



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
Special Board of Directors Call-In/Go To Meeting
Tuesday, May 29th, 2018**

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

Board members absent: Jamie Meyer, Karen Ramlackhan, Jennifer Wolgemuth

Staff in attendance: Michelle Mason, Kris Smith

Review of Authorizing Resolution for bond-related closing documents:

- The First Supplemental Loan Agreement, including any Notes to be issued thereunder:
 - a. Debt Service Coverage Ratio
 - b. Days Cash on Hand Requirement
 - c. Limitations on Additional Indebtedness: Potential impact to Hanna expansion
 - d. Lease of Facilities;
- Mortgage and Security Agreement, Assignment of Rents and related security agreements of the Borrower as Debtor, to the Trustee;
- Disclosure Dissemination Agent Agreement between the Borrower and a dissemination agent named therein;
- Bond Purchase Agreement (the "Purchase Agreement") among the Borrower, the Issuer and B.C. Ziegler and Company, the underwriter for the Bonds (the "Underwriter"); and such other documents, instruments and certificates as shall be required in connection with the issuance, sale and delivery of the Bonds.
- Reviewed the following to execute necessary paperwork at closing:

Board Chair, President
Vice President
Assistant Secretary
Treasurer
Secretary

Debbi Stone
Jennifer Collins
Kris Smith
John Zdanowicz
Jennifer Wolgemuth

- Jen C motioned to approve Authorizing Resolution in its entirety. Stan seconded. Motion passed.

Meeting adjourned at 6:32 PM.

Minutes drafted by John Zdanowicz and edited by Debbi Stone.

Treasurer's Report (John):

- The May revenue was 96%YTD. Expenses are at 88%. Everything is excellent in terms of our current financials.
- BOD reviewed funding of legal services.
- Jenni W. motioned to accept the Treasurer's report for May, Christina F. seconded. Motion passed.
- New preliminary budget: our capital outlay will increase due to millage set by the county. Everything else is estimated from last year. Teacher salaries, legal expenses, teacher training, phone bill, and technology all increased. All Apple iPads will be replaced with laptops.
- The bond debt service was lower due to the receipt of more bids than expected.
- The final budget will be presented at the next Board meeting.
- Christina F. motioned to approve next year's budget pending the June numbers and the final FEFP. Jaime seconded. Motion passed.
- John is working with Zigler on a final press release. Discussed issuing a press release about our very high bond rating and planned improvement projects.
- Debbi thanked John and Kris for all of their hard work to refinance the bond this year.

Personnel (Karen):

- The committee is working on a transition plan.

Educational Program (Jamie M.):

- No updates.

Business and Finance (John)

- No updates.

Governance (Debbi S.)

- The Governance Committee met on June 13th. They discussed Board ethics. Debbi passed around the Board ethics sheet and reminded Board members to be sure they are following the rules at all times. Board members acting as parents should follow the chain of command rather than approaching Michelle with issues regarding their own children. If a staff member has an issue with a Board member, they should report it to the Governance Committee.
- Michelle will send over the guidelines and responsibilities from the Teacher Handbook so that they may be added to the Board Handbook.
- This is Jaime's official last meeting. She was thanked for her hard work on the Board and her two terms of service.
- John nominated Steven McCarty to join the Board of Directors, pending background checks. He has previous experience on several other Boards of Directors and extensive HR experience and expertise. Debbi seconded. Motion passes.
- Going forward, potential Board members who are being actively recruited to meet a need should not need to serve on a committee before joining the Board.
- Board elections:
 - President: Jennifer Collins
 - Vice President: John Zdanowicz
 - Secretary: Jennifer Wolgemuth

- Treasurer: Stan Kroh
 - Assistant Vice President: Christina Goldstein
 - Assistant Secretary: Amelia Terrapin
- Jaime motioned to approve the slate of Board officers as presented. John seconded. Motion passed.
 - Committee recommends that the Bylaws be revised to state that the Board Handbook specifies term limits (rather than amending Bylaws if term limit updates need to be made).

Resource Development (Christina G.):

- No updates.

Foundation (Christina F.)

- \$150,000 was transferred to the school for new computers.
- Christina F. is now the President of the Foundation. Stan is the VP, and Brian is the Secretary/Treasurer.
- A bid was received for \$127,000 to purchase 10 laptops and 20 desktops for the lab, as well as firmware. The balance of the funds will be used to upgrade projectors and document cameras so that each teacher will have one.
- John motioned to accept the bid for the PCs and laptops. Jenni W. seconded. Motion passed.

