

**Tampa School Development Corporation**  
**Board of Directors**  
**Meeting Agenda**  
**July 31, 2019**

- I. Call Meeting to order
- II. Approve June 25, 2019 Board meeting minutes
- III. Principal/CEO Report: (Dr. O'Dea)
  - 1. Construction Update
  - 2. Finance Update
  - 3. Business & Communications Update
  - 4. EDU Update
  - 5. Approve FTE Out of Field Letter
  - 6. FSSAT/CMP Safety Update
  - 7. Parent Hour Probation Notice
- 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 (M. Choundas)
- 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 31, 2019

*Amy -  
I signed  
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[Signature]*

- I. Meeting called to order by President, Marina Choundas, 6:06pm at 2402 W. Osborne Ave, Tampa, FL

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

School Representatives Present: Dr. Madeline O'Dea, Principal, CEO  
Jennifer Cisneros, Ass. Prin.  
Nicole Morgado, Director of Business & Communications  
Yvette Gonzalez, Parent Representative

- II. Motion was made by Bryant Johnson to approve the June 25, 2019 meeting minutes. Motion was seconded by Marianne Touger and approved by the Board unanimously.

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

1. Upper School Construction is behind due to permitting issues and we will be opening without the office or main entrance being completed; classrooms are ready, and we will use the east entrance (basketball courts) until construction is complete in October. Any visitors will have to sign in at the office on the lower school campus.
2. Dr. O'Dea reported that CFO Joe Sansonetti believes the school is starting the year with a healthy budget with strong financial projections.
3. Trinity is an A rated school again for numerous years in a row, having increased our score from last year by 5 points. Trinity also met overall goals of making gains in our Math scores and in the scores for our bottom Core group of students. Next year's goal will be to increase Science scores.
4. FTE Out of Field Letter was presented and reviewed. Amy Pickford made a motion to approve the FTE Out Of Field Letter. Motion was seconded by Bryant Johnson and approved by the Board unanimously.
5. Nicole Morgado reported that the FSSAT/CMP Safety Update was completed and submitted by the school's safety committee. The questionnaire has become a lot more extensive going from 250 questions to 400 questions since the school shootings. The process is very detailed and requires photos, floor plans and lots of information that will be needed by first responders in case of an emergency.
6. New legislation requirements have come out to put into place a system to report school crime, threats, etc. anonymously. This information will be put on Trinity's website and parent handbook so that the school will be in compliance with this new requirement.
7. Parent hour notices went out to families who fell short of the required parent volunteer hours for the 2018-2019 school year.

IV. Secretary's Report: (Amy Pickford)

Amy Pickford reported that each Board member must complete a new Conflict of Interest form and Board Pledge for the new school year. Marina Choundas passed out the forms to all Board Members and asked for them to be completed and turned in for placement in the board binder.

V. Disciplinary Committee Report:

Nothing to report at this time.

VI. Treasurer's Report: (Marianne Touger)

1. Marianne Touger reported that fund balance is in good shape and Budget is healthy

VII. School Board President Report: (Marina Choundas)

1. Marina reported to the board that she sent everyone a link to sign up to help the PPA at Meet and Greet and for car line drop off and pick up on the first and second day of school. She requested the Board's full participation on those days to have a strong presence on campus those first days of back to school.
2. Marina reported that the SSO designation form was sent to the District as required.

VIII. PPA Report:

1. Nicole Morgado gave the PPA report. She stated that new officers have been appointed and Cassandra Mitchell is the new president for the upcoming school year.
2. The PPA is ready for the upcoming Meet and Greet and have come up with new gifts for those families that contribute to the Annual Giving Fund.
3. Other PPA Fundraisers for the year will be the Magazine Drive, Read-a-thon, the Fun Run/Walk Community Event, Yankee Candle, Wish Farms, Box Tops, Mabel's Labels, used uniforms, Santa's Workshop, and of course the Gala.
4. The Gala has been moved earlier in the year to Feb. 29<sup>th</sup>. It will be held at the JCC again this year and will have a 70's disco theme.

IX. Faculty Report:

Everything is going well getting ready for the start of school. There have been 11 new hires for the school, and they are all excited to start the new school year with Trinity.

X. Old Business//New Business:

No Old or New Business at this time

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

No Public Comment at this time

XII. Motion was made by Marina Choundas to adjourn Meeting. Motion was seconded by Joe George  
Board Meeting adjourned unanimously at 7:29pm



Amelia "Amy" Pickford, Sec. 8/21/2019



Marina Choundas, Pres. 8/21/2019



July 26, 2019

Dear Parents/Guardians:

All educators in Florida are monitored to ensure they meet certification and training requirements as mandated by law. Per Florida Statute 1012.42, when a teacher is assigned teaching duties out of the field in which the teacher is certified, the parents of all students in the class shall be notified in writing.

