

Tampa School Development Corporation
Board of Directors
Meeting Agenda
July 31, 2019

- I. Call Meeting to order
- II. Approve June 25, 2019 Board meeting minutes
- III. Principal/CEO Report: (Dr. O'Dea)
 1. Construction Update
 2. Finance Update
 3. Business & Communications Update
 4. EDU Update
 5. Approve FTE Out of Field Letter
 6. FSSAT/CMP Safety Update
 7. Parent Hour Probation Notice
- 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 (M. Choundas)
- 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 31, 2019

Amy
I signed
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Mmm

I. Meeting called to order by President, Marina Choundas, 6:06pm at 2402 W. Osborne Ave, Tampa, FL

Members Present:	Marina Choundas, Pres.	Members Absent:	Ashley Valdes
	Ryan Luz6d, VP		Celeste Greco
	Marianne Touger, Treas.		Jennifer Pecora
	Amelia (Amy) Pickford, Secy.		Dana Dowsett
	Joe George, Past Pres.		
	Bryant Johnson		
	Dr. Joe Daum		

School Representatives Present: Dr. Madeline O'Dea, Principal, CEO
Jennifer Cisneros, Ass. Prin.
Nicole Morgado, Director of Business & Communications
Yvette Gonzalez, Parent Representative

II. Motion was made by Bryant Johnson to approve the June 25, 2019 meeting minutes. Motion was seconded by Marianne Touger and approved by the Board unanimously.

III. Principal/CEO (Dr. Madeline O'Dea)

1. Upper School Construction is behind due to permitting issues and we will be opening without the office or main entrance being completed; classrooms are ready, and we will use the east entrance (basketball courts) until construction is complete in October. Any visitors will have to sign in at the office on the lower school campus.
2. Dr. O'Dea reported that CFO Joe Sansonetti believes the school is starting the year with a healthy budget with strong financial projections.
3. Trinity is an A rated school again for numerous years in a row, having increased our score from last year by 5 points. Trinity also met overall goals of making gains in our Math scores and in the scores for our bottom Core group of students. Next year's goal will be to increase Science scores.
4. FTE Out of Field Letter was presented and reviewed. Amy Pickford made a motion to approve the FTE Out Of Field Letter. Motion was seconded by Bryant Johnson and approved by the Board unanimously.
5. Nicole Morgado reported that the FSSAT/CMP Safety Update was completed and submitted by the school's safety committee. The questionnaire has become a lot more extensive going from 250 questions to 400 questions since the school shootings. The process is very detailed and requires photos, floor plans and lots of information that will be needed by first responders in case of an emergency.
6. New legislation requirements have come out to put into place a system to report school crime, threats, etc. anonymously. This information will be put on Trinity's website and parent handbook so that the school will be in compliance with this new requirement.
7. Parent hour notices went out to families who fell short of the required parent volunteer hours for the 2018-2019 school year.

IV. Secretary's Report: (Amy Pickford)

Amy Pickford reported that each Board member must complete a new Conflict of Interest form and Board Pledge for the new school year. Marina Choundas passed out the forms to all Board Members and asked for them to be completed and turned in for placement in the board binder.

V. Disciplinary Committee Report:

Nothing to report at this time.

VI. Treasurer's Report: (Marianne Touger)

1. Marianne Touger reported that fund balance is in good shape and Budget is healthy

VII. School Board President Report: (Marina Choundas)

1. Marina reported to the board that she sent everyone a link to sign up to help the PPA at Meet and Greet and for car line drop off and pick up on the first and second day of school. She requested the Board's full participation on those days to have a strong presence on campus those first days of back to school.
2. Marina reported that the SSO designation form was sent to the District as required.

VIII. PPA Report:

1. Nicole Morgado gave the PPA report. She stated that new officers have been appointed and Cassandra Mitchell is the new president for the upcoming school year.
2. The PPA is ready for the upcoming Meet and Greet and have come up with new gifts for those families that contribute to the Annual Giving Fund.
3. Other PPA Fundraisers for the year will be the Magazine Drive, Read-a-thon, the Fun Run/Walk Community Event, Yankee Candle, Wish Farms, Box Tops, Mabel's Labels, used uniforms, Santa's Workshop, and of course the Gala.
4. The Gala has been moved earlier in the year to Feb. 29th. It will be held at the JCC again this year and will have a 70's disco theme.

IX. Faculty Report:

Everything is going well getting ready for the start of school. There have been 11 new hires for the school, and they are all excited to start the new school year with Trinity.

