# School Board
# 2026-2027

# TAMPA SCHOOL DEVELOPMENT CORPORATION

Trinity School for Children was created in 1999 by Tampa School Development Corporation, a 501c(3) non-profit corporation. The Board of Directors for this corporation serves as Trinity's School Board and governing body.

The purpose of the Trinity School for Children Board is to assure the education of students from infants through Upper School is in accordance with the educational philosophy of Bank Street College of Education. In addition, the intent of the Board is to raise, receive, manage and oversee the expenditure of funds in the direct provision of programming for children and youth, either solely or in concert with other agencies. The membership of the Board shall consist of only the members of the Board of Directors, referred to herein as the School Board.

**SCHOOL BOARD 2026-2027**

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| President | Brad Abbey |
| Secretary | Debbie Morales |
| Treasurer | Marco Mendoza |
| Board Members | Ronald D. Darrigo, Esq.<br>Dana Dowsett<br>Liezette Felicione<br>Celeste Greco |

**Name and contact for the representative to facilitate parental involvement:**
**Yvette Gonzalez, 813-874-2402, Yvette.gonzalez@trinitysfc.com**

**MISSION STATEMENT**

We are committed to facilitate and support the highest quality of education through strategic planning, communication and accountability. By modeling the school's values, we shall foster a dynamic, nurturing and safe environment for lifelong learning for our Trinity School for Children family.

**SCHOOL BOARD**

The Board, under the leadership of the President and with the support of the Principal, maintains the integrity of the Bank Street College of Education philosophy and the values of the Trinity School for Children, while ensuring efficiency and accountability.

The Board and Principal are supported in meeting their accountability through full utilization of the corporate strategic planning process. The planning process enables the Board to develop, implement and review an integrated strategy used in identifying, developing and allocating resources considered necessary to meet the needs of our charter staff and students.

## HISTORY

The Tampa School Development Corporation, sponsoring corporation of Trinity School for Children, was founded and incorporated in January 1999. The corporation's board consisted of a group of parents, educators and community business professionals who demanded an alternative to traditional education for all children and their families. The Board's belief in the Bank Street philosophy of education was rooted in a conviction so strong, that they conquered insurmountable odds to open Trinity School for Children on August 12, 1999.

The Board's goal was met by opening a school with a quality administration, faculty and curriculum driven by the sole purpose of educating in an understanding, developmentally appropriate learning environment. Centered on a social studies curriculum, the children were to learn how their academics affect their relationship with the world around them. By emphasizing mutual respect, self-expression, creative and inquisitive thinking, the students at Trinity School for Children proved that children naturally love to learn. They proved that school is an extension of their personal development. An open-enrollment charter school, Trinity School for Children was made available to all children in the greater Tampa Bay area.

## GOVERNANCE

Tampa School Development Corporation operates under the Sunshine Law Standards as they apply to charter schools and public entities.

## MEETINGS

Meetings are usually held once a month, but subject to change, and are open to the public. Board workshops are held as needed. A calendar of the year's scheduled meetings, times and locations is available on the school's website at www.trinitysfc.org. Changes in this calendar are posted in the front offices.

## PUBLIC ACCESSIBILITY

Copies of all documents pertaining to the organizational structure and operation of the Tampa School Development Corporation/School Board are kept in the Trinity School for Children office and are available for public viewing by request to the corporate secretary.

These documents include, but are not limited to:

- The School's Charter
- Corporation By-laws and Articles of Incorporation
- 501c(3) Determination Letter
- Sales Tax Exemption
- Financial and Operational Records
- Approved Board Meeting Minutes

## CONFIDENTIALITY

All Records pertaining to students and employees, deemed confidential by the State of Florida, remain in the office in secured fireproof file cabinets.

## DISCIPLINARY PROCEDURES

Trinity School for Children's success is achieved through the collaborative efforts of students, parents, faculty and the civic environment creating a mutual respect for each other.

Attending Trinity School for Children is **not an entitlement** for your children; **it is a choice.** As a family, you make the choice to enroll your children and abide by our policies and procedures. The school has the right to choose to dismiss any child whose family does not abide by our stated policies. Our expectation is that as a Trinity family you follow all of our policies.

When children misbehave at our school there are consequences. Generally, classroom teachers handle minor issues; if the problems escalate then our division coordinators and/or our guidance staff may become involved; and, when the issues become major or reoccurring, the principal will take action. The ultimate consequence of continuous misbehavior is student dismissal.

As a Board, it is our responsibility to maintain a collaborative and safe learning environment by crafting clear policies and procedures for members of our school community, including students, parents, visitors, and family members, and making sure that those policies and procedures are fairly and consistently enforced. Infractions of policies and/or procedures will be heard either by the School Board or by the Board's Disciplinary Committee. Individuals are notified that they must appear before the Board or Disciplinary Committee in writing. If brought before the Board or its Disciplinary Committee, families will have the opportunity to state their case. If a parent or family fails to appear, that individual's child(ren) may be subjected to immediate dismissal from Trinity School for Children.