Hillsborough County Public Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. The district is assisting our teachers by developing an *Individual Professional Development Plan* to complete the requirements needed to become in-field.

All of our teachers are certified to teach, although some of them are currently out-of-field and are working on additional areas of certification. You have the right to know the professional qualifications of the teachers or paraprofessionals who instruct your child. Federal law allows you to ask for certain information about your child's teachers and requires us to give you this information in a timely manner if you ask for it. If you would like more information, please contact the school at 813-874-2402.

The table below lists teachers who are currently out-of-field.

Sincerely,

Dr. Madeline O'Dea

Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes
Beal, Lindsey	7 <sup>th</sup> Gr. Teacher	August 12, 2019	Social Science 6-12, English 5-9	ESOL Endorsement
Cona, Dionne	1 <sup>st</sup> Gr. Teacher	August 12, 2019	Elementary K-6	ESOL Endorsement
Givens, Kristian	6 <sup>th</sup> Gr. Teacher	August 12, 2019	Social Science 6-12	English 5-9, ESOL Endorsement
Hess, Ryan	4 <sup>th</sup> Gr. Teacher	August 12, 2019	Elementary K-6	ESOL Endorsement
MacDonald, Amanda	Gifted	August 12, 2019	Elementary K-6, ESOL	Gifted Endorsement
McLoughlin, John	7 <sup>th</sup> Gr. Teacher	August 12, 2019	Social Science 6-12, English 6-12	ESOL Endorsement
Ottman, Bailey	ESE, K-4	August 12, 2019	ESE, K-12	Elementary Education, K-6
Reisman, Kristen	4 <sup>th</sup> Gr. Teacher	August 12, 2019	Prekindergarten/Primary Age 3 Grade 3, ESOL	Elementary Education, K-6
Tatum, Jordan	8 <sup>th</sup> Gr. Teacher	August 12, 2019	Social Science 5-9 English 5-9	ESOL Endorsement

Education

Community

Family

**Tampa School Development Corporation**  
**Board of Directors**  
**Meeting Agenda**  
**August 21, 2019**

- I. Call Meeting to order
- II. Approve May 8, 2019 meeting minutes
- III. Principal/CEO Report: (Dr. O'Dea)
  - 1. School Opening
  - 2. Construction Update
  - 3. High School Night
  - 4. Audit
- 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 (M. Choundas)
- 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 21, 2019

- I. Meeting called to order by President, Marina Choundas, 6:04pm at 2402 W. Osborne Ave, Tampa, FL

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

School Representatives Present: Dr. Madeline O'Dea, Principal, CEO  
Joe Sansonetti, CFO  
Yvette Gonzalez, Parent Representative

- II. Motion was made by Joe Daum to approve the July 31, 2019 meeting minutes. Motion was seconded by Celeste Greco and approved by the Board unanimously.

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

1. School Opening went great, with only a few minor issues at pickup and drop off which Officer Vega is working on.
2. The construction at the Upper School to complete the main office area and the main entrance at Spoto Hall is ongoing. Installation of certain features took longer than anticipated. The permitting process is now moving along well and the completion date is still targeted for the middle of September. Students are not impacted and they are navigating smoothly to their Upper School classrooms.
3. The water fountain in the main breezeway broke and flooded, destroying the library carpet. It is being replaced.
4. Landscapers will be connecting the sprinkler system to the well, and landscaping should be completed to coincide with the opening of the Spoto Hall main entrance/offices in September.
5. High School night will be held in October in the Spoto Hall Building. The main entrance and offices are expected to be up and running by that time.
6. The finance department is coordinating with the auditors for the audit prep.
7. The school has created a "Permanent Walker" form that parents must sign if a student is not being picked up on our campus and walking out to a parked car or walking to their home. This enables the school to know who is leaving our campus on foot. The school has received over 90 completed "Permanent Walker" forms.

- IV. Secretary's Report: (Amy Pickford)

Amy Pickford collected the Board Pledges and Conflict of Interest forms from the remainder of the Board Members.

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

VI. Treasurer's Report:  
1. Fund Balance is up from last year and the budget is on track.

VII. School Board President Report: (Marina Choundas)  
1. Marina thanked the Board for their turn out and participation at Meet and Greet and in the pick-up and drop off lines during the first week of school. We had 100% participation from our Board.  
2. Marina updated the Board on the SSO designation documents relating to the school safety officer.