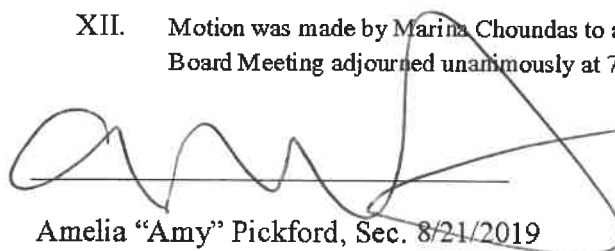
X. Old Business//New Business:

No Old or New Business at this time

XI. Public Comment on Agenda or Non-Agenda Items:

No Public Comment at this time

XII. Motion was made by Marina Choundas to adjourn Meeting. Motion was seconded by Joe George Board Meeting adjourned unanimously at 7:29pm



Amelia "Amy" Pickford, Sec. 8/21/2019



Marina Choundas, Pres. 8/21/2019



July 26, 2019

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.

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.

Sincerely,

Dr. Madeline O'Dea

Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes
Beal, Lindsey	7 th Gr. Teacher	August 12, 2019	Social Science 6-12, English 5-9	ESOL Endorsement
Cona, Dionne	1 st Gr. Teacher	August 12, 2019	Elementary K-6	ESOL Endorsement
Givens, Kristian	6 th Gr. Teacher	August 12, 2019	Social Science 6-12	English 5-9, ESOL Endorsement
Hess, Ryan	4 th Gr. Teacher	August 12, 2019	Elementary K-6	ESOL Endorsement
MacDonald, Amanda	Gifted	August 12, 2019	Elementary K-6, ESOL	Gifted Endorsement
McLoughlin, John	7 th Gr. Teacher	August 12, 2019	Social Science 6-12, English 6-12	ESOL Endorsement
Ottman, Bailey	ESE, K-4	August 12, 2019	ESE, K-12	Elementary Education, K-6
Reisman, Kristen	4 th Gr. Teacher	August 12, 2019	Prekindergarten/Primary Age 3 Grade 3, ESOL	Elementary Education, K-6
Tatum, Jordan	8 th Gr. Teacher	August 12, 2019	Social Science 5-9 English 5-9	ESOL Endorsement

Education

Community

Family

Tampa School Development Corporation
Board of Directors
Meeting Agenda
August 21, 2019

- I. Call Meeting to order
- II. Approve May 8, 2019 meeting minutes
- III. Principal/CEO Report: (Dr. O'Dea)
 - 1. School Opening
 - 2. Construction Update
 - 3. High School Night
 - 4. Audit
- 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 (M. Choundas)
- 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 21, 2019

I. Meeting called to order by President, Marina Choundas, 6:04pm at 2402 W. Osborne Ave, Tampa, FL

Members Present:	Marina Choundas, Pres.	Members Absent:	Marianne Touger, Treas.
	Ryan Luzod, VP		Joe George, Past Pres.
	Amelia (Amy) Pickford, Sec.		Ashley Valdes
	Celeste Greco		
	Bryant Johnson		
	Jennifer Pecora.		
	Dana Dowsett		
	Dr. Joe Daum		

School Representatives Present: Dr. Madeline O’Dea, Principal, CEO
Joe Sansonetti, CFO
Yvette Gonzalez, Parent Representative

II. Motion was made by Joe Daum to approve the July 31, 2019 meeting minutes. Motion was seconded by Celeste Greco and approved by the Board unanimously.

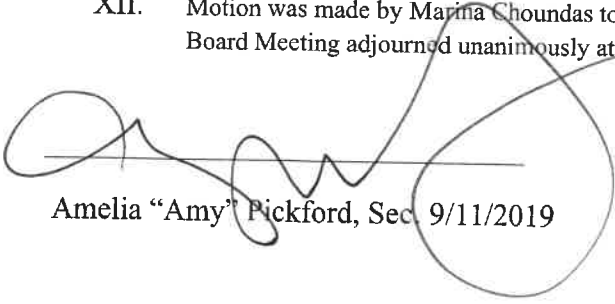
III. Principal/CEO (Dr. Madeline O’Dea)


1. School Opening went great, with only a few minor issues at pickup and drop off which Officer Vega is working on.
2. The construction at the Upper School to complete the main office area and the main entrance at Spoto Hall is ongoing. Installation of certain features took longer than anticipated. The permitting process is now moving along well and the completion date is still targeted for the middle of September. Students are not impacted and they are navigating smoothly to their Upper School classrooms.
3. The water fountain in the main breezeway broke and flooded, destroying the library carpet. It is being replaced.
4. Landscapers will be connecting the sprinkler system to the well, and landscaping should be completed to coincide with the opening of the Spoto Hall main entrance/offices in September.
5. High School night will be held in October in the Spoto Hall Building. The main entrance and offices are expected to be up and running by that time.
6. The finance department is coordinating with the auditors for the audit prep.
7. The school has created a “Permanent Walker” form that parents must sign if a student is not being picked up on our campus and walking out to a parked car or walking to their home. This enables the school to know who is leaving our campus on foot. The school has received over 90 completed “Permanent Walker” forms.

