



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

"The First LEED Platinum Public
School in the Nation"



**Learning Gate Board Directors
Board of Directors Meeting
Wednesday, March 28, 2018**

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

Board members absent: Jamie Meyer, Karen Ramlackhan

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

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 minutes for February were reviewed and edited by several board members.
- Jenn C. motioned to approve the minutes from February. Debbi seconded. Motion passed.

Treasurer's Report (John):

- The February revenue was 68% YTD, expenses were at 60%. Total purchase services were at 62%.
- Capital outlay is at \$540,000, which is about \$300 per student. Capital outlays may increase next year.
- Jenni W. motioned to accept the Treasurer's report for February, Jenn C. seconded. Motion passed.

Personnel (Kris, filling in for Jamie):

- 401k matching: last year, it was decided that the school would contribute \$600 to anyone who contributed to their 401k. However, ADP now says that this is not possible due to

federal rules regarding 401k contributions. The only remedy available is to offer a 100% match up to \$600, then a one-time distribution to employees who participated in the 401k program to make up the difference if less than \$600 was contributed by the employee. Kris is working with ADP to determine which employees participated.

- John motioned to offer a 100% match of funds contributed to 401k plans up to \$600 and a contribution from the school for employees' own retirement funds up to a total of \$600. Stan seconded. Motion passed.
- Bids were received from other payroll companies. The new company will start on June 1.
- Jenn C. motioned to use Paychex as the new payroll company. Debbi seconded. Motion passed.
- Two employees gave their notice. Positions are advertised and interviews are underway.

Educational Program (Michelle, filling in for Karen.):

- Discussed the need to increase staff in certain areas. There are more students with special needs incoming this year. More staff is needed to fulfill the terms of all of the IEPs and all IEPs will be reviewed to determine what additional staff is needed.
- The school is working on camp for additional academic services over the summer.
- The school is planning to hire another full-time guidance counselor in order to be proactive with students' emotional wellbeing. Discussed the possibility of the guidance counselor being on a flexible schedule to be available to meet with parents and students after school. All guidance counselors will receive training in bully prevention.
- Michelle is seeking guidance from the charter office at the district regarding hiring of a school safety officer. Student safety is the school's priority.
- Discussed student retention and recruitment in light of increasing competition with new charter schools. Additional marketing strategies were discussed to increase the number of applicants including billboards, Facebook, teachers' posts on social media, and posting photos of school events.
- Discussed combining some Board committees, particularly Education and Personnel.

Business and Finance (John)

- Bond refinancing: several scenarios were explored by Bob Walker. Three were viable options. In all scenarios, the mortgage will be paid off, and will be free up reserve funds for the school.
- John motioned to move forward with the \$2.9 million bond with a 30 year repayment scenario. Debbi seconded. Motion passed.
- John motioned to move forward up to 5.73% total true interest rate. Stan seconded. Motion passed.
- An appraisal needs to be done on both campuses. Three bids were received to perform the appraisals.
- John motioned to approve up to \$6,000 to appraise both campuses. Jenni W. seconded. Motion passed.
- John motioned to approve \$3,650 for NOVA to provide an environmental site assessment at both campuses. Stan seconded. Motion passes.
- The bond requires we get a new survey. We already need one for the sprinklers from Geopoint. Some costs can be recouped from the bond as transactional costs.
- John motioned to approve \$6,000 for surveys of both campuses. Debbi seconded. Motion passed.

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Governance (Debbi S.)

- No updates from meeting.
- Discussed school bylaws and Board Handbook with regard to changing Board Members' terms. Debbi will draft language for the Board Handbook about Board terms expiring in July of their final year regardless of when Board members were elected. She will bring new language to the next meeting.
- Debbi is still working on identifying a date for the Board retreat.

Resource Development (Christina G.):

- Soup Under the Stars was cancelled due to low number of RSVPs. It may be rescheduled for next year. It also may need to be reworked to be similar to the Garden Party to attract donors.
- Ecofest is coming soon. This is the final year it will be held at Lowry Park. Next year it will be moved downtown at the new riverfront park. We are still looking for more vendors and volunteers.
- The Auction Night was very successful. Next years' Auction Night will include an indoor host and music.
- There is a new addition to the committee: Briana Michel. She has a marketing and health and wellness background. She would also like to help with health and wellness at the school. Her husband is working on a marketing video for the school.

Foundation (Christina F.)

- Scott Nolan has resigned from the Foundation Board.

Facilities (John):

- The budget priorities list has been finalized.
- No meeting of the committee has been held.
- We should have Munter unit replacement bids by the next meeting.
- The trees have been trimmed.
- The HVAC assessment is done at the Lutz Lake Fern campus.
- After the bond closing, there will be a lot of work to do. We need a project manager to handle the bids and manage the projects that reports to the Board. It will be a one-year full time position. We will need our new project manager to put the plans in order. John will collect bids from project management companies to present at the April meeting.
- Another Board meeting will need to be held to approve all of the bond documents, according to Randy.

Principal's report (Michelle):

- The Board training has been moved to April 23rd. It will be at the same time and place.
- There are two out of field teachers that need approval: Sarah Randles and Jenni Cleary. Both are working toward their ESOL and are highly trained and highly qualified.

- Jenni W. motioned to approve Sarah Randles and Jenni Cleary to work out of field. Christina F. seconded. Motion passed.
- The calendar for 2018-2019 has no conflicts between school organized events and religious holidays. Michelle will work with the PTSA to ensure their calendar does not conflict with religious holidays.
- August 10th is the first day of school. It is a Friday, but this gives teachers the weekend to put away supplies and get organized. The calendar next year is generally in line with the district calendar.
- Stan motioned to approve the 2018-2019 school calendar. Christina G. seconded. Motion passed.
- Michelle sent out the bullying policy changes discussed at the last meeting. The changes will also be added to the new bullying policy web page.

Vice Principal's Report (Kelly):

- Many actions have been taken to ensure student safety.
 - The staff has been trained.
 - Two sheriff's deputies are assessing campuses for safety approval.
 - Lockdown and evacuation drills were held without notice as required by the District.
 - A fire drill was held.
 - We are in the middle of testing. PCs are still being shuffled between campuses for the testing, but this is the last year this will need to be done. Future testing will be done on paper.

Kris:

- Three bids were received for 2 way radios. We will order 100 radios, which is more than the number of teachers.
- John motioned to approve \$11,675 for TBA Communications to purchase 2-way radios. Jenni W. seconded. Motion passed.
- We currently have a satellite clock system that helps everyone keep the same time. Our satellite provider, however, is no longer in service. We received bids for a new satellite clock provider.
- John motioned to approve Saplink for clocks. Debbi seconded. Motion passed.
- Some revisions are being made to the school's insurance policies. We will not know the exact changes to the policy until it is renewed.

PTSA:

- This week is wellness week.
- There is a fun run tomorrow.

Old Business:

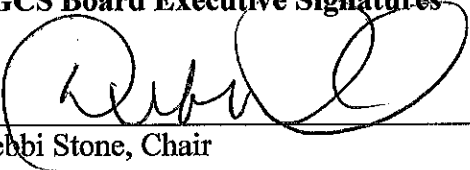
- Jenn C. spoke to the churches about renting facilities from the school. One seemed interested, but decided not to move. Jenn will follow-up on their decisions not to rent from us.

New Business

- None.
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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 4-16-18
Date

absent

Jennifer Collins, Vice Chair Date

absent

Jennifer Wolgemuth, Secretary Date



John Zdanowicz, Treasurer 4/16/18
Date