



Learning Gate Community School
16215 Hanna Road Lutz, FL 33549
Phone: 813-948-4190 Fax: 813-948-7587
WWW.LEARNINGGATE.ORG

**Learning Gate Board Directors
Board of Directors Meeting
Monday, January 28, 2019**

Board Members Present: Jennifer Collins, Luke Chichetto, Christina Faudel, Christina Goldstein, Stan Kroh, Steven McCarty, Debbi Stone, Jennifer Wolgemuth

Board members absent: Briana Lindsay, John Zdanowicz

Staff in attendance: Michelle Mason (via telephone), Kris Smith, Adam Wolford

Parent Liaison: Nicole Rametta

Meeting called to order at 6:04 PM by Jennifer Collins, Chairperson.

Announcements:

- TECO matched Stan Kroh's donation to LGCS. Board members should see if their employers match contributions.

Public Input:

- Scott Schechinger would like to serve on the board. Scott has a background in finance and endowments. He volunteers for a nonprofit organization.
- Elise Ledford is also interested in serving on the Board. She is a Ph.D. candidate at USF in Early Childhood Education.
- Debbi will reach out to the committee heads of committees they are interested in serving on.

Executive Committee Reports:

Secretary (Jennifer W.)

- The notes from the January meeting were reviewed and minor edits made.
- Steve motioned to approve the minutes from the November meeting. Stan seconded. Motion passed.

Vice President's Report (John):

- No updates.

Nature Is Our Best Teacher



Treasurer's Report (Stan):

- The budget reports for November and December were distributed.
- The "A" school money was received and paid out in December.
- Income and expenses were in line with expectations.
- Kris would like to switch from Pilot Bank to Suntrust Bank or a bank closer to the school. She is in talks with Suntrust Bank over terms.
- In December, most items are at 50% of the budget which is in alignment with being half-way through the school year. Materials and supplies were at 103% because they are typically purchased at the beginning of the school year. Dues and fees were at 277% of budget, Kris will investigate this.
- Debbie motioned to accept the Treasurer's report. Christina G. seconded. Motion passed.

Personnel:

- No updates.

Educational Program (Jamie M.):

- Jaime needs to investigate who is on the Education Committee. Karen R. has resigned. Jaime will invite people who may be on the committee to join them for the next meeting.

Business and Finance (John)

- No updates.

Facilities (John):

- InVision Advisors, the new project management team, delivered the Facilities Committee report. They have a total of 8 project managers working for the school, three of whom were in attendance. They will help manage the design and construction of the school renovation projects on schedule and at the best prices. They have toured both campuses.
- Proposals were received for the church building to measure and draw up plans. Pre-construction testing has taken place. Renovation plans for the sanctuary are being reviewed.
- Sprinklers at Lutz Lake Fern: received a letter from the Fire Marshall giving a 30 day violation notice. InVision met with the County. We need water turned on to test the system, which should be completed within the next 1-2 weeks. The land surface needs to be graded to bring it into compliance with the code. This is the highest priority timeline.
- Bids have been received to perform the land grading for the sprinklers. The lowest bid was for \$1,200. This money will be a regular school expense, not a bond expense.
- Jenn C. motioned to approve \$1,200 for Suarez construction to perform the land grading at Lutz Lake Fern campus. Christina G. seconded. Motion passed.
- A draft copy of a letter to parents asking if any can offer construction or design help was distributed to the Board. All names should go through InVision so they can vet any potential candidates.
- An RFP for architects will be sent out within the next 30 days. Ideally they would like quotes from 1-2 small, medium, and large firms.
- There are many stored items in the church building that need to be sold, trashed, or relocated. The first step is to create an inventory of the items so that the Board can vote on the fate of the items. We also need to come to a consensus on the location of a new storage facility.
- InVision will attend all future board meetings and provide written updates for the school newsletter.
- Discussed how to receive/solicit donations that are earmarked for specific projects or initiatives. We can share our list of projects with potential donors. We can also name buildings after people if appropriately valued and consistent for donors. Christina G. and Michelle will meet with possible donors to discuss the possibilities.

Governance (Debbi)