IV. Secretary’s Report: (Amy Pickford)

Amy Pickford collected the Board Pledges and Conflict of Interest forms from the remainder of the Board Members.

- V. Disciplinary Committee Report:
Nothing to report at this time.
- VI. Treasurer's Report:
1. Fund Balance is up from last year and the budget is on track.
- VII. School Board President Report: (Marina Choundas)
1. Marina thanked the Board for their turn out and participation at Meet and Greet and in the pick-up and drop off lines during the first week of school. We had 100% participation from our Board.
2. Marina updated the Board on the SSO designation documents relating to the school safety officer.
- VIII. PPA Report:
1. PPA School Supply fundraiser results were better than last year
2. Used Uniform Fundraiser was very successful again this year.
3. As of August 14th the Annual Giving Fund has netted \$45,000.00
4. Kickoff for the Magazine Drive will be August 23, with forms going out with the students on Aug 16th.
5. On Aug. 28th the Read-a-thon Fundraiser is being presented to the PPA Board they will update us on that outcome at our next meeting.
6. The Community Fun Run committee is working on their upcoming event.
7. The Gala donation letters went out, and the gala banners for the campus are being prepared.
- IX. Faculty Report:
Faculty wanted to thank the Board for their help during the first week of school. Asst. Principal Jennifer Cisneros is working on a rotating schedule to have different Faculty Representatives attend the Board meetings and will propose the schedule sometime in September.
- X. Old Business//New Business:
No Old or New Business at this time
- XI. Public Comment on Agenda or Non-Agenda Items:
No Public Comment at this time
- XII. Motion was made by Marina Choundas to adjourn Meeting. Motion was seconded by Joe Daum
Board Meeting adjourned unanimously at 7:18pm


Amelia "Amy" Pickford, Sec 9/11/2019


Marina Choundas, Pres.9/11/2019

Tampa School Development Corporation
Board of Directors
Meeting Agenda
September 11, 2019

- I. Call Meeting to order
- II. Approve August 21, 2019 meeting minutes
- III. Principal/CEO Report: (Dr. O'Dea)
 1. Construction Update
 2. First Quarter Updates
- 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 (M. Choundas)
- 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

September 11, 2019

I. Meeting called to order by President, Marina Choundas, 6:08pm at 2402 W. Osborne Ave, Tampa, FL

Members Present:	Marina Choundas, Pres.	Members Absent:	Jennifer Pecora
	Ryan Luzod, VP		Dr. Joe Daum
	Marianne Touger, Treas.		
	Amelia (Amy) Pickford, Sec.		
	Joe George, Past Pres.		
	Celeste Greco		
	Bryant Johnson		
	Ashley Valdes		
	Dana Dowsett		

School Representatives Present: Dr. Madeline O'Dea, Principal, CEO
Nicole Morgado,
Yvette Gonzalez, Parent Representative
Teresa Holmes, PPA Rep.
Chelsea Fredrickson, Teacher Rep.

II. Motion was made by Dana Dowsett to approve the August 21, 2019 meeting minutes. Motion was seconded by Ryan Luzod and approved by the Board unanimously.

III. Principal/CEO (Dr. Madeline O'Dea)

1. Construction Update:

- a. Upper School Construction to complete the offices and Main Entrance at the Spoto Hall is scheduled to be complete by September 15th. Dr. O'Dea would like to give the Board a tour at the end of our meeting.
- b. As reported earlier, the water fountain in the main breezeway broke and flooded, causing the library carpet to be ruined and accelerating the already planned renovation to the library. The new flooring is completed and everything will be moved back in and ready to go by the middle of next week.
- c. A shed has been installed on the back playground to house the blue blocks and outside play equipment.

2. First Quarter Updates:

- a. The school had a smooth first quarter and everything is going well.
- b. On September 6 we held the first active shooter drill which will be held every month pursuant to new criteria from the district. Law enforcement will do another drill on September 18th. The Early Childhood Center, Lower School and Upper School are getting feedback from each drill and working to minimize the disruption to the students to help the school maintain a safe campus.