Facilities (John):

- We are still working with the county on the sprinklers.
- A/C: bids were approved at the May 24th meeting. Parts are being ordered. We are trying to expedite the arrival. Since there is such a tight window to get the repairs finished, we need to tell incoming 3rd grade parents that we have contingency plans in the event that the A/Cs are not repaired by first week of school. We have portable A/C units, and Heron Hall can also be used for classes. Michelle will formulate a plan.
- We should add bond expenditures and facilities sections to the newsletter so parents know how we are spending the money.
- John met with Michelle and Kris to go over the list of approved projects. Many will be done next summer. We need to make a list of projects we can handle ourselves and those that may require a project manager.
- Michelle is working to obtain bids from companies. Christina F. offered to assist Michelle in soliciting bids.
- Christina F. motioned to give John and the administration approval to accept bids as long as they are under the estimated price. Debbi seconded. Motion passed.
- Jenn C. motioned to always try to get three bids, but if unable, two bids can be accepted as long as there is sufficient documentation that reasonable attempts were made to solicit three, and if they are under the estimated price. Stan seconded. Motion passed.
- John motioned to approve \$4,525 for Burrell to replace pole lights, driveway sign, and associated electrical items at the Lutz Lake Fern campus. Debbi seconded. Motion passed.

Principal's report (Michelle):

- There are no updates yet on the Mental Health Assistance Allocation plan. She will share any information received in the future.
- Officer Vito came to talk to administration about school safety plans. The district should inform us of the requirements soon.
- Charter Principals will meet to discuss school mental health training.
- The total Safe Schools funding will be \$35-36,000. A school resource officer will cost about \$100,000/year, and a security officer would cost about \$50,000/year.
- John motioned to participate in the School Based Mental Health Participation Plan and accept the allocation. Jaime seconded. Motion passed.
- The completed plan needs to be approved at the special July meeting, as there is a July 16th deadline.
- FSA and FEC numbers: All tests came in above District and State averages except 5th grade math. Would like to see math scores higher across all levels. The middle school has had the most growth. There was growth in all other grade levels. Melanie, the 6th grade teacher, raised scores from 49% to 81%. She has been asked to train other teachers. Math will be its own subject in grades 3-5 next year.
- Will reinstate homework next year. Teachers and administration feel kids need practice, especially in math.
- We do not yet know our overall school grade.

Vice Principal's Report (Adam):

- Adam is very pleased with the middle school test scores.

Kris:

- Kris spoke to Randy about the Board President's signature. We have a stamp with the Board President's signature. The procedure has been to have email approval to use the stamp.
- Debbi motioned to allow the above process to continue where email approval is obtained prior to using the Board President's signature stamp. John seconded. Motion passed.
- We need a biography and photo of Steve McCarthy for the website.

PTSA:

- Michelle will meet with the new president on Wednesday.

Old Business:

- None.

New Business

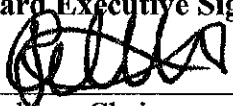
- Lunch program bids:
 - Two bids were received, one from Meals on Wheels for \$3.60/meal, and one from Preferred for \$2.85, including milk/meal. Preferred accommodates dietary preferences and all their products are recyclable and sustainable, they use local milk and produce.
 - Debbi motioned to approve the Preferred contract and to allow Jill to sign the contract. Karen seconded. Motion passed.
 - We have also contracted with Subway for one day per week. Pizza will be served on Fridays.

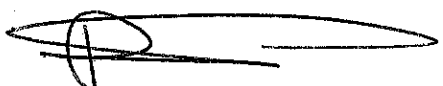
- The health department suggested upgrading our septic tank. This is not an immediate concern. This is on our project list for next summer.
- David Lamb presented a geodemographic report of students who attend LGCS. He mapped where students are coming from and presented information about those areas including demographics and population growth expectations. Most LGCS students live within 10 miles of the school, but no growth is expected in this area, so there may be fewer potential students in the future. We should spread our outreach further afield.
 - He recommended outreach to Wesley Chapel and the 275 corridor for expansion.
 - He noted a quality of life survey found Hillsborough county residents value education system and the environment. Suggested we continue to emphasize LGCS's environmental focus.
 - He recommended we add programming to attract diverse families for more populated areas (e.g., carpooling and language programs).
 - He recommended we send out a parent questionnaire to get more specific demographic information.
- Chris F. suggested we host a booth at the Wiregrass Farmer's Market to advertise the school.
- Kris: We need to make it clear that Hillsborough County students are no longer given preference over Pasco (and other county) students in the lottery.
- Jenn C. – Debbie Lister held a Charter Board recruitment meeting at LGCS. Jenn C. and Jenni W. met two potential board members, but the intention was not to recruit them for LGCS in particular. One has already reached out to LGCS to volunteer and offer support.
- The Board presented a "Thank You" card to Debbi for her service.

Stan motioned to adjourn at 8:28 PM. Jenni W. seconded. Motion approved.

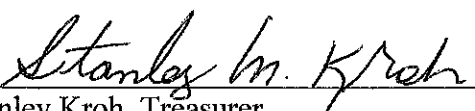
Minutes drafted by Leilani Paxton and edited and submitted by Jennifer Wolgemuth, Secretary of Learning Gate Community School Board.

LGCS Board Executive Signatures

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 <hr style="border: 0.5px solid black;"/> John Zdanowicz, Vice Chair	7/9/18 <hr style="border: 0.5px solid black;"/> Date
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 <hr style="border: 0.5px solid black;"/> Jennifer Wolgemuth, Secretary	7.9.18 <hr style="border: 0.5px solid black;"/> Date
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 <hr style="border: 0.5px solid black;"/> Stanley Kroh, Treasurer	7/9/18 <hr style="border: 0.5px solid black;"/> Date
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