



An Environmentally Integrated K-8 A+ Charter School
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www.learninggate.org

"The First LEED Platinum Public
School in the Nation"



**Learning Gate Board Directors
Board of Directors Meeting
Wednesday, January 24, 2018**

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

Board members absent: Jennifer Collins, Christina Faudel

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

Parent Liaison: Nicole Rametta

Meeting called to order at 6:07 PM by Debbi Stone, Chairperson.

Announcements:

- Luke Chittetto, who submitted his Committee Application is in attendance, as is Amelia Terrapin from the Governance Committee.

Public Input:

- None

Executive Committee Reports:

Secretary (Jennifer W.)

- The October meeting minutes were distributed and reviewed.
- Stan motioned to approve the minutes from October. Karen seconded. Motion passed.

Treasurer's Report (John):

- October revenue was 31% YTD, and expenditures were 27%.
- Jennifer W. motioned to accept the Treasurer's report for October. Christina G. seconded. Motion passed.
- November revenue was 41% YTD, and expenditures were 34%.
- Stan motioned to accept the Treasurer's report for November. Jaime seconded. Motion passed.
- The December revenue was 49%YTD, and expenditures were 44%. Continuing to trend about 5% ahead of revenue vs. expenditures.
- Christina G. motioned to accept the Treasurer's report for December. Karen seconded. Motion passed.

Educational Program (Karen R.):

- No updates.

Personnel (Jamie M.):

- No updates.

Business and Finance (John)

- No updates.

Governance (Debbi S.)

- A meeting was held on December 13th.
- The Governance Committee discussed a letter received by Board and planned to review the bullying policy at the Jan 24 Board Meeting; Board vs. Administration roles; networking with other charter schools; and the incident policy, form, and procedures.

Resource Development (Christina G.):

- The Resource Development Committee met in December.
- Help the Heron raised \$85,000 this year as compared to \$72,000 last year. The house challenges helped to increase giving.
- Holiday House brought in \$5000.
- Auction night will be held on March 3rd at the Hanna Campus.
- There is an all-Board challenge to bring two sponsorships, two donated items, or one of each for Auction Night.
- Soup Under the Stars will be held April 7th.
- Ecofest will be held April 22nd.

Foundation (Stan K.)

- No updates.

Facilities (John):

- The Facilities Committee met on November 29th.
- Munter Air Units: it will be more cost effective to replace one of the two units. Bids will be presented at the next meeting. Repair and replacement is expected to happen over Spring Break.
- We received a bid from a vendor for \$2,500 for phase 2 of the tree trimming. It includes razing hardwoods, removing overhanging branches behind the buildings, and trimming branches near the front entrance.
- Stan motioned to approve \$2500 for tree trimming and removal. Karen seconded. Motion passed.
- Debbi motioned to approve \$1,600 to repair the A/C unit. Karen seconded. Motion passed.
- Sprinklers: CFC performed a full system and backflow test. We are waiting for the final release from the county, followed by an inspection by the Fire Marshall.
- Sanctuary: John is pursuing options and quotes for the sanctuary on the Lutz Lake Fern campus. One quote was received.
- Athletic Field: John is meeting with landscapers about the cost of installing an athletic field on the Hanna campus.
- Michelle: Will make sure the Hanna Campus is ready ahead of the Casino Night fundraiser on March 3.

Principal Update (Michelle):

- Intent to return forms were sent out to teachers and parents. All forms are due back by February 2nd.
- Tours were held this past Saturday at both campuses and 75-100 parents showed up. The Honor Society was present to give tours at the middle school.
- The administration will meet February 6th to discuss staffing needs. They will then present this to the Personnel Committee.
- Adam and Kelly attended meetings about testing. There will be a 4week window to complete testing this year. The school needs 100% participation to get a good school grade.
- The SIT teams met for the first time. Their goal is to find ways to include and give stakeholders more opportunities to help out. They have formulated a list of eight different jobs for parents, including outreach, grants, and similar tasks. Descriptions will be distributed soon.
- Out of field teachers: the following teachers are out of field (lacking ESOL requirements):
 - Elizabeth Calcaterra, 4th grade. ESOL is completed but awaiting certificate.
 - Leah McAllister, Kindergarten. ESOL class will be attended this summer.
 - Kara Sofilka, 8th grade language arts. ESOL is in progress.
 - Linda Fuerst, 3rd grade. ESOL is in progress.
 - Betsy Sarginson, Kindergarten. ESOL is in progress.
 - Susan Ruelo, 2nd grade. ESOL is in progress.
 - Suzette Meredith, 7th grade. ESOL is in progress.
 - Lindsay Cheshire, 5th grade. ESOL is in progress.
 - Anna Gregorio, 2nd grade. ESOL is in progress.
- Stan motioned to approve the list of out of field teachers. John seconded. Motion passed.
- Discussed developing a program of after-school activities for 7th and 8th grade students. The administration will hold meetings and present a plan to the Board in February.

VP Update:

- Adam: Four winners of the Amazing Shake will go to Atlanta to compete in the national competition. There was an exchange with the nearby senior care center for interviews and community service. In the future, we may be able to host other charter schools for a larger competition. Christina G. suggested sending out a press release about the event.
- Kelly: We have had many families interested in attending the school via word-of-mouth. Tours have been full.
- Kris: We should look into using targeted ads on Facebook. Christina G. has experience with this and will meet with Michelle to explore options.

Parent Liaison Update (Nicole):

- Nothing to report.

