



An Environmentally Integrated K-8 A+ Charter School  
16215 Hanna Road  
Lutz, Florida 33549  
Tel: 813-948-4190 Fax: 813-948-7587  
[www.learninggate.org](http://www.learninggate.org)  
"The First LEED Platinum Public  
School in the Nation"

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**Learning Gate Board Directors  
Board of Directors Meeting  
Monday, April 17<sup>th</sup>, 2017**

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

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

**Board members absent:** Karen Ramlackhan

**Staff in attendance:** Michelle Mason, Kelly Pratt, Kris Smith, Adam Wolford

**Parent Liaison:** Nicole Rametta

Mission statement read silently by all Board Members.

**Announcements:**

- Condolences to Michelle Northrup and her family, many (including board members) have donated, and were thanked for their support.

**Public Input:**

- None

**Executive Committee Reports:**

**Secretary (Jennifer W.)**

- The revised minutes for March were sent out and reviewed.
- Debbi motioned to approve the March minutes. Stan seconded. Motion passed.

**Vice President**

- No updates.

**Treasurer's Report (John):**

- Revenue is at 75% of target, and expenses are at 69%. This is in line with last year. John is monitoring the spending to revenue, and everything seems fine so far. Year to date performance is good.
- Jenni W. motioned to accept the Treasurer's report, Jenn C. seconded. Motion passed.

**Educational Program (Jamie M.):**

- No updates. Committee will meet April 20.

- Jamie will reach out to a potential new member before the meeting to see if she will be available to attend.

**Personnel (Jamie M.):**

- No updates. Committee will meet April 20.

**Business and Finance (John)**

- A meeting was held two weeks ago, and the new budget was discussed. Everything in the new budget is in line with this year's budget. There is a slight increase in revenue because there will be more students.
- The new budget includes resourcing for two part-time cleaning employees and cleaning supplies.
- The equipment rental budget is lower because part of the Apple lease will be paid off.
- The Governance Committee would like to examine teacher salaries more closely to see how merit increases are calculated.
- The increase in instructional technology is due to tablet purchases for elementary school.
- A group of teachers and staff including Michelle, Adam, and Kaleb are keeping track of the technology needs of the school. John would like to know if an outside committee is needed and requests that he be provided a technology roadmap and wish list ahead of the strategic planning meeting.
- Jenn C. motioned to approve the preliminary budget for next year. Jamie seconded. Motion passed.
- John advised on saving for the mortgage payout due in 2026. If we continue paying the same monthly payment on the line of credit to the mortgage, we will have sufficient savings to pay off the mortgage that comes due in 2026.

**Governance (Debbi S.)**

- After discussion, the strategic planning meeting will be on Thursday, May 25<sup>th</sup>, from 5-9 p.m. at the Hanna Road Campus.
- The Governance Committee met on April 3<sup>rd</sup>.
- Amelia Terrapin's application was approved by the committee.
- Committee recruitment: Debbi is following up with interested people and will reach out to committee groups to see if anyone wants to join.
- There was some discussion about placing a notice in the Ecofest bags or on a table recruiting new committee/board members. There is some concern that this will target too broad an audience.
- The executive committee/officers slate was discussed.
- The slate of officers will be presented at the May meeting. The vote will be held in June.
- Fundraising ideas for maintenance and upkeep will be discussed at the strategic planning meeting.
- The teacher survey results were discussed.
- The Board does not need to perform a new self-assessment at this time but should do a board assessment

**Resource Development (Christina G. reported):**

- No date set for meeting yet.
- Looking at schedule for next year.

### **Foundation (Stan)**

- The Foundation met March 28<sup>th</sup>.
- Sam Jureyda joined the Foundation Board.
- The Foundation gifted \$24,000 towards the school's ongoing technology needs.
- Ecofest bags are being stuffed on April 5<sup>th</sup> for EcoFest.
- The Foundation email is [foundation@learninggate.org](mailto:foundation@learninggate.org).
- They have drafted a letter to the PTSA to strategize on goals, but it has not been sent yet.
- No future meetings have been scheduled.

