

Tampa School Development Corporation
Board of Directors
Meeting Minutes

August 23, 2017

The Tampa School Development Corporation Board of Directors had a joint meeting with the PPA. Dr. Odea welcomed everyone and discussed the Town Hall meeting, noting its importance because of the school's growth to over 1000 children and the need to communicate and preserve our mission and distinctive program. Tampa School Development Corporation Board President, Joe George, thanked everyone attending for being invested in the school and introduced the board members present. Teresa Holmes, PPA President welcomed everyone and introduced each member of the PPA board, their position, and years of service. She explained the PPA's purpose and how they go about their work. She explained that the first fundraiser was underway. She discussed the open house, the great turnout, and the new families interested in being a part of the PPA. The Tampa School Development Corporation Board of Directors and Dr. Odea then excused themselves from the PPA Meeting and moved to the main office for their scheduled monthly board meeting. The PPA continued their meeting in the Library.

I. Meeting called to order by President, Joe George, at 6:23pm at 2402 W. Osborne Ave, Tampa, FL

Members Present:	Joe George, Pres.	Members Absent:	Jennifer Pecora
	Marina Choundas, VP		
	Marianne Touger, Treas.		
	Amelia (Amy) Pickford, Sec.		
	Norma Tempest		
	Celeste Greco		
	Anthony Prieto		
	Bryant Johnson		
	Ashley Valdes		
	Ryan Luzod		

School Representatives Present: Dr. Madelyn O'Dea, Founder, CEO, Principal
Jennifer Cisneros
Sonia Spoto

II. Approve June 21, 2017 meeting minutes:

Minor corrections were needed and were made. Motion was made by Norma Tempest to approve the minutes as corrected. Motion was seconded by Anthony Prieto, approved unanimously.

III. Principal/CEO Report: (Dr. O'Dea):

1. Dr. O'Dea reported that the school had a successful opening of the school year, and the staff has been working hard, doing a great job both getting ready for the school year and also continuing to do so now that the school year has begun.
2. There is a large number of new families and new students, and the goal has been to have a successful transition to Trinity's curriculum and culture.
3. Town Hall meeting is scheduled for 6:30pm Sept. 19th at the Church next to the Upper School. The staff is working hard on the presentation
4. Upper School renovations were completed with new paint, lockers, floors, furniture, and A/C units. Greco Hall's interior has been repainted. The Parking Lot has been resurfaced and new parking signs have been placed. Crossing guards have been put in place for pickup and drop off.
5. Playground updates were discussed as well as construction of the theater, for which the school is in the planning stages.

6. Sonia Spoto and Jennifer Cisneros spoke about changes to the Upper School, including electives and bells.
7. Work on the website started in July and is anticipated to be completed by mid-October.
8. Dr. O'Dea will keep the Board informed as to discussions with the City Parks Dept. about use and maintenance of Wellswood Park.
9. Chris Anzalone and the 8th Grade High School team are working to put together the pamphlet for the Oct. 3rd High School night.

IV. Secretary's Report:

Secretary Amy Pickford informed the board that she would be sending out Conflict Of Interest and Board Pledge forms to each board member to sign and return at the next board meeting.

V. Disciplinary Committee Report:

1. Board Member Bryant Johnson updated the board on the outcome of a recent Disciplinary Committee meeting with two Trinity families, and the board discussed the details of the incidents.
2. The Disciplinary Committee is in the process of reviewing and streamlining its procedures.

VI. Treasurer's Report:

Treasurer Marianne Touger informed the board that Prida Guida & Company is working on the financial audit, which is due to the district by September 30th. She advised the board of financial items reviewed by the Finance Committee. The next Financial Committee meeting will be held on August 31st.

VII. School Board President Report:

President Joe George thanked the School Board Members who volunteered to work the Meet and Greet. A priority this year will be to work on alternative means of fundraising. The faculty has elected a Teacher Representative, Matt Healy, who is one of Trinity's fourth grade teachers. Matt will represent the faculty at future board meetings for the 2017-2018 school year.

VIII. PPA Report:

Trinity's PPA gave their report during joint meeting with School Board earlier tonight. The Board discussed ideas to augment Annual Fund contributions and increase participation.

IX. Old Business/New Business:

No old business at this time. No new business at this time.

X. Public Comment on Agenda or Non Agenda Items:

No Public Comment at this meeting

XI. Adjourn Meeting:

Motion was made by Anthony Prieto to adjourn Meeting. Motion was seconded by Marianne Touger. Board Meeting adjourned unanimously at 8:00pm.



