

Tampa School Development Corporation
Board of Directors
Meeting Agenda
July 29, 2020

- I. Call Meeting to order
- II. Approve June 24, 2020 meeting minutes
- III. Principal/CEO Report: (Dr. O’Dea)
 - 1. Revised 2020-21 School Calendar
 - 2. School/Covid-19 Plan
 - 3. Salary Plan
- IV. Secretary’s Report (A. Pickford)
- V. Disciplinary Committee Report (J.Pecora/B. Johnson)
- VI. Treasurer’s Report (M. Touger)
- VII. School Board President Report (R. Luzod)
 - 1. SSO Agreement from County
 - 2. Board Recruitment
 - 3. Board G-Suite update
- VIII. PPA Report
- IX. Faculty Report
- X. Old Business/New Business
- XI. Public Comment On Agenda or Non Agenda Item
- XII. Adjourn Meeting

Tampa School Development Corporation
Board of Directors
Meeting Minutes
July 29, 2020

- I. Meeting called to order by President, Ryan Luzod, at 6:06pm (Meeting held by Zoom teleconferencing due to COVID-19)

Members Present: Ryan Luzod, Pres.	Members Absent: Dr. Joe Daum
Dana Dowsett, VP	Celeste Greco
Marianne Touger, Treas.	Jennifer Pecora
Amelia (Amy) Pickford, Sec.	
Marina Choundas, Past Pres.	
Bryant Johnson	
Ashley Valdes	

School Representatives Present: Dr. Madeline O'Dea, Principal, CEO
Jennifer Cisneros, Asst. Principal
Joe Sansonetti, CFO/IT Director
Nicole Morgado, Dir. of Bus. & Communications
Yvette Gonzalez, Parent Liaison

- II. **Motion** was made by Bryant Johnson to approve the June 24, 2020 meeting minutes. **Motion** was seconded by Dana Dowsett and approved by the Board unanimously.
- III. Principal/CEO (Dr. Madeline O'Dea, Jennifer Cisneros, & Joe Sansonetti)
1. The Revised 2020-2021 School Calendar was handed out to the Board and was reviewed and discussed. A **Motion** was made by Amy Pickford to approve the revised 2020-2021 School Calendar. The **Motion** was seconded by Dana Dowsett and approved by the Board unanimously.
 2. The School/Covid-19 Plan was discussed.
 - a. Joe Sansonetti discussed the school's policies and procedures for school opening, based on feedback from TGH and best practices, and its procurement of masks, face shields, air purifiers, disaster level cleaning, and partitions. The school has purchased 350 Chromebooks for use by students in case Trinity has to go to full virtual learning.
 - b. Trinity will start on August 17th with a virtual first week for all students and then a Bricks and Mortar opening of K-8, with an available hybrid e-learning option available. The start date preserves calendar days for

the school and conforms to the governor's order. Dr. O'Dea discussed the opening, closing, and reopening of the EC Building and how it helped us to be as prepared as we can before the Bricks and Mortar Opening of K-8 on August 24th. She stated that in the 3 weeks since the reopening of the EC building everything is going well.

- c. Jennifer Cisneros informed the Board that approx. 300 of our students signed up for Virtual learning, about 30 per grade level. This has cut down class size and made designing floor plans for distance learning easier for the remainder of students that will be reporting to school on the 24th. August 3rd through the 10th will be Pre-planning and teachers will be back on campus. For on-campus instruction the Lower School students will not be crossing over at all and will stay with the same group of peers in the same class room all day to limit contact. Upper School Students will still be moving room to room for their classes but with the same group of peers to limit contact. For Virtual Learning there will be a set schedule using Google Classroom, Zoom, and Flip Page to turn in work. There will also be a drop box to turn work in to school. This plan will be for the first quarter only with constant evaluation to make improvements. All staff will be returning to work.

3. Human Resources

- a. Nicole Morgado and Joe Sansonetti discussed the Cares Act and discussions with Trinity's Insurance Broker. Trinity is prepared to handle any COVID-19 related issues accordingly.
- b. Dr. O'Dea held a meeting with all staff to discuss everyone's personal responsibility to keep healthy and follow all distance requirements strictly in the and out of the classroom.
- c. Joe Sansonetti presented the 6624 "Teacher Salary Increase Allocation Plan." and the Board discussed the school's planned implementation of the salary raise plan. A **Motion** was made by Marianne Touger to approve the 6624 Plan. The **Motion** was seconded by Amy Pickford and approved by the Board unanimously.
- d. Joe Sansonetti stated that the 401K Audit is nearly complete and the regular School Audit will be in August.

IV. Secretary's Report: (Amy Pickford)

Amy reported that 3 current Board members are up for renewal on the 2 hour Governance Training Program. One of those members is her and the other two are Ryan Luzod and Ashley Valdes. She will email everyone their credentials for taking the course so everyone can have their new certificates submitted prior to expiration of the old ones.

- V. Disciplinary Committee Report:
Nothing new to report at this time
- VI. Treasurer's Report: (Marianne Touger and CFO Joe Sansonetti)
1. Trinity has had to spend funds on cleaning and COVID-19 related products.
 2. The Budget is conservative and has been slashed to the core.
 3. School Audit will be in 3 weeks.
 4. No discussion has been made whether to treat the PPP Loan as a Liability or Revenue and Trinity has not yet filed for forgiveness. We are waiting for guidance before making these decisions, which will significantly affect the Fund Balance.
- VII. School Board President Report: (Ryan Luzod)
1. President Ryan Luzod discussed the SSO Agreement proposed by the school district and a proposed revision, which the Board considered and discussed. **Motion** was made by Marina Choundas to approve the as-revised SSO Agreement and authorize President Ryan Luzod to sign and return to the district. **Motion** was seconded by Amy Pickford and approved by the Board unanimously.
 2. Ryan presented the proposed Board Meeting Schedule. Amy Pickford made a **Motion** to approve the 2020-2021 Board Meeting Schedule. **Motion** was seconded by Bryant Johnson and approved by the Board unanimously.
 3. Ryan informed the Board that Heather Kovalsky notified him that she has to decline the board position due to personal reasons. The Nominating Committee will continue to seek out qualified Board member recruits and will keep the Board informed of their progress.
 4. CFO Joe Sansonetti informed the Board that the G-Suite system is being revamped and as soon as it's up and running they will give the Board a full update to the Board Portal.
- VIII. PPA Report:
Nothing to report at this time
- IX. Faculty Report:
Jennifer Cisneros informed the Board that at this time field studies and extracurricular activities are suspended, with the focus being on keeping the students as safe as possible and having a smooth opening. The Extended Day Program will be up and running but with the children in the same groups they are with throughout the day so contact tracing will be possible.

X. Old Business:

No Old Business at this time

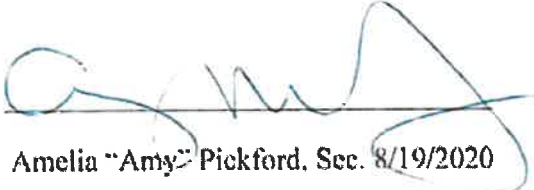
XI. New Business:

Jennifer Cisneros explained to the Board that lots of extra furniture has to be taken out of the classrooms to assure distance learning. That furniture then needs to be stored. The Board discussed and approved the school's arrangement with Florida's Best Moving and Storage (a company owned by Board member Dana Dowsett's husband) to help provide storage for the items.

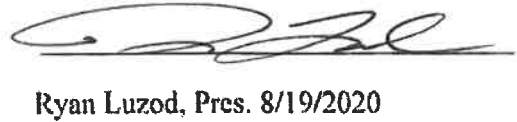
XII. Public Comment on Agenda or Non-Agenda Items:

No Public Comments at this time

XIII. **Motion** was made by Ryan Luzod to adjourn Meeting. **Motion** was seconded by Amy Pickford. Board Meeting adjourned unanimously at 7:55pm.