### **Facilities (John):**

- No meeting this month.
- John is meeting with John Stoddard on May 9<sup>th</sup> about solar panels for the garden pump.
- John will meet with an electrician Saturday about running electricity to the garden pump.
- Sprinklers: the county has given verbal approval, but nothing in writing. Emails have been CC'd to the Fire Marshall. We are waiting for the final written approval, but we do not know when that will happen. The inspection is scheduled for May 5<sup>th</sup>.
- Stan noticed a Cherry Laurel that might need to be assessed at the Hanna Campus.

### **Principal Update (Michelle):**

- Public records requests: legislation is pending that will limit these requests, but in the meantime we have been hit with a large request. Michelle would like to respond with verbiage used by other schools to respond, including, "this will cost \$x, require x man hours, and require a down payment of \$x." Michelle read the statement for the board.
- Christina G. motioned to accept the statement to send in reply to future public records requests. Debbi seconded. Motion passed.
- Bathroom stalls: Three bids have been received to repair the bathrooms. It will cost around \$8,000. The bids will be distributed so they can be discussed at the next meeting.
- The accreditation paperwork must be submitted by May 1<sup>st</sup>. It will not be required again for three years.
- Michelle is bringing the ideas she has for forming a School Improvement Team to the Education Committee meeting.
- Adam: testing went well today. Fifty students have qualified to join the National Junior Honor Society. Mr. Mellum, the civics teacher, has been providing free after school tutoring, and Adam would like to see a policy put in place to reward teachers who go above and beyond (Michelle is working on this).

### **Parent Liaison Update (Nicole Rametta):**

- No updates

### **Old Business:**

- None

### **New Business**

- A preliminary Board meeting schedule was presented for 2017/18 and several changes were made.
- Payment collections for aftercare (and other things): some parents are not paying. John offered to set up a payment system to incentivize auto-payment. Roll out of new systems and rules will occur next school year. Kris proposed several rules changes, including how

unattended students will be sent to aftercare and a three-strike discipline policy for aftercare, with warnings sent home to parents, escalating to administration and then board hearings.

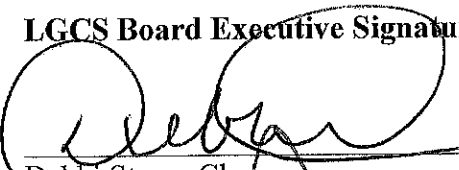
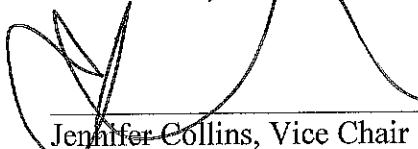
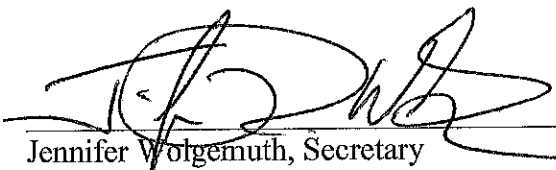

- John motioned to approve the new policy about unattended children, warnings, and discipline policy for aftercare. Debbi seconded. Motion passed.
- Debbi is holding a meeting with a potential lawyer next week to discuss putting a firm on retainer for legal issues that arise throughout the year (document review, requests for information, etc.).
- New finance policy in handbook, excerpts will include: Use a collection agency/debt recovery agent for unpaid debts to school. Addition of a section pointing out resources for those who qualify (free/reduced lunches, scholarships, etc.).
- Some grammatical changes were made to proposed new policy.
- Stan motioned to accept the new policy with changes outlined by the board. Christina G. seconded. Motion passed.
- Records requests policy: when a student transfers to a school outside of Hillsborough County, one copy of their records is photocopied and sent to the new school. Often, the new school will claim they didn't receive this copy, and repeatedly ask for additional copies. Kris proposes charging a fee for additional copies. Kris will make a new copy of these changes and they will be voted on later.
- The bond rating was downgraded to a B+. Although the S&P was very complimentary and they feel we are moving in a good direction they gave suggestions we can discuss at our upcoming Board retreat.

John motioned to adjourn at 7:58 PM. Jenn C. seconded. Motion approved.

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

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**LGCS Board Executive Signatures**

 _____	5/15/17 Date
Debbi Stone, Chair	
 _____	5-15-2017 Date
Jennifer Collins, Vice Chair	
 _____	5-15-2017 Date
Jennifer Wolgemuth, Secretary	
 _____	5-15-17 Date
John Zdanowicz, Treasurer	