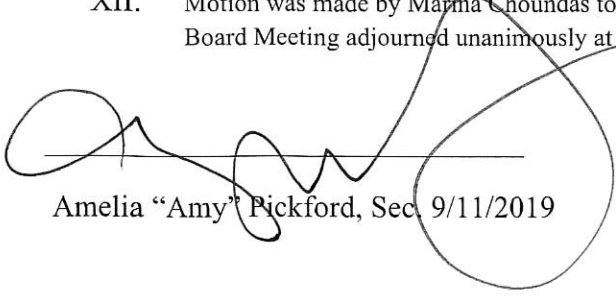
VIII. PPA Report:  
1. PPA School Supply fundraiser results were better than last year  
2. Used Uniform Fundraiser was very successful again this year.  
3. As of August 14<sup>th</sup> the Annual Giving Fund has netted \$45,000.00  
4. Kickoff for the Magazine Drive will be August 23, with forms going out with the students on Aug 16<sup>th</sup>.  
5. On Aug. 28<sup>th</sup> the Read-a-thon Fundraiser is being presented to the PPA Board they will update us on that outcome at our next meeting.  
6. The Community Fun Run committee is working on their upcoming event.  
7. The Gala donation letters went out, and the gala banners for the campus are being prepared.

IX. Faculty Report:  
Faculty wanted to thank the Board for their help during the first week of school. Asst. Principal Jennifer Cisneros is working on a rotating schedule to have different Faculty Representatives attend the Board meetings and will propose the schedule sometime in September.


X. Old Business//New Business:  
No Old or New Business at this time

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

XII. Motion was made by Marina Choundas to adjourn Meeting. Motion was seconded by Joe Daum  
Board Meeting adjourned unanimously at 7:18pm



Amelia "Amy" Pickford, Sec. 9/11/2019



Marina Choundas, Pres. 9/11/2019

**Tampa School Development Corporation**  
**Board of Directors**  
**Meeting Agenda**  
**September 11, 2019**

- I. Call Meeting to order
- II. Approve August 21, 2019 meeting minutes
- III. Principal/CEO Report: (Dr. O'Dea)
  - 1. Construction Update
  - 2. First Quarter Updates
- 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 (M. Choundas)
- 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 11, 2019

- I. Meeting called to order by President, Marina Choundas, 6:08pm at 2402 W. Osborne Ave, Tampa, FL

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

Members Absent: Jennifer Pecora  
Dr. Joe Daum

School Representatives Present: Dr. Madeline O'Dea, Principal, CEO  
Nicole Morgado,  
Yvette Gonzalez, Parent Representative  
Teresa Holmes, PPA Rep.  
Chelsea Fredrickson, Teacher Rep.

- II. Motion was made by Dana Dowsett to approve the August 21, 2019 meeting minutes. Motion was seconded by Ryan Luzod and approved by the Board unanimously.
- III. Principal/CEO (Dr. Madeline O'Dea)

Construction Update:

- a. Upper School Construction to complete the offices and Main Entrance at the Spoto Hall is scheduled to be complete by September 15<sup>th</sup>. Dr. O'Dea would like to give the Board a tour at the end of our meeting.
- b. As reported earlier, the water fountain in the main breezeway broke and flooded, causing the library carpet to be ruined and accelerating the already planned renovation to the library. The new flooring is completed and everything will be moved back in and ready to go by the middle of next week.
- c. A shed has been installed on the back playground to house the blue blocks and outside play equipment.

Quarter Updates:

- a. The school had a smooth first quarter and everything is going well.
- b. On September 6 we held the first active shooter drill which will be held every month pursuant to new criteria from the district. Law enforcement will do another drill on September 18<sup>th</sup>. The Early Childhood Center, Lower School and Upper School are getting feedback from each drill and working to minimize the disruption to the students to help the school maintain a safe campus.

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**Tampa School Development Corporation**  
**Board of Directors**  
**Meeting Agenda**  
**October 2, 2019**

- I. Call Meeting to order
- II. Approve September 11, 2019 meeting minutes
- III. Principal/CEO Report: (Dr. O'Dea)
  - 1. Adoption of Active Assailant Response Plan
  - 2. High School Night
  - 3. Upcoming Events
  - 4. Construction Update
- 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 (M. Choundas)
- 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

October 2, 2019

- I. Meeting called to order by President, Marina Choundas, 6:01pm at 2402 W. Osborne Ave, Tampa, FL

Members Present:	Ryan Luzod, VP Marianne Touger, Treas. Amelia (Amy) Pickford, Sec. Joe George, Past Pres. Jennifer Pecora Bryant Johnson Ashley Valdes Dana Dowsett	Members Absent:	Marina Choundas, Pres. Dr. Joe Daum Celeste Greco
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School Representatives Present: Dr. Madeline O'Dea, Principal, CEO  
Nicole Morgado,  
Sonia Spoto (Ass. Principal)

Guests: Laine Melendy (Parent Observing)

- II. Motion was made by Joe George to approve the September 11, 2019 meeting minutes. Motion was seconded by Marianne Touger and approved by the Board unanimously.