Amelia "Amy" Pickford, Sec. 8/19/2020



Ryan Luzod, Pres. 8/19/2020

Tampa School Development Corporation
Board of Directors
Meeting Agenda
August 19, 2020

- I. Call Meeting to order
- II. Approve July 29, 2020 meeting minutes
- III. Principal/CEO Report: (Dr. O’Dea)
 - 1. 2020-21 School Year Opening
 - 2. FTE/Out of Field Letter
- IV. Secretary’s Report (A. Pickford)
- V. Disciplinary Committee Report (J.Pecora/B. Johnson)
- VI. Treasurer’s Report (M. Touger)
- VII. School Board President Report (R. Luzod)
- VIII. PPA Report
- IX. Faculty Report
- X. Old Business/New Business
- XI. Public Comment On Agenda or Non Agenda Item
- XII. Adjourn Meeting

Tampa School Development Corporation
Board of Directors
Meeting Minutes

August 19, 2020

- I. Meeting called to order by President, Ryan Luzod, at 6:06pm (Meeting held by Zoom teleconferencing due to COVID-19)

Members Present: Ryan Luzod, Pres.	Members Absent: Bryant Johnson
Dana Dowsett, VP	Celeste Greco
Marianne Touger, Treas.	
Amelia (Amy) Pickford, Sec.	
Marina Choundas, Past Pres.	
Jennifer Pecora	
Ashley Valdes	
Dr. Joe Daum	

School Representatives Present: Dr. Madeline O'Dea, Principal, CEO
Jennifer Cisneros, Asst. Principal
Joe Sansonetti, CFO/IT Director
Nicole Morgado, Dir. of Bus. & Communications
Yvette Gonzalez, Parent Liaison

- II. Motion was made by Dana Dowsett, after review and discussion by the Board, to approve the July 29, 2020 meeting minutes. Motion was seconded by Jennifer Pecora and approved by the Board unanimously.
- III. Principal/CEO (Dr. Madeline O'Dea)
1. Dr. O'Dea thanked the Board for their support and engagement in crafting a reopening plan during this uncertain time and gave a special thank you to Board Member Dana Dowsett and her husband for picking up and storing the school's excess furniture at their warehouse to make room for social distancing in Trinity's classrooms.
 2. 2020-2021 School Year Opening:
 - a. The school year will start virtually on Aug. 17th and the campus will open for in person learning on Monday Aug. 24th. Hillsborough county is starting virtually on the 24th and bricks and mortar on the 31st.

- b. Approximately 1/3 (325) of our students have chosen to attend school virtually for the first 9 weeks with the other 2/3's choosing on campus learning. All E-learning students indicating a need for devices were provided them during Trinity's drive through Meet and Greet, which all but 35 students participated in. The remaining students were provided the materials within a few days.
- c. Fall enrollment has all 910 students accounted for with a long waiting list and numerous inquiries from families wanting to enroll their kids at Trinity.
- d. Administration has examined and implemented Department of Health and CDC guidelines, including contact tracing and testing, to be ready for different potential COVID scenarios. The school's COVID response plan had to be and was approved by the state. The EC families have been following the rules and Trinity has had no issues. With cooperation from the K-8 community, Trinity expects to be able to respond to any issues swiftly.
- e. Although Trinity takes great pride in Field Studies, and they are a big part of the curriculum, the school will postpone having any at least for the first nine weeks. We will discuss them at a later date.
- f. Cultivating Student Athletes and having Sports Programs are also a big part of Trinity but the administration's focus now is on opening the schools safely and smoothly, and the school will wait for several weeks before making any decisions about moving forward with these programs.
- g. The school decided to continue to offer the After Care Program because of the great needs of our Trinity Families. There will be strict guidelines so that the same children that are together during the day remain in the same group in aftercare. The Extended Day Program will also be closing at 5:15pm every day instead of 6pm to provide extra time to clean the building in preparation for the next day. Trinity usually has about 300 kids in the extended day program but only 150 enrolled for the first 9 weeks. The program will not start until Aug. 31st to give ample time to train the staff.

3. The Board reviewed and discussed the Out of Field Letter.

A **Motion** was made by Amy Pickford to approve the Out Of Field Letter. **Motion** was seconded by Ashley Valdes and approved by the Board unanimously.

IV. Secretary's Report: (Amy Pickford)

Amy reported that 3 current Board members are set up for the Governance Training, 2 hour Refresher Course and will have their new certificates uploaded by our next meeting on September 9, 2020

- V. Disciplinary Committee Report:
Nothing new to report at this time

- VI. Treasurer's Report: (Marianne Touger and CFO Joe Sansonetti)
 - 1. Trinity has spent a lot of money on cleaning and COVID-19 related products. The teachers have everything they need for their classrooms.
 - 2. Trinity cannot file for forgiveness on the PPP Loan yet but are prepped and ready to go when the time comes.
 - 3. Audit is under way

- VII. School Board President Report: (Ryan Luzod)
President Ryan Luzod has nothing to report at this time.

- VIII. PPA Report:
 - 1. PPA President, Cassandra Mitchell, and her board have met and are ready to start fundraising. COVID -19 has obviously changed the climate on what kind of fundraisers we will be able to have. They are ready to kick off the Annual Giving Fund in Mid-September and will most likely continue the entire school year. They are also focusing on online fundraisers like the Read-a-thon and possibly Yankee Candles. A PPA representative will be at our September meeting to discuss.
 - 2. Board Member Ashley Valdes discussed forwarding information to the PPA about an online fundraiser she is familiar with that she thinks might be a good fit for Trinity. More information will follow.

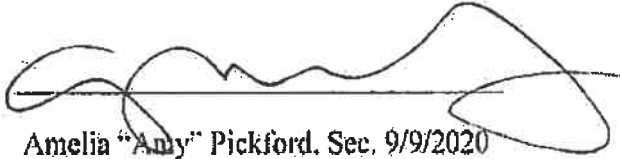
- IX. Faculty Report:
Staff is happy, focused, and working hard.

- X. Old Business:
No Old Business at this time

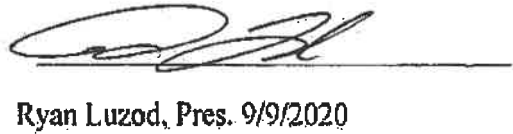
- XI. New Business:
No New Business at this time

- XII. Public Comment on Agenda or Non-Agenda Items:
No Public Comments at this time

XIII. **Motion** was made by Ryan Luzod to adjourn Meeting. **Motion** was seconded by Jennifer Pecora, Board Meeting adjourned unanimously at 7:17pm.



Amelia "Amy" Pickford, Sec. 9/9/2020



Ryan Luzod, Pres. 9/9/2020

Tampa School Development Corporation
Board of Directors
Meeting Agenda
September 9, 2020

- I. Call Meeting to order
- II. Approve August 19, 2020 meeting minutes
- III. Principal/CEO Report: (Dr. O’Dea)
- IV. Secretary’s Report (A. Pickford)
- V. Disciplinary Committee Report (J.Pecora/B. Johnson)
- VI. Treasurer’s Report (M. Touger)
- VII. School Board President Report (R. Luzod)
- VIII. PPA Report
- IX. Faculty Report
- X. Old Business/New Business
- XI. Public Comment On Agenda or Non Agenda Item
- XII. Adjourn Meeting

Tampa School Development Corporation
Board of Directors
Meeting Minutes

September 9, 2020

- I. Meeting called to order by President, Ryan Luzod, at 6:06pm (Meeting held by Zoom teleconferencing due to COVID-19)

Members Present: Ryan Luzod, Pres.
Dana Dowsett, VP
Marianne Touger, Treas.
Amelia (Amy) Pickford, Sec.
Marina Choundas, Past Pres.
Celeste Greco
Bryant Johnson
Jennifer Pecora
Dr. Joe Daum

Members Absent: Ashley Valdes

School Representatives Present: Dr. Madeline O'Dea, Principal, CEO
Jennifer Cisneros, Asst. Principal
Joe Sansonetti, CFO/IT Director
Nicole Morgado, Dir. of Bus. & Communications
Yvette Gonzalez, Parent Liaison

- II. **Motion** was made by Bryant Johnson, after review and discussion by the Board, to approve the August 19, 2020 meeting minutes. **Motion** was seconded by Celeste and approved by the Board unanimously.

- III. Principal/CEO (Dr. Madeline O'Dea)

Dr. O'Dea reported that the school has had a smooth opening, and in 3 weeks of on campus learning there have been no major issues. Teachers, students, parents, and the entire Trinity community have all been great through these unprecedented times, and the school community is complying with the rules the school has put in place. There have been a few cases of COVID and they have been handled according to plan with all appropriate paperwork being completed. Trinity is following State and Federal guidelines with all COVID related issues. Weekly meetings are being held to discuss methods and the maintaining of protocol.