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

V. Disciplinary Committee Report:
Nothing to report at this time. Possible referrals coming from staff

VI. Treasurer's Report:

1. The 2018-2019 Audit is underway
2. Forecasted 867 students with Florida Education Finance Program (FEFP) but actually have 886 so there will be a true up in January of approximately \$131,000.00
3. Capital Outlay was approved for 867 students for a total of \$442,375.00
4. Extended Day Education has received 215 contracts but expectations are to be at 235 contracts by year's end. Expected daily attendance with Drop-ins is at 265 students plus or minus 15 students.
5. Fund Balance has decreased over the first few months of school due to budgeted Capital Project payments. Funds will replenish throughout the year, ending with both higher cash balance and Fund Balance than anticipated in budget

VII. School Board President Report: (Marina Choundas)

1. Marina invited all members of the board to attend the September 17th Faculty Meeting in the library at 3:30pm. This is the opportunity to introduce ourselves to the faculty and let them know we are here to support them in any way that we can.
2. The 2020/2021 District Calendar Draft has been released early. The Board discussed some changes in dates, which the Board will review in connection with the upcoming school calendar process.

VIII. PPA Report:

1. The Annual Giving Fund has collected \$54, 000.00 so far with 3 weeks left in the campaign.
2. The Magazine Drive went out there was a kick off on August 23rd. So far it has brought in approximately \$11, 000, with much more online participation this year.
3. The Used Uniform Fundraiser was successful, with a great turn out. There will be another one held Dec. 2nd and 3rd.
4. The PPA will be considering rolling out a Read-a-thon Fundraiser in the spring after Spring Break to maximize impact for the students. The PPA will update us on that at our next meeting.
5. The Community Fun Run will be Oct. 5th at Lowry Park. Although the event raises some funds, it is primarily done as a school community-building event.
6. The Gala donation request letters went out and the banners are hung on campus. The Gala Committee is working on providing another fantastic event this year.
7. The PPA will consider and vote at its next meeting whether to move forward with the Yankee Candle Fundraiser and Wish Farms Strawberry Fundraiser.
8. Box Top Fundraiser will likely be phased out due to the changes in submitting the coupons.
9. Santa's Workshop will be Dec. 16-19. That event was so successful last year that it ran out of items to sell, so the committee is working on getting more crafts and items to sell this year.

IX. Faculty Report:
Chelsea Fredrickson, a teacher in the Early Childhood Program, reported that the summer went well. The children enjoyed the water days and worked on the alphabet. There are 40 new students

and they are transitioning well. Open House was a great opportunity to get to know the parents and describe the program and its activities. Yoga is a new activity that has been introduced for the children, which the EC staff is excited about.

X. Old Business:

No Old Business at this time

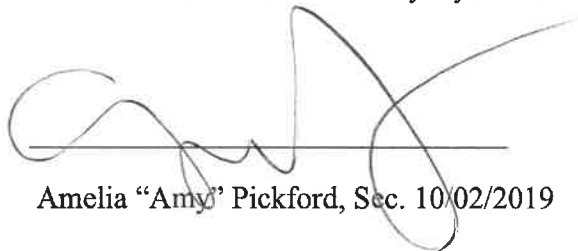
XI. New Business:

1. Marianne reported that the school appears to have some unclaimed funds held at the State of Florida. She will investigate further and report back to the Board.
2. Dr. O'Dea took the Board across the street to tour the new construction at Spoto Hall. The new front office and main entrance (with space for a "school store") are designed with an open, modern feel that incorporates safety and practical features. The area should be completed in several weeks to be ready by Trinity's High School Night in October.


XII. Public Comment on Agenda or Non-Agenda Items:

No Public Comment at this time

- XIII. After Our Tour of Spoto Hall a motion was made by Marina Choundas to adjourn Meeting. The motion was seconded by Bryant Johnson and the Board Meeting adjourned unanimously at 7:38pm



Amelia "Amy" Pickford, Sec. 10/02/2019



Ryan Luzod, Vice Pres. 10/02/2019

Tampa School Development Corporation
Board of Directors
Meeting Agenda
October 2, 2019

- I. Call Meeting to order
- II. Approve September 11, 2019 meeting minutes
- III. Principal/CEO Report: (Dr. O'Dea)
 - 1. Adoption of Active Assailant Response Plan
 - 2. High School Night
 - 3. Upcoming Events
 - 4. Construction Update
- 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 (M. Choundas)
- 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

