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

Meeting Date: June 13, 2024   
Location: Spoto Hall TSFC Campus

In attendance:

Katie Tinley

Therese Holmes

Dana Dowsett

Staff present:

Joe Sansonetti

Nicole Cummings

Alyssa Detres

Jennifer Cisneros

The meeting was called to order at 6:05 p.m. by Dana Dowsett.

The April Meeting Minutes were approved by Dana Dowsett and seconded by Katie Tinley.

**General Overview**

* Organizational Goals of ’24-’25 were discussed
  + Completion of the Activities & Arts Center by September 2025 – which will create new jobs for things like vendors, cleaning crew, games, etc.
  + TSFC staff will be reading “Anxious Generation” book
  + Implementing new Financial Forecasting Software
  + Implement the tenants existing modeling system in to the “The New Model” - 2025-26
  + Maintain a balanced budget for 2024-25
  + K -8 - Achieve excellence in both Academic Achievement & Growth
  + EC - Continue to improve both staffing and academic stability & performance

**Budget Approval for ’24-’25 School Year**

This is the last budget we’ll make using the current methodology.

* Budgetary Drivers
  + ESSER 3 - Revenue & Expense
  + Construction Overages + Athletic & Art Center Timing
  + Increased Expenses in: EDU Materials, Insurance and other
  + Expectations - Forecast
* Revenues
  + FEFP
    - 2024 -25 Forecasted FEFP Revenue: $7,250,199 (910 Students)
    - 2024 - 25 Base Student Allocation: $5,330.98 (2023 - 24 Base Student Allocation: $5,139.73). This is the main driver of revenue. The dollars can be applied to anything related to the school whereas other funds have to be allocated to use toward specific things.
    - Modest Increases in other categories
      * ESE guaranteed allocation
      * Mental Health & Safe Schools
  + Early Childhood
    - 2024 -25 Forecasted EC Revenue: $2,646,826 (214 Students)
    - 2023 - 24 Forecasted EC Revenue: $2,527,274 (214 Students)
    - Base Tuition Increase of: 5%
      * Employee tuition remains static
      * Employee programs
  + Capital Outlay
    - 24-25 Forecasted Capital Outlay: $576,000
    - 23 -24 Forecasted Capital Outlay: $540,000
    - Capital Outlay - 1.5mls
      * 24-25 Forecasted Revenue: $120,00 (40%)
      * 23-24 Actual Revenue: $53,346 (20%)
  + Extended Day and Other Revenue
    - 24-25 Forecasted Extended Day Education Revenue: $575,000 (5% Tuition Rate Increase)
    - 24 -25 Other Revenue
      * Athletic Store: $45,000
      * Winter Show & Spring Musical: $15,000
      * General Activities: $21,000