IV. Secretary's Report: (Amy Pickford)

Amy reported that she and President Ryan Luzod have completed their 2 hour Governance Refresher Course, and their Certifications have been sent to the district and placed in the Board Binder. Amy reported that Board Member, Ashley Valdes, is in the process of re-certifying as well and will have her certification completed by the next school board meeting in October. Once that is complete all board members will be in compliance for the year.

V. Disciplinary Committee Report:

Nothing new to report at this time

VI. Treasurer's Report: (Marianne Touger and CFO Joe Sansonetti)

1. Trinity's 1st 401K Audit was completed with a clean opinion.
2. Trinity School for Children's 2019-2020 Audit is ongoing electronically and virtually.
3. Marianne reported on COVID related spending to help keep Trinity safe. Some of those items are improvements with A/C, air filters, cleaning supplies, and additional cleaning services.
4. The Finance Committee projects that the financial figures will fluctuate over the school year based on timing of the PPP loan forgiveness and Florida budget allocation numbers.
5. The school will not be participating in the CARES Act funding through the school district after doing an analysis of the requirements and the projected financial benefits.

VII. School Board President Report: (Ryan Luzod)

1. Ryan presented the revised Out of Field Letter. Amy Pickford made a **motion** to approve the Out of Field Letter. **Motion** was seconded by Bryant Johnson and passed by the Board unanimously.
2. Ryan discussed the E-mail that went out to all families in reference to postponing Field Studies, Athletics, and extracurricular activities. Ryan thanked the administration for all of their hard work.

VIII. PPA Report: Nicole Morgado

1. PPA President, Cassandra Mitchell, and her board will be voting on fundraisers that can be done online. More to follow.
2. Annual Giving Fund will kick off in October.
3. Faculty has a meeting with the PPA to discuss fundraising for this year and beyond.

IX. Faculty Report: (Ass. Prin. Jennifer Cisneros)

1. All staff members were surveyed, and the consensus is everyone is happy to be at work but miss the more personal connection.
2. Everyone is doing their part to stay healthy and keep lines of communication open,
3. Jennifer reported that we will soon have a teacher rep. attending our Board meetings.
4. The school is undergoing NWEA assessments to provide updated benchmarks for the students.

X. Old Business:

No Old Business at this time

XI. New Business:

No New Business at this time

XII. Public Comment on Agenda or Non-Agenda Items:

No Public Comments at this time

XIII. **Motion** was made by Ryan Luzod to adjourn Meeting: **Motion** was seconded by Amy Pickford. Board Meeting adjourned unanimously at 6:42pm.



Amelia "Amy" Pickford, Sec. 10/9/2020



Ryan Luzod, Pres. 9/9/2020

Tampa School Development Corporation
Board of Directors
Meeting Agenda
October 7, 2020

- I. Call Meeting to order via Zoom (due to pandemic)
- II. Approve September 9, 2020 meeting minutes
- III. Administration Updates
 - A. Principal/CEO Report (Dr. O’Dea)
 - B. Assistant Principal Report (J. Cisneros)
 - 1. (New) Academic Annual Goals Template
 - C. CFO update in Treasurer’s Report (J. Sansonetti)
 - D. Communications (N. Morgado)
- IV. Secretary’s Report (A. Pickford)
- V. Disciplinary Committee Report (J.Shelton formerly Pecora/B. Johnson)
- VI. Treasurer’s Report (R. Luzod on behalf of M. Touger and J. Sansonetti-CFO)
 - A. October BFC meeting – will review and vote on quarterly budget adjustments
 - B. Audit due 09/30/2020; Puida & Guida will present to the entire board at November’s meeting.
 - C. Revenues from Early Childhood, Extended Care, and Fundraising are expected to be lower for fiscal 2020-21 y/y, due to lower enrollment & participation because of COVID.
 - D. PPP status update from Joe S.
 - E. Construction project discussion has resumed with DeLotto
- VII. School Board President Report (R. Luzod)
 - A. Email from county regarding student head count
 - B. Email confirmation receipt of Memorandum of Agreement for SSO from the county
- VIII. PPA Report
- IX. Faculty Report (J. Cisneros/Y. Gonzalez)
- X. Old Business/New Business
- XI. Public Comment On Agenda or Non Agenda Item
- XII. Adjourn Meeting

Tampa School Development Corporation
Board of Directors
Meeting Minutes

October 7, 2020

- I. Meeting called to order by President, Ryan Luzod, at 6:10pm (Meeting held by Zoom teleconferencing due to COVID-19) quorum confirmed.

Members Present: Ryan Luzod, Pres.
Dana Dowsett, VP
Marianne Touger, Treas.
Marina Choundas, Past Pres.
Celeste Greco
Bryant Johnson
Ashley Valdes
Dr. Joë Daum

Members Absent: Amy Pickford, Sec
Jennifer Pecora

School Representatives Present: Dr. Madeline O’Dea, Principal, CEO
Jennifer Cisneros, Asst. Principal
Nicole Morgado, Dir. of Bus. & Communications
Yvette Gonzalez, Parent Liaison

- II. **Motion** was made by Dr. Joe Daum, after review and discussion by the Board, to approve the September 9, 2020 meeting minutes. **Motion** was seconded by Marianne Touger and approved by the Board unanimously.

III. Administration Updates:

1. Principal/CEO Report: (Dr. Madeline O’Dea)

- a. On 10/12 the E-Learners will return to school to begin the second Quarter
- b. The objective is to effect a seamless transition (re)integrating the students
- c. Parents have been great, very cooperative and supportive
- d. Administration is working hard to keep staff morale high with all the challenges they are facing
- c. Administration’s focus is now on the second quarter

2. Assistant Principal Report: (Jennifer Cisneros)

- a. The Board reviewed and discussed the Academic Goals Template and the Point Projections that measure the school’s academic performance. There

are no 2020 points, the 2020-2021 Point Projections will be based on 2019 scores.

- b. Jennifer gave a presentation and notified the Board of the figures used in the Academic Annual Goals; detailed discussion followed.
- c. The school's mission goal is the family service project. The school will be focusing more on math in 1st and 2nd grades and middle school - there is a strong 8th grade Algebra class
- d. Staff is targeting spring scores as a priority goal, but waiting to find out more about FSA plans and have incorporated NWEA MAP progress.

3. Communications: (Nicole Morgado)

- a. Nicole informed the Board of a pending, but unscheduled, District Covid-19 audit; discussion followed concerning requirements and preparation for the audit. Administration confirmed that the school is ready and, they are looking forward to the audit.
- b. There will be a District site visit on 10/26 (annual site visit for charter schools); Administration stated that all of the needed components of the site visit are in place and the school is ready.
- c. Discussion regarding the planning for a Virtual Veteran's Day event; this is an important event for Trinity, more info will be available soon.
- d. There has been a change to High School Night; it will not be held on campus like in past years; students are receiving information from the high schools directly.
- e. The info regarding High School application deadlines and requirements are critical; school was not able to have the annual High School night in person given the circumstances but are working to inform the Upper Schoolers about their options and provide guidance.
- f. The school is working to communicate with the families of the E-Learners who are returning to school on 10/12; out of 340 e-learners, 170 returning to school for the Second Quarter

IV. Secretary's Report: (Ryan Luzod in Amy Pickford's absence)
Detailed discussion about the compliance report; Completed

V. Disciplinary Committee Report:
No Issues to report since the start of school.

VI. Treasurer's Report: (Marianne Touger and Ryan Luzod)
1. The auditors will present the 2019-2020 audit results at December's meeting; at this point we know that it is a clean report.

2. As expected, EC revenues are down due to COVID; enrollment numbers are good, but time will tell if they drop again mirroring any infection surges.
3. The school is waiting for the bank's portal to open to apply for forgiveness of the PPP loan;; that will happen around April or May.
4. We are preparing for life on the other side of COVID and are planning for several construction projects; they will be ready to implement when we have the green light to do so.
5. Overall the school is in a good financial situation with a high Fund Balance because of the PPP funds. We are on pace to be in the positive at the end of the school year; anticipating a balanced budget.
6. The extra time afforded by the shutdown has been great for strategic planning.