Amelia "Amy" Pickford, Sec. 10/18/17

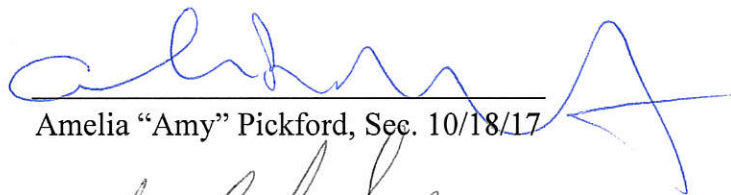


Joe George "Geogymon", Pres. 10/18/17

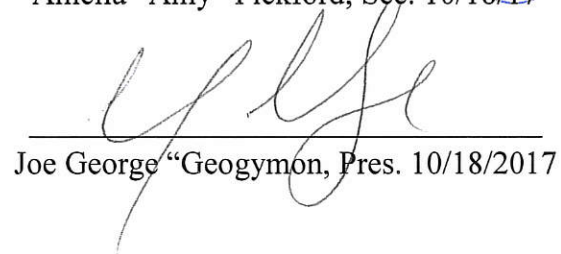
Tampa School Development Corporation
Board of Directors
Meeting Minutes

September 2017

Meeting canceled due to Hurricane Irma



Amelia "Amy" Pickford, Sec. 10/18/17



Joe George "Geogymon, Pres. 10/18/2017

Tampa School Development Corporation
Board of Directors
Meeting Minutes

October 18, 2017

I. Meeting called to order by President, Joe George, at 6:07pm at 2402 W. Osborne Ave, Tampa, FL

Members Present:	Joe George, Pres.	Members Absent:
	Marina Choundas, VP	
	Marianne Touger, Tres.	
	Amelia (Amy) Pickford, Sec.	
	Norma Tempest	
	Celeste Greco	
	Anthony Prieto	
	Bryant Johnson	
	Ashley Valdes	
	Ryan Luzod	
	Jennifer Pecora	
	Angie Morton, PPA Rep.	
	Matthew Healey, Teacher Rep.	

School Representatives Present: Dr. Madelyn O'Dea, Founder, CEO, Principal
Jennifer Cisneros
Sonia Spoto
Nicole Morgado
Dawn Babis

II. Approve August 23, 2017 meeting minutes:

Motion was made by Anthony Prieto to approve the August 23, 2017 meeting minutes. Motion was seconded by Ryan Luzod, approved unanimously.

III. Principal/CEO Report: (Dr. O'Dea):

1. Out of Field letter:

- a. Out of Field Letter has been posted and was presented to the board for approval. Nomination was made by Norma Tempest to approve the out of field letter. Motion was seconded by Anthony Prieto and approved unanimously.

2. "A Money" Approval:

- a. Trinity was an A rated school and because of that A rating monies were allocated for the teachers. They must vote and decide how that money is split. This was done and presented to the board for approval. Brian Johnson made a motion to approve the A money form. The motion was seconded by Ryan Luzod, approved unanimously.

3. Mid-term review audit:
 - a. The Charter School Office notified us of a Mid Term Review Audit. The school is ready and set up for that visit.
4. EC Director update:
 - a. The former EC Director Carrie Jerger stepped down due to a change of life event. She is back in the classroom as a teacher. Dr. O'Dea is overseeing that program for now until a replacement is found.
 - b. Dr. O'Dea is happy with the staff and is working through any organizational issues.
 - c. Currently EC has 181 contracts, 171 kids currently in place and are waiting for the other 10 to come in to the program.
5. Other Updates:
 - a. Michelle Perez is back on a part time basis. The 1st tour was scheduled for October 11 which was full. We will continue to have a tour every month until January. Letters of intent will go out in December.
 - b. K through 8 has 60 more kids this year.
6. Events:
 - a. Trinity is having the Storybook parade again this year at 8:30 am.
 - b. Trinity will be having a Festival of Arts this year. There will be an art exhibit showing the children's work which will be able to be purchased for a donation. The EC will be performing/dancing.
 - c. The Winter Show/Musical will be in January at the Tampa Theater.
 - d. The Puerto Rico Imitative has been started by a Trinity Family. Instead of our can food drive this year our families will be asked to take part in making up boxes for a family, an elderly person, or an infant. A list will be provided of what to purchase and place in the boxes. These boxes will be put on a truck at Trinity on November 17th and then taken to the airport to be flown to Puerto Rico and distributed to the families most in need.
7. Disciplinary Referral:
 - a. Dawn Babis reported to the board on a disciplinary issue that she needs for the Disciplinary Committee to attend to ASAP. It involved two students in aftercare and their families. She is now ready to meet with the committee to refer for disciplinary action. The committee set a date with Dawn Babis for Tuesday October 24th and will set appointments with both families for Friday October 27th.