Below is a list of the various disciplinary infractions that the School Board and/or Disciplinary Committee may handle. This is a working document, however, the School Board and/or Disciplinary Committee has discretion to modify or add to the list of infractions.

## INFRACTIONS THAT MAY RESULT IN IMMEDIATE DISMISSAL OF YOUR CHILDREN FROM TRINITY:

1. Bringing weapons, drugs, or alcohol onto school grounds.
2. Engaging in behaviors outlined in the zero tolerance policies (See "Parent Expectations" and "Student Expectations" sections of this handbook).
3. Threatening or physically hurting a staff member, student, or parent.
4. Violating probation set by the School Board/Disciplinary Committee/Administration.

**INFRACTIONS THAT MAY BE ADDRESSED BY THE DISCIPLINARY COMMITTEE INCLUDE:**

1. Violating the school's parking policies.
2. Violating the school's drop-off and/or pick-up procedures
3. Bouncing checks to the school and failing to correct the matter immediately.
4. Failure to keep your accounts payable to the school in good standing.
5. Failure to follow the rules established by individual teachers for Field Study experiences.
6. Failure to procure a Visitor's Badge when asked to do so by staff or Board members.
7. Failure to attend mandatory teacher conferences or classroom meetings.
8. Failure to complete the required number of parent hours.
9. Repeated failure to support/respect our philosophy and/or our mission.
10. Failure to act in accordance with the Parent Handbook.
11. Providing inaccurate information when asked to provide your name to a staff or board member.
12. Failure to comply with reasonable requests made by a staff or board member.

**GRIEVANCE PROCEDURE**

The following is the proper protocol for Trinity School for Children families who have a grievance or concern to voice:

1. Schedule a time with your child's teacher to discuss the issue.
2. If further action is needed, schedule an appointment with Administration to discuss the issue.
3. If further action is still needed, schedule an appointment with the Principal to discuss the issue.
4. If further action is still needed, schedule an appointment with the CEO to discuss the issue.
5. After the above four steps are taken and you feel your issue has not been handled to your satisfaction, you may contact the School Board President, Katie Tinley, at Katie.Tinley@trinitysfc.com.

This procedure has been set up because your concerns are important to us. Thank you for your cooperation in this matter.

**SPECIAL MAGISTRATE PROCEDURE**

If none of the above steps are successful you may email TSFCSpecialMagistrate@trinitysfc.com to seek relief using the following Special Magistrate School Procedure.

**6A-1.094125 Special Magistrate for Unresolved Student Welfare Complaints.**

(1) Purpose. As an alternative to filing a declaratory judgment action in court against a school district, a student's parent may request a Special Magistrate be appointed to address a parent's dispute involving the requirements described in s. 1001.42(8)(c), F.S. The purpose of this rule is to provide information about the process to request appointment of a Special Magistrate.

(2) Definitions. In this rule, the terms have the following meaning:

(a) "Days" means business days and excludes state, federal and school district holidays;

(b) "Department" means the Florida Department of Education;

(c) "Parental Request for Appointment of a Special Magistrate" or "Parental Request" means the written form adopted by and incorporated into this rule.

(d) "Parent" means the definition of that term provided in s. 1000.21, F.S.;

(e) "Parties" means the parent who submitted a request for appointment of a special magistrate and the school district;

(f) "Special Magistrate" means an administrative law judge provided by the Division of Administrative Hearings under s. 120.65(6), F.S., or a person appointed by the Commissioner of Education who is a member of the Florida Bar in good standing with a minimum of five years of administrative law experience;

(3) Parental Obligations. In order to request appointment of a special magistrate, a parent must:

(a) Complete the form entitled "Parental Request for Appointment of a Special Magistrate;"

(b) Describe the nature of the dispute;

(c) Describe the resolution or relief sought at the school and school district level;

(d) Describe the resolution sought from the special magistrate and the State Board of Education;

(e) Demonstrate that before filing for the appointment of a special magistrate, resolution of the dispute was sought by the parent with the student's principal and subsequent to that, resolution was sought by the parent at the school district level, all in accordance with the procedures adopted by the school district for resolution of the dispute; and

(f) Provide and maintain accurate contact information such as an email address, telephone number and mailing address for the parent.

(4) School District Obligations. Each school district must:

(a) Designate at least one person responsible for responding to Departmental inquiries regarding a request for appointment of a special magistrate and notify the Department of the name and email address of the individual;

(b) Within five (5) days of receipt of notice that a parent has requested the appointment of a special magistrate as described in subsection (3), provide to the Department a statement addressing whether any of the grounds for dismissal as described in paragraph (5)(b) of this rule apply to the parental request for appointment of a special magistrate; and

(c) Expeditiously contract for payment of a special magistrate appointed by the Commissioner of Education and notify the Department within no more than twenty (20) days after receiving notice of the appointment of a Special Magistrate that an agreement has been reached for payment with the appointed special magistrate.