VII. School Board President Report: (Ryan Luzod)

1. Memorandum of Understanding has been finalized for Officer Vega with the District .
2. The District sent a letter regarding student headcount in regards to forecasting for next year; On Day 20 of school they true up the funding based on actual enrollment.
3. Michelle Perez is great at managing the admissions process which helps with financial forecasting

VIII. PPA Report: Nicole Morgado

1. The Annual Giving Fund was kicked off; The PPA has created lots of buzz to promote it.
2. There will be a Fundraiser at the Carrollwood Chipotle, the school will receive 33% of the revenue.
3. Trinity will be participating in a monthly fundraiser with Jeremiah's Frozen Ice.

IX. Faculty Report: (Yvette Gonzalez)

1. In spite of the challenges they are facing, staff is happy to be working with the students; parents are following the rules, and the students are positive.

X. Old Business:

No Old Business at this time

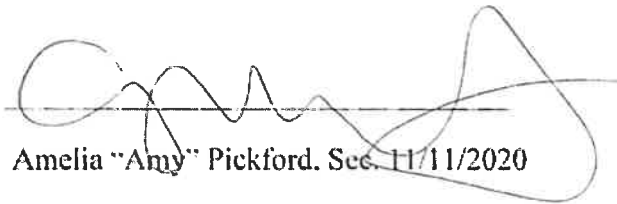
XI. New Business:

1. The next Finance Committee meeting will be held in person and by Zoom on 10/29
2. Look for exciting announcement from administration soon. It will be emailed to the Board.

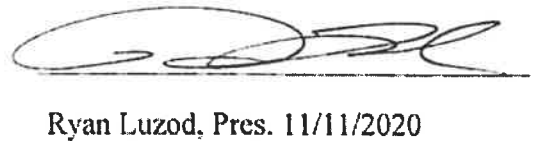
3. Open discussion regarding potential new Board Members, including characteristics and skills that make a good fit.
4. The question was asked "how can the Board help Administration; Dr. O'Dea stated that staff and Administration felt fully supported and appreciated the team. We are in sync and focused.

XII. Public Comment on Agenda or Non-Agenda Items:
No Public Comments at this time

XIII. Ryan called for a motion to adjourn. **Motion** was made by Bryant Johnson to adjourn Meeting. **Motion** was seconded by Joe Daum. Board Meeting adjourned unanimously at 7:14pm.



Amelia "Amy" Pickford, Sec. 11/11/2020



Ryan Luzod, Pres. 11/11/2020

Tampa School Development Corporation
Board of Directors
Meeting Agenda
November 4, 2020

- I. Call Meeting to order via Zoom (due to pandemic)
- II. Approve October 7, 2020 meeting minutes
- III. Puida, Guida, & Perez 2019-20 Fiscal Year Audit Presentation
- IV. Administration Updates
 - A. Principal/CEO Report (Dr. O’Dea)
 - Out of Field Amendment
 - B. CFO update in Treasurer’s Report (J. Sansonetti)
 - C. Communications (N. Morgado)
- V. Secretary’s Report (A. Pickford)
- VI. Disciplinary Committee Report (J.Shelton formerly Pecora/B. Johnson)
- VII. Treasurer’s Report (R. Luzod on behalf of M. Touger and J. Sansonetti-CFO)
- VIII. School Board President Report (R. Luzod)
- IX. PPA Report
- X. Faculty Report (Y. Gonzalez)
- XI. Old Business/New Business
- XII. Public Comment On Agenda or Non Agenda Item
- XIII. Adjourn Meeting

Tampa School Development Corporation
Board of Directors
Meeting Minutes

November 4, 2020

- I. Meeting called to order by President, Ryan Luzod, at 6:07pm (Meeting held by Zoom teleconferencing due to COVID-19) quorum confirmed.

Members Present: Ryan Luzod, Pres.	Members Absent: Ashley Valdes
Dana Dowsett, VP	Celeste Greco
Marianne Touger, Treas.	
Amy Pickford, Sec.	
Marina Choundas, Past Pres.	
Bryant Johnson	
Jennifer Pecora	
Dr. Joe Daum	

School Representatives Present: Dr. Madeline O’Dea, Principal, CEO
Joe Sansonetti, CFO

Guests: George Guida and Chris Trappy. Auditors from the CPA firm Prida, Guida, and Perez, P.A.

- II. **Motion** was made by Amy Pickford, after review and discussion by the Board, to approve the October 7, 2020 meeting minutes. **Motion** was seconded by Bryant Johnson and approved by the Board unanimously.
- III. Prida, Guida, and Perez, P.A. 2019-2020 Fiscal Year Audit Presentation
1. Chris Trappy, Auditor from the CPA firm Prida, Guida, and Perez, P.A. presented the audit results to the Board.
 2. The auditors issued a clean opinion.
- IV. Administration Updates:
1. Principal/CEO Report:
 - a. Dr. O’Dea presented the amended out of field letter. After discussion **Motion** was made by Amy Pickford to approve the amended Out of Field Letter. **Motion** was seconded by Joe Daum and approved by the board unanimously.

b. Dr. O'Dea discussed COVID challenges.

2. CFO Joe Sansonetti reported that the Finance committee voted to approve the 1st quarter Budget.

V. Secretary's Report:

Nothing to report at this time

VI. Disciplinary Committee Report:

Nothing to report at this time

VII. Treasurer's Report:

Marianne reported that the finance committee will make any adjustments needed within the budget as financial changes happen throughout the year.

VIII. School Board President Report: (Ryan Luzod)

Nothing to report at this time

IX. PPA Report:

1. The PPA is still running the Annual Fund Campaign and are working on fundraising ideas for the spring.

X. Faculty Report:

1. Dr. O'Dea reported that the staff still remains positive through these challenging times.

XI. Old Business:

No Old Business at this time

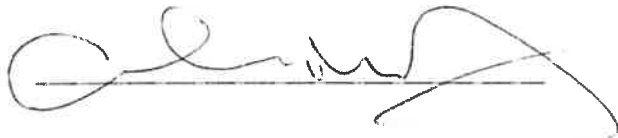
XII. New Business:

No New Business at this time

XIII. Public Comment on Agenda or Non-Agenda Items:

No Public Comments at this time

XIV. Ryan called for a motion to adjourn. **Motion** was made by Bryant Johnson to adjourn Meeting. **Motion** was seconded by Joe Daum. Board Meeting adjourned unanimously at 6:59pm.



Amelia "Amy" Pickford, Sec. 1/06/2021

Ryan Luzod, Pres. 1/06/2021

Tampa School Development Corporation
Board of Directors
Special Meeting Minutes
December 9, 2020

- I. Meeting called to order by President, Ryan Luzod, at 8:05am (Meeting held by Zoom teleconferencing due to COVID-19) quorum confirmed.


Members Present: Ryan Luzod, Pres. Members Absent: Amy Pickford, Sec
Dana Dowsett, VP
Marianne Touger, Treas.
Marina Choundas, Past Pres.
Celeste Greco
Bryant Johnson
Ashley Valdes
Dr. Joe Daum
Jennifer Pecora

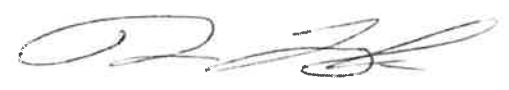
School Representatives Present: Dr. Madeline O’Dea, Principal, CEO
Jennifer Cisneros, Asst. Principal
Nicole Morgado, Dir. of Bus. & Communications

- II. Jennifer Cisneros presented the following information, which the Board reviewed and discussed:
- A. Off Cycle Meeting for the Board to discuss the Florida Department of Education’s Emergency Order No. 2020-EO-07 addressing the impact of COVID-19 on education
 - B. Open Discussion of Emergency Order and Trinity School for Children’s obligation to respond as a Florida charter school
 - C. Trinity’s Spring 2021 Education Plan and Assurances, which outlines the school’s plan for instruction, targeted outreach, innovative learning, professional development and additional intervention and supports, was presented to the Board and discussed
 - D. **Motion** was made by Dr. Joe Daum, after review and discussion by the Board, to approve the adoption and submission of Trinity’s Spring 2021 Education Plan and Assurances to the district. **Motion** was seconded by Marianne Touger and approved by the Board unanimously.