IV. Secretary's Report: (Amy Pickford)

1. Conflict of Interest Forms and Board Pledges were distributed and every member completed them and turned them in by end of meeting.

V. Disciplinary Committee Report: (Bryant Johnson)

1. Committee will meet with Dawn Babis and staff in regards to the disciplinary referral. Meeting was set.
2. Committee spoke about putting processes in order for better efficiency.
3. Nicole Morgado asked the Committee Chairs to come to the next Staff Meeting to discuss the processes so that they know how to handle situations and how to send referrals. The committee agreed to attend the next Staff Meeting.

VI. Treasurer's Report: (Marianne Touger)

1. The Finance Committee met in late September and at that time the Audit was in its final stages. Since then the Audit has been completed. Trinity has submitted it and it will be presented at our next board meeting. The Audit was clean.

2. Capital Outlay funds have decreased significantly.
3. Millage is supposed to replace the decrease in Capital Outlay but due to a law suit that the Districts have filed against the state we will not see any millage funds.
4. The Annual Giving Fund is down from last year's amount and the PPA is giving a final push to hopefully get us to our budgeted amount.
5. A fact finding meeting will be held to discuss the 501 C3.

VII. School Board President Report: (Joe George)

1. The Executive Board is working on a rubric for the CFO review process.
2. All of our Governance Training Certifications are now complete and have been sent to the district so that we are in compliance.
3. President Joe George has asked Dr. O'Dea for a flow chart of the administration for the school board. Nicole Morgado stated that they have one and she would forward it to the board.
4. Newly appointed Teacher Representative Matt Healey was introduced to the board.

VIII. PPA Report: (Angie Morton)

1. Magazine drive raised \$25,957.54 with regular and on line sales. This was an increase from last year and they are very happy with the numbers.
2. The PPA is happy to report that parent Frank Tapia donated a sign for the lower school building for the PPA's use.
3. Other upcoming Fundraiser:
 - b. Strawberry Sales: selling flats of Strawberry from Wish Farms \$20 a flat the school gets to keep \$8.00 of each flat sold. Orders will be taken Nov. through January and flats will be delivered in February.
 - c. Buc's ticket sales as a fundraiser.
 - d. Restaurant fundraisers have started at Anthony's Coal Fire Pizza we raised \$250 which is 20% of the food and beverage purchased by our families on the selected night. We will continue these in December at Chic Fil a, January at Chipotle, February at Chilies, March Yogurtology, and then Ducky's to be determined.
 - e. Continuing used uniform sales and especially with cooler weather coming we should do well.
 - f. The yearly Gala will be held on April 7th at the Tampa Garden Club with a Master's Theme. The committee is already hard at work and paperwork will go out early November for Sponsorship opportunities.
 - g. Box tops are still being collected throughout the school year.

IX. Teacher Representative Report: (Matt Healey)

1. Despite the challenges with the disruption of Hurricane Irma the teachers are still pushing forward and staying motivated and are preparing for Conference week coming up. Each grade level held a parent workshop which was very beneficial. Staff expressed the importance of our core values and accommodations.
2. The 4th grade team and students have moved into their new building and everyone is very happy.
3. Staff is feeling the pressure with managing the ESC Services and all the accommodations. They are working hard to see how they can increase support to keep our standards high moving forward.

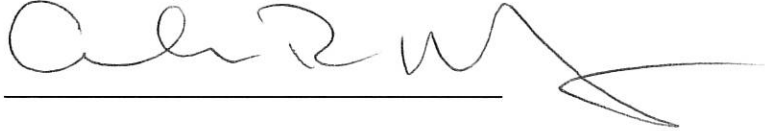
X. Old Business:

No old business brought up at this time.

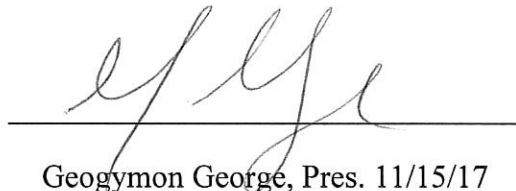
XI. New Business:
No new business brought up at this time.

XII. Public Comment on Agenda or Non Agenda Items:
No Public Comment at this meeting

XIII. Adjourn Meeting:
Motion was made by Anthony Prieto to adjourn Meeting. Motion was seconded by Marianne Touger.
Board Meeting adjourned unanimously at 7:58pm.