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

1. Construction Update: Spoto Hall's new entrance and main office area opened as scheduled. The school is still waiting on some lighting and other remaining items. Pine Lake will be installing the landscaping and connecting the well this weekend. The roof will need to be replaced over phases. Work will start over Christmas break and continue into the new year.
2. High school night was a great success and parents were able to enter and sign in using the new office and entrance.
3. Adoption of Active Response Plan has taken place with regularly scheduled shooter drills, with special adaptations for preschoolers through kindergarten.
4. The District performed their site visit of the school. The school passed, and the district reps stated everything was exemplary.
5. Due to state regulations anyone signing in late to school or signing out early from school will need a doctor or dentist note in order to receive an excused tardy or absent from class and will also need a parent or guardian to sign them in. The student cannot just be dropped off.
6. Upcoming Events:
  - a. Storybook Parade will be taking place on Oct 31st with Middle School students serving as emcees. They will be doing walking performances and conducting recorded interviews.
  - b. Book Fair will be held Nov 4<sup>th</sup> through the 8<sup>th</sup> in the Media Center

- c. Trinity's 6<sup>th</sup> Annual Building Thanks Service Project will be to aid those in the Bahamas impacted by Hurricane Dorian. An Email Blast will be sent with the details for this year's event.
- d. Trinity will be having their annual Trinity Feast on Nov. 22nd
- e. Winter Show for K-2 - details to come.

IV. Secretary's Report: (Amy Pickford)  
Nothing to report at this time

V. Disciplinary Committee Report:  
Nothing to report at this time. Possible referrals coming from staff

VI. Treasurer's Report:  
The 2018-2019 Audit is complete. No surprises, clean report, and will be presented at November's Board Meeting

VII. School Board President Report: (VP Ryan Luzod)

- 1. Ryan stated that the board was well received at the September 17<sup>th</sup> Faculty Meeting. It was nice to see new and old faces and take the opportunity to introduce ourselves to the faculty and let them know the Board is here to support them in any way.
- 2. The signed SSO contract was accepted by the district as submitted
- 3. Ryan asked for the standardized test and FSA results to be made available for the Board for the next meeting.

VIII. PPA Report:

- 1. Magazine Drive brought in over \$42,000.00
- 2. Giving Fund has brought in approximately \$60,000.00 thus far. Cassandra (PPA Pres.) wants to do one final push before ending the campaign.
- 3. Fun Run Community Event will be held this weekend
- 4. Next Used uniform sell will be held in Dec.
- 5. Secret Santa Workshop will be held in Dec.
- 6. The PPA voted to discontinue the Yankee Candle and Strawberry Fundraiser
- 7. The Gala Committee reevaluated the Gala Sponsorship Form and made some changes. The Board was asked to seek sponsorships and each Board member was given a form. Forms will be going out to the Trinity Community soon. The Event will be February 29<sup>th</sup> at the Glazer JCC.

IX. Faculty Report:  
Nothing to report at this time.

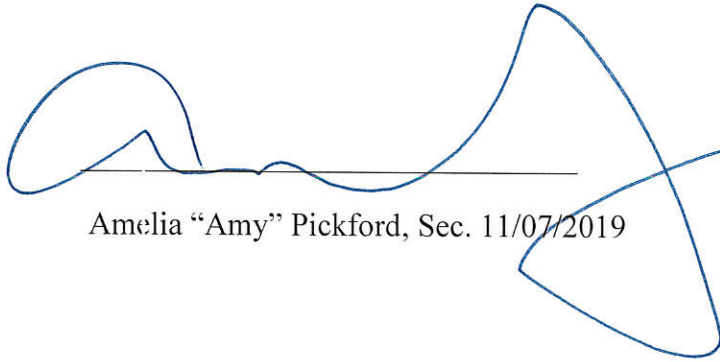
X. Old Business:  
No Old Business at this time

XI. New Business:  
No new business at this time.

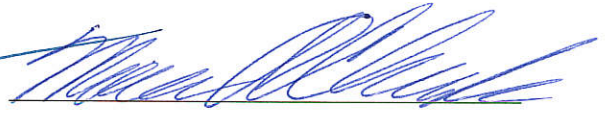
XII. Public Comment on Agenda or Non-Agenda Items:

Parent Laine Melendy attended the meeting. She stated that she was happy to see that the Board is involved in making sure that students' safety and mental health issues are handled according to guidelines and stressed the importance of focusing on students' mental health needs.

XIII. Motion was made by Dana Dowsett to adjourn the meeting. Motion was seconded by Joe George. Board Meeting adjourned unanimously at 7:44pm.

A handwritten signature in blue ink, appearing to read 'Amelia', is written over a horizontal line. The signature is stylized with a large loop at the end.

Amelia "Amy" Pickford, Sec. 11/07/2019

A handwritten signature in blue ink, appearing to read 'Marina', is written over a horizontal line. The signature is stylized with a large loop at the end.

Marina Choundas, Pres. 11/07/2019