III. Adjourn

A. Meeting adjourn at 8:25am


Amy Pickford, Sec
1/6/2021


Ryan Lynch, Pres
1/6/2021

Tampa School Development Corporation
Board of Directors
Meeting Agenda
January 6, 2021

- I. Call Meeting to order via Zoom (due to pandemic)
- II. Approve November 4, 2020 and December 9, 2020 meeting minutes
- III. Administration Updates
 - A. Principal/CEO Report (Dr. O’Dea)
 - B. Vice Principal Report (J. Cisneros)
 - Out of Field Amendment - VOTE
 - C. CFO update in Treasurer’s Report (J. Sansonetti)
 - D. Communications (J. Sansonetti)
- IV. Secretary’s Report (A. Pickford)
- V. Disciplinary Committee Report (J.Shelton formerly Pecora/B. Johnson)
- VI. Treasurer’s Report (M. Touger and J. Sansonetti-CFO)
- VII. School Board President Report (R. Luzod)
 - A. Executive Committee Update
 - CEO and CFO Evaluations in process
 - Interviewing of potential board members
 - B. Recommendation of prospective board member – Terese Holmes - VOTE
- VIII. PPA Report
- IX. Faculty Report (Y. Gonzalez)
- X. Old Business/New Business
- XI. Public Comment On Agenda or Non Agenda Item
- XII. Adjourn Meeting

Tampa School Development Corporation
Board of Directors
Meeting Minutes

January 6, 2021

- I. Meeting called to order by President, Ryan Luzod, at 6:09pm (Meeting held by Zoom teleconferencing due to COVID-19) quorum confirmed.

Members Present: Ryan Luzod, Pres. Members Absent: Celeste Greco
Dana Dowsett, VP
Marianne Touger, Treas.
Amy Pickford, Sec.
Marina Choundas, Past Pres.
Bryant Johnson
Jennifer Shelton
Ashley Valdes
Dr. Joe Daum

School Representatives Present: Dr. Madeline O’Dea, Principal, CEO
Joe Sansonetti, CFO/IT Director
Jennifer Cisneros, Asst. Principal

Guests: None

- II. **Motion** was made by Bryant Johnson, after review and discussion by the Board, to approve the Nov 4, 2020 meeting minutes. **Motion** was seconded by Jennifer Shelton and approved by the Board unanimously.

- III. Administration Updates:

1. Principal/CEO Report:

- a. Dr. O’Dea presented the amended out of field letter. After discussion **Motion** was made by Dana Dowsett to approve the amended Out of Field Letter. **Motion** was seconded by Ashley Valdes and approved by the board unanimously.

2. CFO Joe Sansonetti gave the COVID update.

- IV. Secretary’s Report:

Nothing to report at this time

- V. Disciplinary Committee Report:
Nothing to report at this time
- VI. Treasurer's Report: Joe Sansonetti & Marianne Touger
1. Finances on track
 2. PPP loans fully forgiven
 3. Fully enrolled Infant Program
 4. Working on ongoing mechanisms of reporting financials in Redbook Accounting
- VII. School Board President Report: (Ryan Luzod)
1. Ryan discussed the Nominating Committees interview with new board recruit Terese Holmes. He and Marina on behalf of the Nominating Committee recommended her as a possible new member.
 2. After discussion a **Motion** was made by Amy Pickford to nominate Terese Holmes as a new Board Member to the Tampa School Development Corporation. **Motion** was seconded by Danna Dowsett and approved by the Board unanimously.
- VIII. PPA Report:
1. Nothing to report at this time.
- IX. Faculty Report:
1. Jennifer Cisneros reported that it was a smooth return for e-learners that transitioned back to on campus learning. The first day back was very emotional seeing students that have not been on campus since the last school year.
 2. Jennifer reported we have 3 new students that started school after the break.
- X. Old Business:
No Old Business at this time
- XI. New Business:
1. Ashley Valdes asked Administration for an update on the Athletic Program at Trinity
 2. Joe Sansonetti stated that try outs for Spring Sports are under way but at this point we might not have any teams to play because the COVID situation has stopped a lot of Athletic programs at other schools. Trinity is waiting on a report from our Athletic Director. As long as Trinity has teams to play and we can compete safely we will move forward with Athletics.

3. Board asked for an update on the Schools order of Chrome books. Joe reported that the 350 ordered in May never came but he was able to get 150 from another source and they are on campus.

XII. Public Comment on Agenda or Non-Agenda Items:
No Public Comments at this time

XIII. Ryan called for a motion to adjourn. **Motion** was made by Amy Pickford to adjourn Meeting. **Motion** was seconded by Joe Daum. Board Meeting adjourned unanimously at 6:59pm.



Amelia "Amy" Pickford, Sec. 1/06/2021



Ryan Luzod, Pres. 1/06/2021

**Tampa School Development Corporation
Board of Directors
Meeting Agenda
February 3, 2021**

- I. Call Meeting to order via Zoom (due to pandemic)
- II. Approve January 6, 2021 meeting minutes
- III. Administration Updates
 - A. Principal/CEO Report (Dr. O’Dea)
 - B. Vice Principal Report (J. Cisneros)
 - C. Communications (N. Morgado)
- IV. Secretary’s Report (A. Pickford)
- V. Disciplinary Committee Report (J. Shelton / B. Johnson)
- VI. Treasurer’s Report (M. Touger and J. Sansonetti-CFO)
- VII. School Board President Report (R. Luzod)
 - A. Executive Committee Update
 - CEO and CFO Evaluations in process
 - B. Recommendation of prospective board member – Katie Tinsley - VOTE
- VIII. PPA Report
- IX. Faculty Report (Y. Gonzalez)
- X. Old Business/New Business
- XI. Public Comment On Agenda or Non Agenda Item
- XII. Adjourn Meeting

Tampa School Development Corporation
Board of Directors
Meeting Minutes
February 3, 2021

- I. Meeting Called to order by President, Ryan Luzod, at 6:07pm (Meeting held by Zoom teleconferencing due to COVID-19) quorum confirmed.

Members Present: Ryan Luzod, Pres.
Marianne Touger, Treas.
Amy Pickford, Sec.
Marina Choundas, Past Pres.
Bryant Johnson
Jennifer Shelton
Ashley Valdes
Dr. Joe Daum
Therese Holmes

Members Absent: Celeste Greco
Dana Dowsett, VP

School Representatives Present: Dr. Madeline O'Dea, Principal, CEO
Joe Sansonetti, CFO/IT Director
Jennifer Cisneros, Asst. Principal
Nicole Morgado, Dir. of Bus. & Communications
Yvette Gonzalez, Parent Liaison

Guests: None


- II. Approve December 2020 and January 2021 Meeting Minutes:
- A. A Motion was made by Amy Pickford to approve the December 9, 2020 Special Meeting Minutes. Motion was seconded by Jennifer Shelton and approved by the Board unanimously.
- B. A Motion was made by Dr. Joe Daum to approve the January 6, 2021 Meeting Minutes. Motion was seconded by Amy Pickford and approved by the Board unanimously.
- III. Administration Updates:
- A. Principal/CEO Report: Dr. O'Dea reported COVID numbers seem to be going down. She hopes that this will continue and that the Super Bowl doesn't cause a spike in the numbers.
- B. CFO Joe Sansonetti reported that Trinity is ready for Budget Season. Faculty is preparing for testing season and end of year events like graduation, awards etc... He also reported that Baseball and Softball are holding try-outs.

- C. Assistant Principal Report: Jennifer Cisneros attended the District Principal's meeting via zoom and reported that there are a lot of changes coming in the Charter School Office and she will keep us updated as she gets information.
 - D. Communications: Nicole Morgado reported that we still have approx. 10 E-learners in each grade level. Team leads are reporting that staff/faculty are doing well.
- IV. Secretary's Report: Amy Pickford reported that new Board Member Therese Holmes is being on boarded and set up for her governance Training. Nothing else to report at this time.
- V. Disciplinary Committee Report: Jennifer Shelton and Bryant Johnson have nothing to report at this time.
- VI. Treasurer's Report: (Marianne Touger and Joe Sansonetti-CFO)
- A. Marianne reported that the second quarter budget was reviewed and approved. She stated that the school's finances are doing well and the Fund balance is healthy.
 - B. Joe reported that the PPP Loan has official been forgiven.
- VII. School Board President Report (R. Lutzok)
- A. Ryan reported that the Nominating Committee interviewed new Board Candidate Katie Tinley. Members of the Nominating committee (Marina, Marianne, Amy, and Ryan) discussed the interview and gave inside on what they liked about Katie and what they felt she could offer as a member of the Board. Ryan spoke for the committee and recommended she be nominated as a new board member. Motion was made by Jennifer Shelton to nominate Katie Tinley as a new member of the Board of Directors for the Tampa School Development Cooperation. Motion was seconded by Dr. Joe Daum and approved by the Board unanimously.
 - B. Ryan reported to the Board that the Executive Committee has started the process of the CEO and CFO Evaluations. He will report the progress at the next board meeting.
- VIII. PPA Report – Nicole Morgado reported that the only fundraisers going at this time are the Annual Giving and Community events. The PPA will be meeting with faculty for possible read-a-thon. More to follow at next meeting.
- IX. Faculty Report:
- A. Yvette Gonzalez reported that the Diversity Committee has been working with the Early Childhood Program and are filming a Program. The goal is to have it ready for release by Valentine's Day. All of the students are involved and everyone is very excited.