A handwritten signature in cursive script, appearing to read 'Amy Pickford', written over a horizontal line.

Amelia "Amy" Pickford, Sec. 11/15/17

A handwritten signature in cursive script, appearing to read 'Geogymon George', written over a horizontal line.

Geogymon George, Pres. 11/15/17

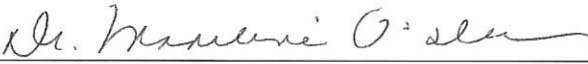
2017-2018

DESIGNATION OF PRINCIPAL

With respect to Section 1002.33(p)(3) of the Florida Statutes, the undersigned hereby names each of the following individuals as authorized designees.

JENNIFER CISNEROS

SONIA SPOTO



Dr. Madeline O'Dea

2017-2018

DESIGNATION OF PARENT REPRESENTATIVE

With respect to Section 1002.33(p)(3) of the Florida Statutes, the undersigned hereby names the following individuals as authorized designees.

NICOLE MORGADO



Yvette Gonzalez



October 2, 2017

Dear Parents/Guardians:

All educators in Florida are monitored to ensure they meet certification and training requirements as mandated by law. Per Florida Statute 1012.42, when a teacher is assigned teaching duties out of the field in which the teacher is certified, the parents of all students in the class shall be notified in writing.

Hillsborough County Public Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. The district is assisting our teachers by developing an *Individual Professional Development Plan* to complete the requirements needed to become in-field and/or highly qualified.

All of our teachers are certified to teach, although some of them are currently out-of-field and are working on additional areas of certification. You have the right to know the professional qualifications of the teachers or paraprofessionals who instruct your child. Federal law allows you to ask for certain information about your child's teachers and requires us to give you this information in a timely manner if you ask for it. If you would like more information, please contact the school at 813-874-2402.

The table below lists teachers who are currently out-of-field and/or not highly qualified (HQ).

Sincerely,

Dr. Madeline O'Dea

Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes
Arena, Richard	5 th Gr. Teacher	August 1, 2017	Elementary K-6, English 5-9	ESOL Endorsement
Avery, Sarah	2 nd Gr. Teacher	August 1, 2017	Elementary K-6	ESOL Endorsement
Beal, Lindsey	7 th Gr. Teacher	August 1, 2017	Social Science 6-12, English 5-9	ESOL Endorsement
Doyle, Cleopatra	Art Teacher	August 1, 2017	Emotionally Handicapped K-12, ESE K-12, SLD K-12, ESOL	Art K-12
Hess, Jennifer	1 st Gr. Teacher	August 1, 2017	Elementary K-6	ESOL Endorsement
Hess, Ryan	4 th Gr. Teacher	August 1, 2017	Elementary K-6	ESOL Endorsement
McLoughlin, John "Jack"	7 th Gr. Teacher	August 1, 2017	Social Science 6-12, ESOL	English 6-12
Strzelecki, Ryan	Gifted Teacher	August 1, 2017	Elementary Education K-6, ESOL	Gifted K-12
Tatum, Jordan	6 th Gr. Teacher	August 1, 2017	Social Studies 5-9 English 5-9	ESOL Endorsement

Tampa School Development Corporation
Board of Directors
Meeting Minutes

November 15, 2017

I. Meeting called to order by President, Joe George, at 6:09pm at 2402 W. Osborne Ave, Tampa, FL

Members Present:	Joe George, Pres.	Members Absent:	Norma Tempest
	Marina Choundas, VP		Anthony Prieto
	Marianne Touger, Tres.		Bryant Johnson
	Amelia (Amy) Pickford, Sec.		Ashley Valdes
	Celeste Greco		Angie Morton, PPA Rep
	Ryan Luzod		Jennifer Lockler, PPA Rep.
	Jennifer Pecora		
	Matthew Healey, Teacher Rep.		

School Representatives Present: Dr. Madelyn O'Dea, Founder, CEO, Principal
Joe Sansonetti CFO
Jennifer Cisneros
Sonia Spoto
Nicole Morgado

II. Approve October 18th, 2017 meeting minutes:

1. Motion was made by Celeste Greco to approve the October 18th, 2017 meeting minutes. Motion was seconded by Ryan Luzod, and approved by the Board unanimously.

III. Principal/CEO Report: (Dr. O'Dea):

1. Review of Audit
 - a. George Guida and Chris Trappy from the firm Prida, Guida, and Perez, PA. Presented the audit to the board.
 - b. Chris Trappy went over the Audit and discussed it with the board. It was a clean audit and he was very impressed with where we are and where we came from in our years using their firm for our Audits.
 - c. A motion was made by Celeste Greco to approve the Audit; motion was seconded by Jennifer Pecora, approved unanimously.
2. County Site Visit: IRS Form 990:
 - a. The county's Mid Term Review was completed.
 - b. The IRS Form 990, previously reviewed by the Board was signed by Dr. O'Dea and submitted.