PTSA Update (Kathy):

- The first Multicultural night was held. Turnout was great.
- Backpacks with food from food banks were distributed to students in need.

- There were nine entries in the Reflections competition. One moved on to State.
- Sweetheart dance: girls can bring any adult. The dances will still be segregated by gender. Decorations were made using recycled materials. The theme is Enchanted Forest. Flowers and photos will not be sold at the dance.

Old Business:

- Debbi will send out a Doodle Poll to find a date for the Board Retreat.
- We need minutes from November 13th, November 29th, and December 21st meetings to post on website and to be approved by the Board.
- Debbi motioned to close dormant accounts 1201 and 0401 at Centennial Bank. Jennifer W. seconded. Motion passed.

New Business

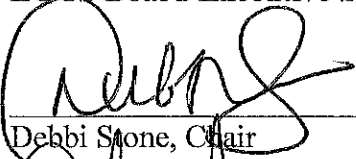
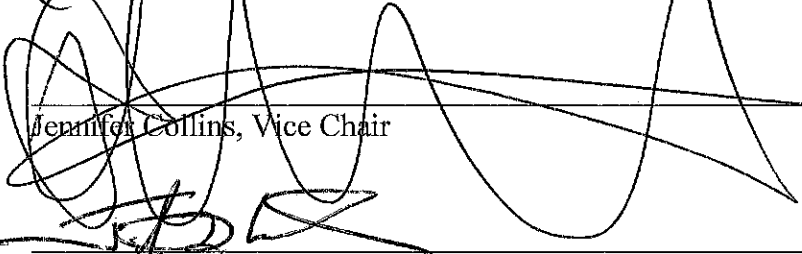
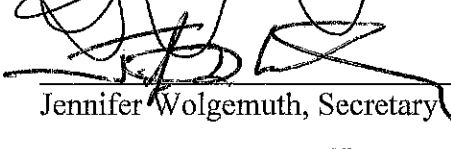
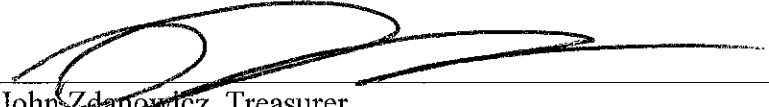
- A letter was received from a parent on December 20th that requires a response before this Friday. Another letter from Jaime, Gigi, and Kris will be included in the response. Their letter was distributed and approved.
- Bullying policy: the policy was distributed.
 - Michelle explained that when a report is generated, there is a 10 day period of time for investigating and reporting. Class changes, if deemed necessary, are not performed until after the investigation is completed. Should the bullying be substantiated and class change warranted, the perpetrator, instead of the victim, is typically moved to another class. An investigation is performed for both formal complaints with documentation and informal complaints by parents of an isolated incident, even if the word “bullying” is not used or if the incident falls short of the definition of bullying. Michelle reported the number of formal and informal bullying complaints this year. For formal complaints, both sets of parents (the submitter and the named) are notified by mail and phone conversations in each case.
 - The Board discussed specific areas and decision points of the bullying policy and asked for clarification from the Administration
 - The Board recommended we add detail to the bullying policy to be more descriptive and aligned with Hillsborough County Schools’. We will also include a description of both the formal and informal reporting processes, including links to reporting forms on the website. We will clarify to parents that all reports of bullying are investigated, regardless of whether they are made formally or informally, how staff and administration look out for students’ safety during this time, and the school’s legal responsibility to maintain the confidentiality of its students and their parents (FERPA- Family Educational Rights and Privacy Act). We will also include language about the policy not to remove children from their classrooms until the investigation is complete while reserving the right to change students’ class assignments before an investigation is complete should it be deemed necessary by Administration. Michelle will revise the bullying policy and send to Board for review.
 - With suggested verbiage from the school’s legal counsel, a letter in response to the parent letter and will circulate to Board and to the school’s lawyer for final review.
- John introduced Wes from Zeigler and financial advisor Richard Moreno. They discussed next steps for the bond refunding.

- Debbi: Distributed the emergency procedures document, which formalized steps for staff to follow in the case of a student injury. Changes were suggested by the Board regarding language, timeline description, examples of significant injuries, and that parents should be encouraged to notify the school if any additional care was needed. Discussed how relatives of students involved in injury reports will recuse themselves from reporting and disciplinary investigations.
- Debbi: two additional Charter Board Partners meetings are upcoming, and Board members are encouraged to attend. They will be held on March 26th and May 16th. There is also a February 8th networking session.
- Kris: reported this year's millage.
- A letter was received from the insurance company stating that they will no longer cover bounce houses and inflatables. Special insurance must be purchased to cover the use of them. Our agent cautioned that it is possible to trigger a non-renewal of our policy if we use inflatables in the future.
- John: distributed a list of projects from the Facilities Committee. There are two columns, one for necessary repairs, and one for wanted repairs. He will secure estimates.
- New LGCS logos were distributed. There is one vertical logo and one round logo in a variety of color configurations. The marketing company will provide the files and multiple versions. The lawyer suggested trademarking the logo.
- Jamie: FEMA might be contacted for playground mulch. They have significant amounts of it from Hurricane Irma clean up. Jaime will send the contact info.

John motioned to adjourn at 8:21 PM. Christina G. 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

	2/19/18
Debbi Stone, Chair	Date
	2-19-18
Jennifer Collins, Vice Chair	Date
	2-19-2018
Jennifer Wolgemuth, Secretary	Date
	2-19-18
John Zdanowicz, Treasurer	Date