- The committee met last week.
- Karen has resigned from the Board and the Education Committee. Jamie M. agreed to serve as Education Committee chair.
- The bylaws do not specify specific committees, but each committee should have at least two members. Committees exist at the discretion of the Board.
- Jaime has volunteered to chair the Education Committee.
- The Governance Committee needs to validate the committee chairs and make sure they have the list of members for each committee.
- The Education Committee needs one more member.
- The Education and Personnel Committees should not be combined as was discussed in previous meetings. Many members of the Education Committee are educators who are uninterested in being a part of the Personnel Committee.
- The Personnel Committee can be called an ad-hoc committee on an as needed basis, but with set members. They could meet once per year and then only as needed.
- There are plenty of members on the Resource Development Committee.
- The Facilities Committee consists of John, Luke, Steve and John as the chair.
- The Nominating Committee is currently comprised of the same members as the Governance Committee and can be called as needed.
- Jenn. C. is willing to join the Foundation.
- The purpose and responsibilities of the Facilities Committee listed in the handbook need to be reviewed and updated. Charter Board Partners can provide definitions and resources as needed.
- Jenn. C. followed up with Debbie Lister about one potential Board member. The potential Board member was unable to attend tonight's Board meeting. She may not be required to serve on a committee before joining the Board since she would be filling a predetermined need. She will attend the February meeting for approval; her bio and resume were distributed.
- Debbi will join the Education Committee.
- Jenn C. will reach out to Board Members with low attendance to determine whether they still intend to serve on the Board.
- Stan K. will lead Michelle Mason's evaluation. Michelle is comfortable with Board members and parents being on the committee. She has distributed the documentation and will provide committee members her portfolio. The evaluation should be done over the summer and submitted in October.
- Debbi determined Board decisions that are not unanimous must list who voted yea or nay.

Resource Development (Christina G.):

- The Resource Development Committee did not meet in January.
- Auction night will be held on March 9th. Christina G. issued an all board challenge to provide at least two auction items, 2 sponsorships, or one of each. Jenn C. distributed sample letters to give to potential donors. Single tickets will cost \$30, couple tickets will be \$50, and group tickets will cost \$160.

Foundation (Stan)

- The Foundation did not meet this month.
- Christina F. met with the marketing representative.

Principal's report (Michelle):

- Testing will begin soon.
- NAEP testing for 8th graders will be held in February.
- The majority of testing will be held after May 1st.

- Four students are attending the Great Shake National Competition in Atlanta on February 22nd. We need to send a letter of thanks to community members who volunteered to help with their school competitions. Michelle would like to expand this program potentially to other Charter schools.
- We are waiting on our accreditation date, but it will be one year from now in January or February of 2020. It is a very intensive process, and we will begin planning over the summer.
- Jenn C. motioned to approve the out of field teachers listed below. Stan seconded. Motion passed.

Teacher	Classes Taught/Assignment	Assignment Start Date	Certifications Held	Out-of-Field Area/Classes
Michelle Crespo	7 th Grade	11/26/2018	Middle Grades English	ESOL
Leah McAllister	Kindergarten	8/01/2016	Pre K-3	ESOL
Kara Sofilka	8 th Grade LA	8/01/2014	English 6-12, Elem. K-6	ESOL
Linda Fuerst	3 rd Grade	10/15/2018		Math
Susan Ruelo	1 st Grade	8/01/2011	Elem K-6	ESOL
Suzette Meredith	ESE	8/01/2005	Elem K-6, EH K-12 English 5-9	ESOL
Lindsay Cheshire	5 th Grade	8/01/2011	Elem K-6	ESOL
Anna Gregorio	2 nd Grade	8/01/2017	Elem K-6	ESOL
Sarah Randles	2 nd Grade	8/01/2011	Elem K-6	ESOL
Jennifer (Cleary) Healy	Garden	8/01/2011	Elem K-6	ESOL
Holly Stafford	5 th Grade	8/01/2018	Elem K-6	ESOL
Siobhan Herkert	7 th Science	8/01/2011	Elem K-6, Gifted, Consumer, Education, ESOL	7 th Science

- Christina G. motioned to discard the bookshelf with asset tag #207752. Stan seconded. Motion passed.
- There are issues with collecting bills for aftercare. Many people are not paying and still leaving their children even after being told they cannot continue unless a payment plan is in place. Randy thinks we need all parents to sign a contract at the beginning of the school year. We also need to set a firm policy.

PTSA:

- No updates.

Old Business:

- None

New Business

- None.

Meeting adjourned at 8:10 P.M.

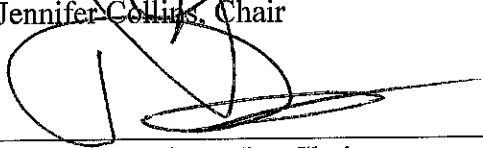
Minutes drafted by Leilani Paxton and edited and submitted by Jennifer Wolgemuth, Secretary of Learning Gate Community School Board.

LGCS Board Executive Signatures


Jennifer Collins, Chair

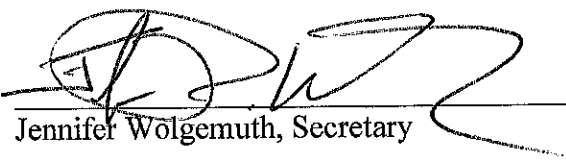
Date

3/14/19


John Zdanowicz, Vice Chair


Date

3/14/19


Jennifer Wolgemuth, Secretary

Date

3.14.19


Stanley Kroh, Treasurer

Date

3/14/19