3. Security Seminole Heights:
 - a. Trinity has been confined to our campus for security reasons due to the districts lock downs in association with the Seminole Heights murders.
 - b. Monday Dr. O'Dea held a meeting with the Physical Education Department and the decision was made to start going back to Wellwood for PE.
4. Out Of Field Letter:
 - a. The Out of field letter was presented by Jennifer Cisneros
 - b. A motion was made by Celeste Greco to approve the out of field letter, motion was seconded by Jennifer Pecora, motion passed unanimously.
5. Disciplinary Committee Processes:
 - a. The Disciplinary Committee is working on setting up a Referral Process for Disciplinary Actions. We are going back to a form that will be filled out to send to the Disciplinary Committee to start the process. We are looking into past forms and will be editing for use moving forward.
 - b. Trinity will be looking into getting the policies that are outlined in the school's handbook out to the public through email etc.

IV. Secretary's Report: (Amy Pickford)
Nothing to report at this time

V. Disciplinary Committee Report: (Jennifer Pecora)
Nothing to report at this time.

VI. Treasurer's Report: (Marianne Touger)

1. Marianne reported that the Finance Committee is trying to make a decision on the accounting software. They are looking at outside vendors for information they are expected to make a decision by Dec. 2017.

VII. School Board President Report: (Joe George)
Nothing to Report at this time

VIII. PPA Report:

1. The PPA is coming in short of their Goals for Fundraising but are moving forward and continuing to be optimistic.
2. The PPA is looking into adding some additional fundraisers to hopefully make up some of the shortfall.
3. The Book Fair just wrapped up and went very well exceeding last year's numbers
4. The Community Service Project to help Puerto Rico's residents hit hard by hurricane Maria went very well. Trinity was able to send 523 competed family boxes. This is an amazing number considering only 20% of our Trinity Families participated. .

IX. Teacher Representative Report: (Matt Healey)

1. Everyone enjoyed the Veteran's Day Assembly which went very well.
2. St Augustine Field study had great participation a third bus had to be ordered to accommodate all the students and chaperones.
3. With all the media attention about the teachers in the district not receiving the raises they were promised in their contracts, Trinity's teachers are very grateful that it was in the budget for them to receive their step raises as promised.

4. Staff appreciates the Board and their Disciplinary Committee for the work they do.
5. Teachers have been hard at work doing the narratives for each student that go along with the report card. This is a very important part of assessments because it looks at the social emotional aspect of learning along with academics.

X. Old Business:

No old business brought up at this time.

XI. New Business:

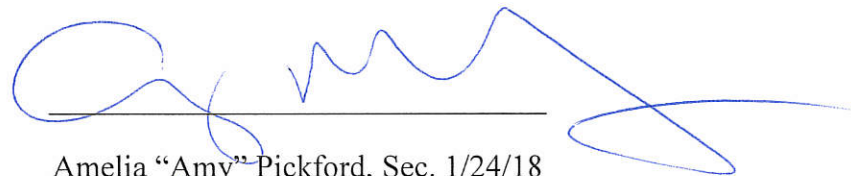
No new business brought up at this time.

XII. Public Comment on Agenda or Non Agenda Items:

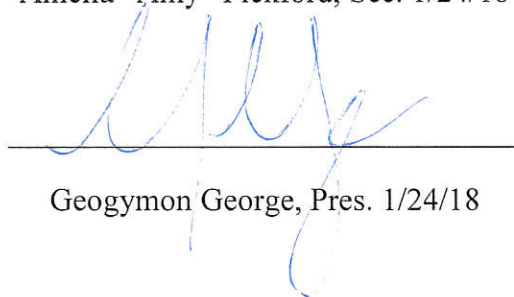
No Public Comment at this meeting

XIII. Adjourn Meeting:

1. Motion was made by Marianne Touger to adjourn Meeting. Motion was seconded by Jennifer Pecora. Board Meeting adjourned unanimously at 8:13pm.



Amelia "Amy" Pickford, Sec. 1/24/18



Geogymon George, Pres. 1/24/18

Tampa School Development Corporation
Board of Directors
Meeting Minutes

December 2017

No meeting this month



Amelia "Amy" Pickford, Sec. 1/24/18



Joe George "Geogymon", Pres. 1/24/18