- B. Plans are in progress for the first EC Graduation. It will be held on the back turf and staff is having a great time working on it.
- C. Jennifer Cisncros reported to the Board that USF has partnered with Trinity on a Positive Behaviors Support Project. 2 Professors from USF will be coming to school on March 15th for an all day workshop with all Teachers and Staff.
- X. No Old Business or New Business at this time
- XI. No Public Comment On Agenda or Non Agenda Item at this time
- XII. Ryan Luzod concluded the meeting and called for a motion to adjourn. **Motion** was made by Amy Pickford to adjourn the meeting at 6:59 pm. **Motion** was seconded by Jennifer Shelton and approved by the Board unanimously.


Amy Pickford, Board Secretary

3/3/2021


Ryan Luzod, Board Pres.

3/3/2021

**Tampa School Development Corporation
Board of Directors
Meeting Agenda
March 3, 2021**

- I. Call Meeting to order via Zoom (due to pandemic)
- II. Introduction of new board member
- III. Approve Feb. 3, 2021 meeting minutes
- IV. Administration Updates
 - A. Principal/CEO Report (Dr. O’Dea)
 - B. Vice Principal Report (J. Cisneros)
 - C. CFO update in Treasurer’s Report (J. Sansonetti)
 - D. Communications (J. Sansonetti)
- V. Secretary’s Report (A. Pickford)
- VI. Disciplinary Committee Report (J.Shelton formerly Pecora/B. Johnson)
- VII. Treasurer’s Report (M. Touger and J. Sansonetti-CFO)
- VIII. School Board President Report (R. Luzod)
 - A. Executive Committee Update
 - CEO and CFO Evaluations in process
- IX. PPA Report
- X. Faculty Report (Y. Gonzalez)
- XI. Old Business/New Business
- XII. Public Comment On Agenda or Non Agenda Item
- XIII. Adjourn Meeting

**Tampa School Development Corporation
Board of Directors
Meeting Minutes**

March 3, 2021

- I. **Meeting Called to order by President, Ryan Luzod, at 6:12pm (Meeting held by Zoom teleconferencing due to COVID-19) quorum confirmed.**

Members Present: Ryan Luzod, Pres.
Dana Dowsett, VP
Amy Pickford, Sec.
Celeste Greco
Bryant Johnson
Jennifer Shelton
Ashley Valdes
Dr. Joe Daum
Therese Holmes
Katie Tinley

Members Absent: Marianne Touger, Tres.
Marina Choundas

School Representatives Present: Dr. Madeline O'Dea, Principal, CEO
Jennifer Cisneros, Asst. Principal
Nicole Morgado, Dir. of Bus. & Communications
Yvette Gonzalez, Parent Liaison

Guests: None


- II. **Introduction of new board member**
President Ryan Luzod introduced new board member Katie Tinsley. She was welcomed by all board members.
- III. **Approve February 2021 Meeting Minutes:**
A **Motion** was made by Bryant Johnson to approve the February 2021 Meeting Minutes. **Motion** was seconded by Therese Holmes and approved by the Board unanimously.
- IV. **Administration Updates:** Dr. O'Dea and Jennifer Cisneros
- A. **Principal/CEO and CFO Report:** Dr. O'Dea reported that they are still dealing with the ups and downs with COVID cases. Budget talks have begun with team leads for next year. We are also waiting for feedback for what next year will look like from a COVID stand point. Hopefully we will have a normal year.
-

- B. Vice Principal's Report: Jennifer Cisneros reported that she is waiting for the state to get testing dates so they can firm up the testing Schedule. Everyone has to take the test in person so our E-learners will have to be scheduled to come in for testing. There will be computer based testing as well as paper based testing.
 - C. Communications: Nicole Morgado reported that work has begun on the school calendar for next year. She attended the Charter School Principals Meeting and reported that the Charter Office is downsizing and we are losing support so charter schools are having to support each other. The next Principals meeting is April 7th will have more info at a later time.
 - D. Our 50 and older teachers have already been vaccinated and all teachers and staff will continue as age limits are lowered.
- V. Secretary's Report:
Amy Pickford reported that both new Board Members Therese Holmes and Katie Tinsley have been set up in the system to complete their required Governance Training. She has sent emails to both with log in info. Nothing else to report at this time.
- VI. Disciplinary Committee Report:
Jennifer Shelton and Bryant Johnson have nothing to report at this time.
- VII. Treasurer's Report:
- A. Budget work has started for next year.
 - B. Future projects are a moving target at this point. At this time there are needs for another set of bathrooms for the 1 ½ year olds, and the second floor of Greco Hall needs repainting.
- VIII. School Board President Report (R. Luzod)
Ryan reported that the Executive Board is in the process of getting Evaluations set up and completed. More to come at the next meeting
- IX. PPA Report:
It has been a tough year for the PPA with COVID limiting them to what they can do. They have held some Spirit nights at local Restaurants. They are trying to set up a drive through used uniform sale in April. The Annual Fund is up to \$70,000 of our \$80,000 goal.
- X. Faculty Report:
Yvette Gonzalez reported that the Faculty is going strong, kids are thriving, and everyone is looking forward to Spring Break. EC staff has a training coming up that they are looking forward to. The Diversity Presentation has been completed and should be coming out soon. Teachers and children will get to view it first then it will be sent out virtually for the rest of the community to view.

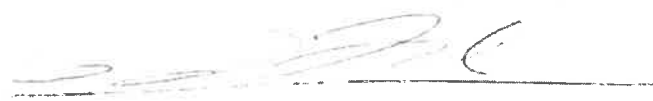
XI. No Old Business or New Business at this time

XII. No Public Comment On Agenda or Non Agenda Item at this time

XIII. Ryan Luzod concluded the meeting and called for a motion to adjourn. Motion was made by Amy Pickford to adjourn the meeting at 7:03 pm. Motion was seconded by Jennifer Shelton and approved by the Board unanimously.



Amy Pickford, Board Sec. April 7th, 2021



Ryan Luzod, Lead President April 7th 2021

Tampa School Development Corporation
Board of Directors
Meeting Agenda
April 7, 2021

- I. Call Meeting to order via Zoom (due to pandemic)
- II. Approve March 3, 2021 meeting minutes
- III. Administration Updates
 - A. Principal/CEO Report (Dr. O'Dea)
 - Announcement
 - Covid-19 update
 - B. Vice Principal Report (J. Cisneros)
 - C. CFO update in Treasurer's Report (J. Sansonetti)
 - D. Communications (Nicole M.)
- IV. Secretary's Report (A. Pickford)
- V. Disciplinary Committee Report (J.Shelton /B. Johnson)
- VI. Treasurer's Report (M. Touger)
- VII. School Board President Report (R. Luzod)
 - A. Executive Committee Update
 - CEO and CFO Evaluations in process
- VIII. PPA Report
- IX. Faculty Report (Y. Gonzalez)
- X. Old Business/New Business
- XI. Public Comment On Agenda or Non Agenda Item
- XII. Adjourn Meeting

Tampa School Development Corporation
Board of Directors
Meeting Minutes

April 7, 2021

- I. Meeting Called to order by President. Ryan Luzod, at 6:08pm in the Media Center at Trinity School for Children 2402 W. Osborne Ave. Tampa, FL. (quorum confirmed)

Members Present: Ryan Luzod, Pres. Members Absent: Jennifer Shelton
Dana Dowsett, VP
Marianne Touger, Treas.
Amy Pickford, Sec.
Marina Choundas, Past Pres.
Celeste Greco
Bryant Johnson
Ashley Valdes
Dr. Joe Daum
Therese Holmes
Katie Tinley

School Representatives Present: Dr. Madeline O’Dea, Principal, CEO
Joe Sansonetti, CFO
Jennifer Cisneros, Asst. Principal
Nicole Morgado, Dir. of Bus. & Communications
Sonia Spoto, Asst. Principal
John Spoto, Teacher
Yvette Gonzalez, Parent Liaison

Guests: None

- II. Approve March 3, 2021 Meeting Minutes:

A **Motion** was made by Dr. Joe Daum to approve the March 3, 2021 Meeting Minutes. **Motion** was seconded by Bryant Johnson and approved by the Board unanimously.