Note: this will be a category heavily affected by the Athletics & Arts Center

* + Fundraising and Capital Campaign
    - 2024 -25 Forecasted Fundraising Revenue: $120,000
    - 2024 - 25 Forecasted Annual Fund Revenue: $100,000
    - 2024 - 25 Forecasted Capital Campaign Revenue: $216,000
    - Forecasted Total Revenue - EOY ’25: $547,451
* Expenses
  + Employee Salaries and Benefits
    - 2024 -25 Forecasted Employee Salaries: $7,236,092
    - 2024 - 25 Forecasted Employee Benefits: $1,033,863
    - 2023 - 24 Forecasted Employee Salaries: $7,326,321
    - 2023 - 24 Forecasted Employee Benefits $1,041,269
    - ESSER 3 - Breakdown & Analysis
      * Elimination of ESSER 3 related Salaries & Benefits: $173,923 (Includes both full-time positions and tutoring)
      * Other Positions: $43,657 (EDU, EC & Maintenance)
    - Explanation of Process
    - Funding Evaluation & Analysis
      * K-8 Teacher Scale & TSIA
      * Hourly Employees
      * Early Childhood - Salaried Full-Time
      * Administrative Staff - Salaried FT
      * Directors
      * Executive Team
  + K-8
    - Budget processes were improved, and outcomes were enhanced: Total Forecasted Expenses: $160,000
    - Other budget categories that include K-8 expenses include: Services Purchased, Information Technology, ESE, Assessment & Specials
    - Focus areas include:
      * Science, primary grades reading programs & the bottom quartile of students
      * Other areas of focus include software that tracks student progress
    - The PPA’s voluntary school supply program offsets much of the supplies and materials burden of the K-8 Program: Total forecasted program value: $110,000
  + Early Childhood
    - Completely revamped budget process and tools
      * Budget categories were established and mappings updated
      * Significant time and thought was placed into this process: Total Forecasted Expenses: $225,000
    - Categories include: Snack, Events, Curriculum, Supplies and others
    - How does the age/development/grouping of the students affect the budget?
      * The need for budget flexibility
      * Staffing
  + Maintenance
    - Completely revamped budget process and tools
      * Budget categories were established and mappings updated
      * Significant time and thought was placed into this process: Total Forecasted Expenses: $145,000
    - Major Items of Focus
      * Spoto Hall bathrooms, EC A/C unit, front of the Administration Building, “Tornado Alley”, driveway safety & repairs, and paper products
      * General repair items
  + Information Technology
    - Completely revamped budget process and tools
      * Budget categories were established and mappings updated
      * Significant time and thought was placed into this process
      * Many items were moved to specific categories in Services Purchased: Total Forecasted Expenses: $67,000
    - Major Items of Focus
      * Repair supplies, repair nodes, toner, TV’s for classrooms, new Chromebooks & iPads
  + Services Purchased
    - Total Forecasted Expenses: $1,498,947 (Increase of $159,339 over 23-24)
    - Four Main areas
      * Services Purchased Administration
      * Services Purchased Information Technology
      * Services Purchased Plant Operations
      * Services Purchased Maintenance
  + Services Purchased - Administration
    - Services Purchased Administration: Total Forecasted Expenses: $312,365
    - Key drivers include:
      * Outside Speech Services
      * Outside Consulting Services
      * Outside Finance Services
    - Other items include: Bank charges, parking lot rental, recruiting services, off-site document storage and event printing
  + Services Purchased – Information Technology
    - Services Purchased Information Technology: Total Forecasted Expenses: $369,532
      * Several items migrated from Information Technology to Services Purchased Information Technology
    - Key drivers include:
      * Cloud - based administrative tools: Asana, Hubspot, Trend Micro, Unitrends, Meraki MDM and others
      * Cloud - based community tools: FACTS, Dropbox, Centegix, MXToolBox, Vertex’s and others
      * Cloud - based EDU tools: Explore Learning, Microsoft, IXL, Go Guardian, Merge Labs, Flocabulary and others
    - New website project
  + Services Purchased – Plant Operations
    - Services Purchased Plant Operations: Total Forecasted Expenses: $516,950
    - Key drivers include:
      * Property Insurance: Significant increase in property insurance (Over $25,000)
      * Other Lines of Insurance: Significant Increase to other lines of insurance
      * Added Active Assailant Insurance
    - Note: this category will be heavily affected by the Athletics & Arts Center going into service: Electric, Garbage, Water, Sewer and Insurance
  + Services Purchased – Maintenance
    - Services Purchased Maintenance: Total Forecasted Expenses: $300,100
    - Key drivers include:
      * Cleaning service: $185,000
      * HVAC service: $50,000
      * Outside maintenance Service: $30,000
    - Note: this category will be heavily affected by the Athletics & Arts Center going into service: Cleaning, HVAC and grounds
  + Athletics & Arts Center – Debt Service
    - In general, the factors that dictate monthly payment are: Interest rate x cumulative draw amount /12
    - In general, the factors that dictate the total yearly payment: Interest rate x cumulative draw amount /12 + all previous months
    - The key factors are: the total yearly interest expense, the pace of the project and the related to the draw schedule
      * If the project takes longer, the draws will be smaller and the total interest expense will be incrementally less (in the short run) but more expensive in the long run
      * If the project pace is faster, the draw mounts will be larger and the total expense will be incrementally higher (in the short run) but less expensive in the long run
  + Athletics & Arts Center – FF&E
    - Athletics & Arts Center FF&E is heavily affected by the pace of the project
    - Items are broken down into four categories:
      * Equity Lease - 3-Year
      * Change Orders - paid at the end of the project (net)
      * Paid with Cash Post to TCO
      * Paid with Cash Prior to TCO
    - Note: The items category will dictate the funding source & methodology

**Conclusions and Future Planning**

* Forecasted end of year 2023-24 Fund Balance: roughly 2.15M
* Forecasted end of year 2024-25 Fund Balance: between 1.6M - 1.9M
* How do we manage the risk associated with the timing of the Athletic & Arts Center?
  + Add an additional Kindergarten Class in 25 - 26 instead of A-la-carte 5th -8th
  + Postpone 5th -8th additional students to 2026-27
* The end goal is between 110-114 per grade level /6
* New scheduling software will play a large role in making this happen

Therese Holmes made a motion to approve the ’24-’25 school year budget. Katie Tinley seconded the motion. The TSFC Finance Board unanimously agreed.

The next Finance Committee meeting will be on 7/23/24 at 9:00 a.m. via Zoom. Meeting adjourned at 7:35 p.m.