

**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 17<sup>th</sup> 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 24<sup>th</sup>. 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 24<sup>th</sup>. August 3<sup>rd</sup> through the 10<sup>th</sup> 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.  
Dana Dowsett, VP  
Marianne Touger, Treas.  
Amelia (Amy) Pickford, Sec.  
Marina Choundas, Past Pres.  
Jennifer Pecora  
Ashley Valdes  
Dr. Joe Daum

Members Absent: Bryant Johnson  
Celeste Greco

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. 17<sup>th</sup> and the campus will open for in person learning on Monday Aug. 24<sup>th</sup>. Hillsborough county is starting virtually on the 24<sup>th</sup> and bricks and mortar on the 31<sup>st</sup>.

- 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. 31<sup>st</sup> 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.

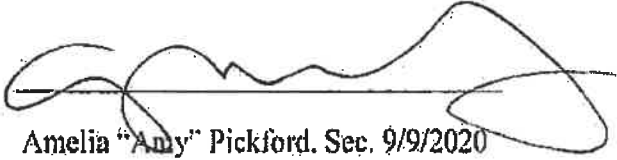
IV. Secretary's Report: (Amy Pickford)




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