- III. Administration Updates:

A. Principal/CEO Report: Dr. O’Dea Spoke to the Board about the school’s succession plan and the focus on forging Trinity School for Children’s future. The Plan is to be put into place fully by start of the next school year. Dr. O’Dea will become President Emeritus, focusing on the growth of our programs, Joe Sansonetti will become CEO focusing on respecting our past and growing into our

future, and Jennifer Cisneros will become the new Principal. Each of them talked about their new roles. This plan has been in the works for a few years now and is finally coming into fruition. The Board is excited about this announcement and a **Motion** was made by Dr. Joe Daum to endorse this plan for development and strategy. Amy Pickford seconded this **Motion** and it was approved by the Board unanimously. This announcement will be made at the next staff meeting and a presentation is in the works for the general public.

- B. Vice Principal's Report: Jennifer Cisneros gave a COVID update in regards to the opening of the next school year. She is not sure how it will work yet but we will know by May. She discussed the great leadership and support she has had from everyone in the Trinity community and how happy she is to be working here. She discussed how Trinity has the perfect scenario by getting and keeping good teachers to lead the way.
- C. CFO Update: Joe Sansonetti informed the Board that we are in good financial standing. He is excited about the new roles and is looking forward to next year.

IV. Secretary's Report:

Amy reported that new board member Katie Tinley's Governance training and fingerprinting have been completed. She also reported that new board member Therese Holmes is in the process of taking the Governance training and we should have her certificate by our next meeting. Her fingerprinting is complete.

V. Disciplinary Committee Report:

Bryant Johnson informed the Board that there is nothing to report at this time.

VI. Treasurer's Report: (Marianne Touger)

- A. Next year's proposed Budget is almost complete
- B. 3rd Quarter Budget Adjustments will be finalized at the April Finance Committee Meeting next week and then submitted to the district.

VII. School Board President Report (R. Luzod)

Ryan reported that the Executive Board is still in the process of getting evaluations set up and completed. Executive Board members will be contacted in the coming weeks to schedule a time to complete.

VIII. PPA Report:

Nicole Morgado gave the PPA report. Trinity will not be having a Gala this year but will roll out an on-line auction for traditional Trinity items as we do every year. They will also do one more round of Annual Fund giving before ending the school year. The PPA is looking into where we are going with fundraising for next school year. They will get a better idea of what that will look like once we see COVID updates through the end of this school year.

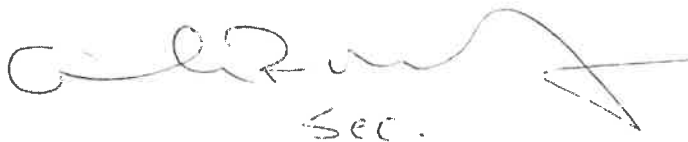
IX. Faculty Report:

- A. Yvette Gonzalez reported that Trinity will be having their first EC graduation. It will be held Sat. May 29th at 8:30am on the back turf. They will be in cap and gown and the ceremony will be planned and run by Trinity students. It will be under an hour in length.
- B. Jennifer Cisneros stated that this summer's focus is for all staff to take time to recharge and focus on their individual mental health so we can be fresh for next year's goals of Students/Family/Community.

X. No Old Business or New Business at this time

XI. No Public Comment On Agenda or Non Agenda Item at this time

XII. Ryan Luzod concluded the meeting and called for a motion to adjourn. **Motion** was made by Amy Pickford to adjourn the meeting at 7:10 pm. **Motion** was seconded by Bryant Johnson and approved by the Board unanimously.



Sec.

RLuzod

Ryan Luzod
Trinity Board President

Tampa School Development Corporation
Board of Directors
Meeting Agenda
May 5, 2021

- I. Call Meeting to order via Zoom (due to pandemic)
- II. Approve April 7, 2021 meeting minutes
- III. Administration Updates
 - A. Principal/CEO Report (Dr. O’Dea)
 - B. Vice Principal Report (J. Cisneros)
 - C. CFO update in Treasurer’s Report (J. Sansonetti)
 - D. Communications (Nicole M.)
- IV. Secretary’s Report (A. Pickford)
- V. Disciplinary Committee Report (J.Shelton /B. Johnson)
- VI. Treasurer’s Report (M. Touger)
- VII. School Board President Report (R. Luzod)
 - A. Executive Committee Update
 - CFO Evaluation completed
 - CEO Evaluation in process
 - Board Doc Share
- VIII. PPA Report
- IX. Faculty Report (Y. Gonzalez)
- X. Old Business/New Business
- XI. Public Comment On Agenda or Non Agenda Item
- XII. Adjourn Meeting

Tampa School Development Corporation
Board of Directors
Meeting Minutes

May 5, 2021

- I. Meeting Called to order by President, Ryan Luzod, at 6:04pm via Zoom (due to pandemic) quorum confirmed.

Members Present: Ryan Luzod, Pres.
Dana Dowsett, VP
Amy Pickford, Sec.
Marina Choundas
Celeste Greco
Bryant Johnson
Jennifer Shelton
Dr. Joe Daum
Katie Tinley
Therese Holmes

Members Absent: Marianne Touger, Tres.
Ashley Valdes

School Representatives Present: Dr. Madeline O’Dea, Principal, CEO
Joe Sansonetti, CFO
Jennifer Cisneros, Asst. Principal
Nicole Morgado, Dir. of Bus. & Communications
Yvette Gonzalez, Parent Liaison

Guests: None

- II. Approve April, 2021 Meeting Minutes:

A **Motion** was made by Jennifer Shelton to approve the April 7, 2021 Meeting Minutes. **Motion** was seconded by Therese Holmes and approved by the Board unanimously.

- III. Administration Updates:

A. Principal/CEO Report: Dr. O’Dea Reported;

1. A new Early Childhood Director has been hired and will start June 21st. Her name is Dr. Natalie Todt. She was one of 6 candidates that went through a 3 stage interview process. She received her Bachelor’s degree at USF, and her Master’s and Doctorate at Florida Southern. Dr. Todt has plenty of experience running an early childhood program and Trinity is excited to have her as an addition to our staff.
2. There has been another surge of COVID within the student body but everything is being handled according to protocol.

- B. Vice Principal's Report: Jennifer Cisneros Reported;
 - 1. Teacher Appreciation Week is going well and the PPA has done an awesome job of honoring our Teachers.
 - 2. Testing season is upon us and is going smoothly. E-learners have scheduled times to be dropped off for testing to be completed.
 - 3. End of year activities such as graduation etc. have begun their planning meetings.

- C. CFO Update: Joe Sansonetti Reported;
 - 1. The Finance Committee passed the 3rd quarter budget amendments and are anticipating a clean audit at the end of the school year.
 - 2. The Finance Committee has approved the 2021-2022 Budget. Trinity is in a healthy financial position for the start of the 2021-2022 school year. Everyone is looking forward to a close to normal start to the 2021-2022 school year and are hoping to get back to normal especially being able to attend field studies which are such an important part of Trinity's curriculum.

- D. Communication Update: Nicole Morgado Reported;
 - 1. The PPA held an online auction for the specialty items we usually auction off at the Gala every year. It was a great success bringing in just over \$12,000.00
 - 2. Trinity has been working with Spot On Digital Media to create a brochure which will be sent out to all Trinity families explaining the staff roll changes for the 2021-2022 school year.
 - 3. The PPA will not be calculating parent hours for this current school year due to the pandemic.
 - 4. Ms. Heather will not be holding the annual musical this year on Mother's Day weekend and instead will be holding a digital talent show.
 - 5. The PPA are excited to have a couple of new members for the 2021-2022 school year. They have been busy with Teacher Appreciation week and have also held a used uniform sale. They are all excited to hopefully be getting back to a more normal school year starting in August.