(5) Department of Education Obligations.

(a) Review of "Parental Request for Appointment of a Special Magistrate." Upon receipt of the form entitled "Parental Request for Appointment of a Special Magistrate," the Department will:

1. Review the form and provide an opportunity for the parent to provide missing or supplemental information within twenty (20) days of receipt of a Departmental notice that missing or supplemental information is needed;

2. Notify the school district of receipt of the Parental Request for Appointment of a Special Magistrate; and

3. Provide written notice to the parent and school district that the request has been provided to the Commissioner of Education for consideration or provide notice of dismissal of the Parental Request.

(b) Dismissal of Parental Request for Appointment of Special Magistrate by the Department. The Department will dismiss a Parental Request under the following circumstances:

1. The parent notifies the Department that the dispute has been resolved or withdrawn;

2. The Parental Request form has not been substantially completed, after the opportunity to provide missing or supplemental information has been provided;

3. The parent has not demonstrated full and complete use of any school and school district procedures adopted by the district under s. 1001.42(8)(c)7., F.S., for resolving the dispute;

4. The matter in dispute falls under the Individuals with Disabilities Education Act, as amended, and its implementing regulations, or under s. 1003.56, F.S., and rules adopted by the Department to implement s. 1003.56, F.S., or is otherwise outside of the scope of the student welfare requirements set forth in s. 1001.42(8)(c)1.-7., F.S.; or

5. The parent has failed to maintain accurate contact information with the Department or the Special Magistrate.

(c) Obligations Post Appointment of Special Magistrate. Upon appointment of a special magistrate by the Commissioner under subsection (6) of this rule, the Department will:

1. Provide the parties notice of the appointment of a Special Magistrate and advise the parties of the following:

a. the name and contact information of the special magistrate;

b. the time frame when the special magistrate is expected to provide a written recommendation to the State Board of Education; and

c. the requirement to maintain accurate contact information with the Department and the Magistrate;

2. Provide to the Special Magistrate the following:

a. The Parental Request and any supplemental information received by the Department upon review of the Parental Request; and

b. In order to allow sufficient time for review by the State Board of Education of a recommendation rendered by the Special Magistrate, the time frame(s) when a recommended

decision is expected to be provided by the Special Magistrate to the parties and the State Board of Education. This timeframe may be extended by agreement of the parties.

(6) Commissioner of Education. The Commissioner of Education will review each pending completed Parental Request and decide whether to appoint a special magistrate utilizing the following factors:

(a) Whether there is authority and the ability to provide effective relief to the parent through the special magistrate process;

(b) Whether the parent is seeking or has already sought relief in court;

(c) Whether due to a change in circumstances, such as a change in a student's school or grade level or a change in procedures or training, the dispute is moot or not ripe; and

(d) Whether grounds for dismissal of the Parental Request, as described in paragraph (5)(b) of this rule, are found to exist.

(7) Special Magistrate Procedures.

(a) Where an administrative law judge provided by the Division of Administrative Hearings is available and assigned to act as the Special Magistrate, proceedings before the Special Magistrate will be held in accordance with the rules of the Division of Administrative Hearings, except where inconsistent with this rule or s. 1001.42(8)(c), F.S.

(b) Where a Division of Administrative Hearings administrative law judge is unavailable or the Commissioner appoints the Special Magistrate, the following procedures apply:

1. The special magistrate shall set and notify all parties of the time and place of the hearings.

2. Any party directly involved in the proceeding may appear at the hearing with or without counsel or by other representative.

3. The parties or the magistrate may call, examine, and cross-examine witnesses and enter evidence into the record. Witnesses shall be examined under oath. Evidentiary matters before the special magistrate shall be governed by the Administrative Procedures Act.

4. The magistrate may permit the submission of written memorandum by the parties.

(c) Following the close of the hearing, the Special Magistrate shall prepare a recommended decision, determining whether a parent has demonstrated a violation of the requirements of s. 1001.42(8)(c), F.S., by the school district. The Special Magistrate's recommended decision shall be based upon the evidence presented and argument made before the special magistrate. The recommendation shall include findings of fact and recommendations for resolution of the dispute by the parties.

(d) The Special Magistrate's recommended decision is due within thirty (30) days of the date a parent request is received by the special magistrate from the Department. The 30-day time frame can be extended upon agreement of the parent and school district. A party may be deemed to have agreed to an extension if unavailable for hearing at the date and time set or where a party fails to timely respond to scheduling orders issued by the magistrate.

(8) The following form is incorporated by reference and may be obtained at https://www.fldoe.org/schools/k-12-public-schools/: Parental Request for Appointment of a Special Magistrate, Form No. SM-1 (effective September 2022).

*Rulemaking Authority 1001.02(1), (2)(n), 1001.42(8)(c), FS. Law Implemented 1001.42(8)(c)7.b., FS. History - New*