be notified by letter of the Board's decision.
- An email was received from a parent of a student who has already left the school. It will be passed along to the Personnel Committee and can be discussed at either the next meeting or the Board retreat. No further action was requested by the parent. Debbi will acknowledge receipt of the letter and Michelle will call the parent.

Parent Liaison Update (Nicole Rametta):

- No updates

Old Business:

- None

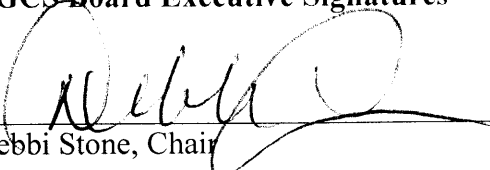
New Business

- Jenn C. questioned why some teachers have iPads for all of their students and some do not. It was explained that the iPads were received from a grant and will eventually be returned to USF.
- Jenn C. also questioned why clusters separate students into different groups for reading and math. Michelle explained that many different criteria go into deciding how to organize classes. Michelle said parents are urged to come talk to her about concerns regarding individual student placements.

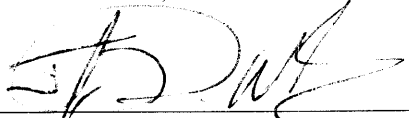
Debbi motioned to adjourn at 8:02 PM. John seconded. Motion approved.


Minutes drafted by Leilani Paxton and edited and submitted by Jennifer Wolgemuth, Secretary of Learning Gate Community School Board.

LGCS Board Executive Signatures


Debbi Stone, Chair 6-19-17
Date

ABSENT
Jennifer Collins, Vice Chair Date


Jennifer Wolgemuth, Secretary 6.19.2017
Date


John Zdanowicz, Treasurer 6-19-17
Date