IV. Secretary's Report:


Amy reported that new board members Katie Tinley and Therese Holmes have completed Governance Training and finger printing. She also reported that new Board Binders have been completed for both with all pertinent information needed and that they are at the school in their mailboxes waiting for pick up.

V. Disciplinary Committee Report:

Bryant Johnson and Jennifer Shelton reported to the Board that there is nothing to report at this time.

VI. Treasurer's Report: covered in CFO report and in Communication Update.

- VII. School Board President Report (R. Luzod)
1. Ryan reported that the Executive Board has concluded the CFO Evaluation and is still in the process of completing the CEO Evaluation. It will be complete by next meeting.
 2. Ryan also reported that Board Doc Share is in the process of being set up on the Trinity Website more to come on this at our next meeting.
- VIII. PPA Report: covered in the communication update earlier.
- IX. Faculty Report: Covered by Jennifer Cisneros in the VP report
- X. No Old Business or New Business at this time
- XI. No Public Comment On Agenda or Non Agenda Item at this time
- XII. Ryan Luzod concluded the meeting and called for a motion to adjourn. **Motion** was made by Amy Pickford to adjourn the meeting at 7:00 pm. **Motion** was seconded by Celeste Greco and approved by the Board unanimously.


Amelia "Amy" Pickford, Sec


Ryan Luzod, Pres

Tampa School Development Corporation
Board of Directors
Meeting Agenda
June 23, 2021

- I. Call Meeting to order combination of in-person and Zoom (due to pandemic)
- II. Approve May 5, 2021 meeting minutes
- III. Administration Updates
 - A. Principal/CEO Report (Dr. O’Dea)
 - B. Vice Principal Report (J. Cisneros)
 - C. CFO update in Treasurer’s Report (J. Sansonetti)
 - D. Communications (Nicole M.)
 - E. Board G-Suite & email rollout (Josh T.)
- IV. Secretary’s Report (A. Pickford)
- V. Disciplinary Committee Report (J.Shelton /B. Johnson)
- VI. Treasurer’s Report (M. Touger)
- VII. School Board President Report (R. Luzod)
 - A. Executive Committee Update
 - CEO Evaluation completed
 - Thank you Marina, Marianne, Jen, & Bryant!
 - Commence board recruitment efforts
- VIII. PPA Report
- IX. Faculty Report
- X. Old Business/New Business
- XI. Public Comment On Agenda or Non Agenda Item
- XII. Adjourn Meeting

Tampa School Development Corporation
Board of Directors
Meeting Minutes

June 23, 2021

- I. Meeting Called to order by President, Ryan Luzod, at 6:15pm in the Upper School Conference room Trinity School for Children.

Members Present: Ryan Luzod, Pres. Members Absent:
Dana Dowsett, VP
Therese Holmes, Tres.
Amy Pickford, Sec.
Celeste Greco
Ashley Valdes
Dr. Joe Daum
Katie Tinley

School Representatives Present: Dr. Madeline O'Dea, President Emmeritus
Joe Sansonetti, CEO
Jennifer Cisneros, Principal
Nicole Morgado, Dir. of Bus. & Communications
Yvette Gonzalez, Parent Liaison

Guests: None

- II. Approve May 5, 2021 Meeting Minutes:
A **Motion** was made by Dana Dowsett to approve the May 5, 2021 Meeting Minutes. **Motion** was seconded by Jennifer Shelton and approved by the Board unanimously.
- III. Administration Updates:
- A. Principal/CEO Report: Dr. O'Dea Reported;
1. New Early Childhood Director Dr. Natalie Todet started June 21st and has been a wonderful addition to our staff. She is at the top of her craft, has a lot of energy, understands our work, and has a lot to bring to the table.
 2. We will have a normal start to the school year and masks will be optional.
- B. Vice Principal's Report: Jennifer Cisneros Reported;
1. Pre-K graduation went very well.
 2. Report cards were mailed out

3. First round of testing scores are in and 3rd grade reading did well.
4. All teachers returned except for one which relocated out of state.

C. CFO Update: Joe Sansonetti Reported;

1. The Finance Committee met last Thursday and after an in depth meeting the 2021-2022 Budget was voted in. This new Budget builds structure for the next 3 Budgets and future projects.
2. There are several projects going on over the summer break. The Spoto Hall Project (PE bunker, back entry, and turf) and the Early Childhood Building (adding a bathroom) which should be completed before start of new school year.

D. Communication Update: Nicole Morgado Reported;

1. The website is getting an upgrade.
2. Excited about the development of Customer Relationship Management (CRM) tool which will be integrated into our website.

E. IT Support Update: Josh Tegeler Reported;

1. Board members watch their email for Board G-Suite rollout. There will be a training through Google Drive.

IV. Secretary's Report:

Amy reported that she will work with Nicole Morgado to create the 2021-2022 Board Meeting Schedule for the upcoming school year and will email it out to everyone. There was a quick discussion on our first meeting and it was decided that it would be held on Wed. Aug. 11, 2021 at 6pm via Zoom. Ryan Luzod will email everyone the Zoom link in August.

V. Disciplinary Committee Report:

Bryant Johnson and Jennifer Shelton reported to the Board that there is nothing to report at this time.

VI. Treasurer's Report: Marianne Touger

Marianne discussed the 2021-2022 Budget being approved by the Finance Committee and called for the Board to pass it as well. A **Motion** was made by Amy Pickford to approve the 2021-2022 School Year Budget. The **Motion** was seconded by Marina Choundas and approved by the Board unanimously.

VII. School Board President Report (R. Luzod)

1. Ryan reported that the Executive Board has concluded the CFO and CEO Evaluations
2. On behalf of the entire Board and the school Ryan thanked current Treasurer Marianne Touger, Past President Marina Choundas, Disciplinary Chairs Bryant Johnson, and Jennifer Shelton for their years of service to the school. This will be their last meeting because they roll off the board after this meeting. We all thanked them for their service.

3. We have 2 new board members that were recently voted in but will still be going through the recruitment process to find a few more good candidates to replace the awesome ones we have lost.
4. The Board held their nominations for Officer Positions for the 2021-2022 school year;
 - a. Marianne Touger made a **Motion** to keep Ryan Luzod in the role of President. The **Motion** was seconded by Marina Chondas and approved by the Board unanimously.
 - b. Marianne Touger made a **Motion** to keep Dana Dowsett in the role of Vice President. The **Motion** was seconded by Marina Chondas and approved by the Board unanimously.
 - c. Ryan Luzod made a **Motion** to keep Amy Pickford in the role of Secretary. The **Motion** was seconded by Dana Dowsett and approved by the Board unanimously.
 - d. Dana Dowsett made a **Motion** to appoint Therese Holmes as the new Treasurer. The **Motion** was seconded by Amy Pickford and approved by the Board unanimously.

VIII. PPA Report:

1. 2021-2022 CEO Joe Sansonetti and Principal Jennifer Cisneros met with PPA President Cassandra Mitchell to discuss the 2021-2022 school year. The PPA is looking forward to a more normal school year and being able to fundraise and congregate as a community again.
2. The PPA has transferred most of the fundraising money into the Schools account and will transfer the balance by the end of the school year.

IX. Faculty Report:

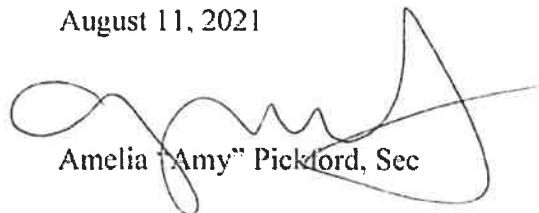
1. Staff is looking forward to a much needed Summer Break and are looking forward to a more normal school year starting in August.

X. No Old Business or New Business at this time

XI. No Public Comment On Agenda or Non Agenda Item at this time

XII. Ryan Luzod concluded the meeting and called for a motion to adjourn. **Motion** was made by Amy Pickford to adjourn the meeting at 7:22 pm. **Motion** was seconded by Marina Choundas and approved by the Board unanimously.

August 11, 2021



Amelia "Amy" Pickford, Sec



Ryan Luzod, Pres