

**TAMPA SCHOOL DEVELOPMENT CORPORATION**  
**Finance Committee Meeting Minutes**

Meeting Date: September 28, 2023

Location: Zoom Call

In attendance:

Katie Tinley

Therese Holmes

Dana Dowsett (absent but has given proxy)

Staff present:

Nicole Cummings

Alyssa Detres

The meeting was called to order at 8:03 a.m. by Nicole Cummings

Therese Holmes motioned to approve the previous minutes from 9/1/23. Katie Tinley seconded the motion.

### **General Overview**

- Hurricane Days
  - No final (official) determination has been made about hurricane make-up days
  - Hourly staff will get paid for hurricane days
- High school night is coming up

### **Construction & Related Items**

- **Lower School Campus Security Fence**
  - The exit gate provided was not build to the correct specifications, but the correct gate is being built
  - Technology will be installed over the next several weeks, but completion date is unknown
- **Athletics & Arts Center**
  - Significant time has been spend fine-tuning the following items (for final construction documents)
    - Low voltage, electrical, plumbing, lighting plan, bleachers, lobby, classrooms, audio systems, civil and site
    - Creative design work in: Upper Deck, Wellness Lounge, Workout Room, Bathrooms
  - Full permit set will be turned into the district during the first week of October
- **Valley Bank**
  - Representatives from Valley Bank toured the campus and are happy with our recent capital investments

- They renewed their commitment to our school, both for current projects and future phases of our capital campaign
- Note:
  - We are paying interest only on the amount we draw (soft costs) for the loan
  - This amount will fluctuate with draw frequency and amounts
  - August invoice = \$1,856.80

## Finance

- Fund Balance = \$1,857,518
- Benefits Renewal
  - Humana is dropping all Health Insurance in Florida
  - We are in the process of finding a different provider
- School Audit – FY 22-23
  - The school audit will be wrapping up soon
  - A draft will be provided for review
- FACTS
  - We continue to add services to our FACTS family portal
  - Expectations are that we will add other services such as Admissions as needs arise
- ADP
  - We are fully processing payroll in ADP
  - Other services such as benefits and PTO are ongoing

## Development

- Sneaker Ball preparations are in full swing
- Volunteer worker assignments are ongoing
- The goal is to raise above \$60,000. Payment plans can be set up for donations.

Next Finance Committee meeting is on 10/26/23. Meeting adjourned at 8:27 a.m.