



An Environmentally Integrated K-8 A+ Charter School
16215 Hanna Road
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, June 18, 2018**

Board Members Present: Debbi Stone, Luke Chichetto, Jennifer Collins, Christina Faudel, Stan Kroh, Jamie Meyer, Karen Ramlackhan, ~~Amelia Terrapin~~, Jennifer Wolgemuth, John Zdanowicz

Board members absent: Christina Goldstein, Amelia Terrapin

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

Parent Liaison: Nicole Rametta

Meeting called to order at 6:09 PM by Debbi Stone, Chairperson.

Announcements:

- The July Board of Directors meeting is cancelled due to a lack of a quorum. A special Board meeting will be held on July 9th to cover a few items that are time-sensitive and cannot be held until the next regularly scheduled BOD meeting on August 20th (e.g., budget items and Mental Health Assistance Allocation Plan due to HCPS by 7/16).

Public Input:

- None

Executive Committee Reports:

Secretary (Jennifer W.)

- The Board retreat notes were revised by Kris, Debbi, and Stan and distributed.
- The May 29 special board meeting were discussed. John Z. distributed and will finalize for approval at July meeting.
- John motioned to approve the minutes from the Board retreat. Jenn C. seconded. Motion passed.

Vice President's Report (Jenn C.):

- Jenn C. spoke with the Hillsborough County School District lawyer regarding privacy rules. He will share relevant information with our lawyer, Randy, regarding the privacy statutes.

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 110 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.

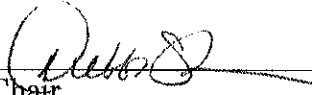
Old Business:

- None.

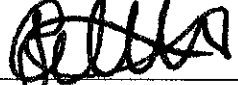
New Business

- 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.

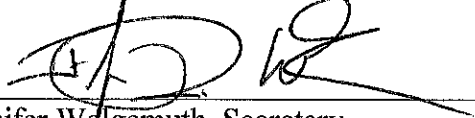
LGCS Board Executive Signatures




Debbi Stone, Chair 7-9-18
Date



Jennifer Collins, Vice Chair 7-9-18
Date



Jennifer Wolgemuth, Secretary 7.9.18
Date



John Zdanowicz, Treasurer 7/9/18
Date