

Tampa School Development Corporation
Board of Directors
Meeting Agenda | August 11, 2021

- I. Call Meeting to Order
- II. Approve June 2021 Meeting Minutes
- III. TSFC Organizational Update
 - a. Opening School
 - b. COVID-19 & Hillsborough County
 - c. Safety & Security
 - d. Update on Summer Projects
 - e. Employee Retention Credit
 - f. President Emeritus
- IV. Principal's Report
 - a. K-8 Student Update
 - b. School Grades
 - c. Faculty Update
 - d. Out of Field Instructors
- V. Development
 - a. School Publication
 - b. Customer Relations Management Tool (CRM)
 - c. Project Management Tool
 - d. PPA Update: Annual Giving Fund
- VI. Secretary's Report
 - a. Vote & Approve 2021-22 Board Meeting Schedule
- VII. Disciplinary Committee's Report
- VIII. Treasurer's Report
- IX. Board President's Report
 - a. Board emails & Google Drive
 - b. Resume board recruitment
- X. Parental Involvement Representative/Yvette Gonzalez
- XI. Old Business/New Business
- XII. Public Comment on Agenda or Non Agenda Item
- XIII. Adjourn Meeting

Tampa School Development Corporation
Board of Directors
Meeting Minutes
August 11, 2021

- I. Meeting Called to order by President, Ryan Luzod, at 6:03pm (Meeting held by Zoom teleconferencing due to COVID-19) quorum confirmed.

Members Present: Ryan Luzod, Pres.
Dana Dowsett, VP
Therese Holmes, Tres.
Amy Pickford, Sec.
Celeste Greco
Ashley Valdes
Dr. Joe Daum
Katie Tinley

Members Absent:

School Representatives Present: Dr. Madeline O'Dea, President Emeritus
Joe Sansonetti, CEO
Jennifer Cisneros, Principal
Nicole Morgado, Dir. Business & Communications
Yvette Gonzalez, Parent Liaison
Dr. Natalie Todet, EC Director

Guests: None

- II. Approve June 23, 2021 Meeting Minutes:
A **Motion** was made by Therese Holmes to approve the June 23, 2021 Meeting Minutes. **Motion** was seconded by Dana Dowsett and approved by the Board unanimously.
- III. TSFC Organizational Update (CEO Joe Sansonetti):
- a. School opened - staff is happy to see everyone and the kids are happy to be back.
 - b. School is back to dealing with COVID-19 part two. Masks are strongly encouraged but not mandated. Approximately 90% are wearing masks. At this time Constant Contact guidelines say if a student is wearing a mask and is in the vicinity of another student that tests positive they do not have to quarantine. As policy changes we will act accordingly:
 - c. Now that we are back at full capacity the traffic at pickup and drop off has been challenging. We have asked everyone to be patient while we work through our routine for the Safety & Security of everyone on campus.

- d. Summer Projects have been going well with just a few delays. The O'Dea landscaping and sprinklers were completed; the phone system has been upgraded; the PE Bunker was improved with new A/C, lights, paint, etc.; Spoto Hall play area was turfed, a new bathroom was installed in the EC Building, and all of our Chromebooks that were ordered have been received.
- e. Employee Retention Credit: KB has been contracted to handle the PPP tax credits.
- f. President Emeritus Report:
 - 1. Dr. O'Dea, reported that the new structure of administration is going very well. In her observations it appears that families are very happy to be back on campus and have trust in the staff.
 - 2. Summer has been seamless but short
 - 3. Dr. O'Dea is working to set up an alumni association at Trinity.
 - 4. Dr. O'Dea is working on some level of Publication putting into writing our belief system and Professional Development for Staff.

IV. Principal's Report (Jennifer Cisneros):

- a. K-8 Student Update: Last two weeks have been smooth everyone showed up on the first day of school. This is a big success having 908 students show up. We only lost 2 students because of a move and a placement change. There is some quarantining going on since our return. We do have some concerned parents that are apprehensive about having their e-learners back to in person learning but they are trusting that staff is taking the necessary precautions to keep everyone safe.
- b. School Grades: June's scores didn't come in till July 29th and Trinity staff is still analyzing them but it appears we have a solid "A." Schools have been given the opportunity to opt out of reporting scores due to COVID. It is very important for Trinity to keep its "High Performing Status" so they will make a decision in the coming weeks after analysis of our scores to see if we will be reporting or not.
- c. Faculty Update; Jen reported that she will be asking a different Faculty member to attend each of our monthly meeting starting with AP Holly Ward to attend our September meeting.
- d. Out of Field Instructions: The Out of Field Letter was distributed and discussed in detail. A Motion was made by Amy Pickford to approve the Out of Field Letter. The Motion was seconded by Ashley Valdes and approved by the Board unanimously.

V. Development (Nicole Morgado):

- a. School Publications: (Spot On) Joe and Nicole are working on story boarding, messages so we can share things going on with all of our Trinity families
- b. Customer Relations Management Tool (CRM): HubSpot will be our CRM tool. Trinity is in the process of intergrading information into the CRM. This system will hold all Intacct, emailing, social media tools, and push notifications. Trinity is excited about this taking us to the next level.
- c. Asana is Trinity's new Project Management Tool that we are testing this school year.

d. PPA Update:

1. School Supply Fundraiser: Parent Susan McCluggage handles this Fundraiser every year and she and her volunteers do a phenomenal job. We had over 90% of the families participate this year in comparison to 78% in the past. This increase has helped us to make over \$25,000.00 on this fundraiser.
2. Annual Giving Fund has set a record breaking trend by collecting \$48,000.00 to date with another \$8,000.00 in pledges.

VI. Secretary's Report (Amy Pickford):

The upcoming School Board Meeting Calendar has been set, approved by the school, and distributed to all Board Members. A Motion was made by Amy Pickford to approve the 2021-2022 School Board Meeting Calendar. Therese Holmes seconded the Motion and it was approved by the Board unanimously.

VII. Disciplinary Committee's Report:

Nothing to report at this time

VIII. Treasurer's Report (Therese Holmes):

Therese reported that the Audit will be starting next week. Trinity is expecting a clean Audit. The next Finance Meeting will be Aug. 26th. We are expecting to spend some money on future projects like Open Mind Theater, and Administration Building Project.

IX. Board President Report (R. Luzod)

- a. Board emails & Google Drive: Ryan reported that all Board Members have been emailed by Josh (IT) with training info to set up if not please contact him.
- b. The Executive Board has resumed Board recruitment and is actively searching for new Candidates.

X. Parental Involvement Representative (Yvette Gonzalez):

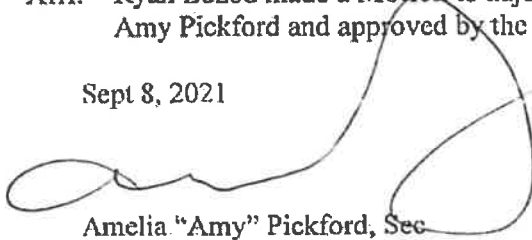
Yvette reported that EC Staff is thrilled with Dr. Natalie. She also reported that EC has 40 new families.

XI. No Old or New Business at this time


XII. No Public Comment On Agenda or Non Agenda Item at this time

XIII. Ryan Luzod made a Motion to adjourn meeting at 7:25 pm. Motion was seconded by Amy Pickford and approved by the Board unanimously.

Sept 8, 2021



Amelia "Amy" Pickford, Sec



Ryan Luzod, Pres