

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

Meeting Date: September 30, 2021

Location: Via Zoom

In attendance:

Ryan Luzod

Katie Tinley

Therese Holmes

Joe Daum

Staff present:

Joe Sansonetti

Absent:

Dana Dowsett

- I. Call Meeting to Order. T. Holmes called the meeting to order at 8:03 a.m.
  
- II. General Overview
  - a. Covid update: 57 students and 3 staff to day
  - b. The Teacher Lead money has been received and distributed
  - c. Teacher Salary Increase documents have been completed and submitted and we will be receiving money; however, we will not receive this money until every school in Hillsborough County has submitted documents because only distributed at one time
  - d. Centegix was tested and some parts of the system didn't work as intended and Centegix is working with TSC IT Dept to fix the issues and be in compliance
  
- III. Finance
  - a. Employee Retention Credit – will have additional information at next meeting
  - b. Audit Fiscal Year 2020-2021
    - i. Audit is complete and has been submitted to both HCPS and the Auditor General
    - ii. A clean opinion has been issued
    - iii. The date for the Auditors to present will be set and date given at next meeting
  - c. 401K Audit has been completed and we are in full compliance and we have more than 100 plan participants which is required
  - d. Financial Statements:
    - i. EC Program Fees has increased significantly due to full attendance. Last year we allowed a one-time grace period to set back start date
    - ii. Aftercare was significantly lower last year due to in-person versus virtual student attendance; this year will be approximately \$400,000.00 in EDE contracts; this doesn't include drop ins.
    - iii. Statement of Activities specifically supplies are up because these include Covid supplies such as plastic dividers; wipes, etc.
    - iv. Statement of Activities under textbooks – we have allocated more money to update K-8 science textbooks for all students
  
- IV. Construction Projects

- a. Completed Projects
  - i. EC Bathroom
  - ii. O'Dea Center Landscaping
  - iii. Phone system
- b. Ongoing Projects
  - i. On-site Storage improvements (on hold)
  - ii. Administrative Office remodel – final plans coming in October/November 2021 with permitting being submitted November 2021; signing of the final contract in December 2021/January 2022 and the project starting February 2022 and completion by July 2022
- c. Future Projects:
  - i. Athletics & Arts Center
  - ii. Open Mind Park

V. Development & Strategy

- a. Fall publication is on schedule and due to come out during holiday season
- b. Social Media – will synchronize with the publication
  - i. Dr. O'Dea; Nicole Morgado and Joe Sansonetti meet regularly to plan long term for all of this to be implemented; Dr. O'Dea has been working closely with staff for development and incorporating the 7 Trinity Truths; she's also been doing a ton of writing for the upcoming publication
  - ii. CRM - Hubspot – the database is being built
    - 1. Single Database for all students, families, employees and customers
    - 2. Integration in Intacct to replace current online payment systems
    - 3. Integration with new school website
    - 4. Alumni support & expansion of services
    - 5. Fundraising campaign support
    - 6. Provide high level analytics & data mining services

VI. Other Business – None.

VII. The Finance committee will meet again on October 28<sup>th</sup> at 4:30 p.m.; in person at the school.

Meeting adjourned at 9:02 a.m.