October 2, 2019

I. Meeting called to order by President, Marina Choundas, 6:01pm at 2402 W. Osborne Ave, Tampa, FL

Members Present:	Ryan Luzod, VP	Members Absent:	Marina Choundas, Pres.
	Marianne Touger, Treas.		Dr. Joe Daum
	Amelia (Amy) Pickford, Sec.		Celeste Greco
	Joe George, Past Pres.		
	Jennifer Pecora		
	Bryant Johnson		
	Ashley Valdes		
	Dana Dowsett		

School Representatives Present: Dr. Madeline O’Dea, Principal, CEO
Nicole Morgado,
Sonia Spoto (Ass. Principal)

Guests: Laine Melendy (Parent Observing)

II. Motion was made by Joe George to approve the September 11, 2019 meeting minutes. Motion was seconded by Marianne Touger and approved by the Board unanimously.

III. Principal/CEO (Dr. Madeline O’Dea)

1. Construction Update: Spoto Hall’s new entrance and main office area opened as scheduled. The school is still waiting on some lighting and other remaining items. Pine Lake will be installing the landscaping and connecting the well this weekend. The roof will need to be replaced over phases. Work will start over Christmas break and continue into the new year.
2. High school night was a great success and parents were able to enter and sign in using the new office and entrance.
3. Adoption of Active Response Plan has taken place with regularly scheduled shooter drills, with special adaptations for preschoolers through kindergarten.
4. The District performed their site visit of the school. The school passed, and the district reps stated everything was exemplary.
5. Due to state regulations anyone signing in late to school or signing out early from school will need a doctor or dentist note in order to receive an excused tardy or absent from class and will also need a parent or guardian to sign them in. The student cannot just be dropped off.
6. Upcoming Events:
 - a. Storybook Parade will be taking place on Oct 31st with Middle School students serving as emcees. They will be doing walking performances and conducting recorded interviews.
 - b. Book Fair will be held Nov 4th through the 8th in the Media Center

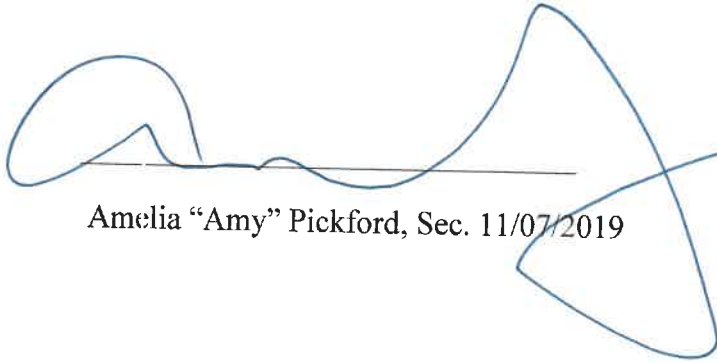
- c. Trinity's 6th Annual Building Thanks Service Project will be to aid those in the Bahamas impacted by Hurricane Dorian. An Email Blast will be sent with the details for this year's event.
- d. Trinity will be having their annual Trinity Feast on Nov. 22nd
- e. Winter Show for K-2 - details to come.

- IV. Secretary's Report: (Amy Pickford)
Nothing to report at this time
- V. Disciplinary Committee Report:
Nothing to report at this time. Possible referrals coming from staff
- VI. Treasurer's Report:
The 2018-2019 Audit is complete. No surprises, clean report, and will be presented at November's Board Meeting
- VII. School Board President Report: (VP Ryan Luzod)
 - 1. Ryan stated that the board was well received at the September 17th Faculty Meeting. It was nice to see new and old faces and take the opportunity to introduce ourselves to the faculty and let them know the Board is here to support them in any way.
 - 2. The signed SSO contract was accepted by the district as submitted
 - 3. Ryan asked for the standardized test and FSA results to be made available for the Board for the next meeting.
- VIII. PPA Report:
 - 1. Magazine Drive brought in over \$42,000.00
 - 2. Giving Fund has brought in approximately \$60,000.00 thus far. Cassandra (PPA Pres.) wants to do one final push before ending the campaign.
 - 3. Fun Run Community Event will be held this weekend
 - 4. Next Used uniform sell will be held in Dec.
 - 5. Secret Santa Workshop will be held in Dec.
 - 6. The PPA voted to discontinue the Yankee Candle and Strawberry Fundraiser
 - 7. The Gala Committee reevaluated the Gala Sponsorship Form and made some changes. The Board was asked to seek sponsorships and each Board member was given a form. Forms will be going out to the Trinity Community soon. The Event will be February 29th at the Glazer JCC.
- IX. Faculty Report:
Nothing to report at this time.
- 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:

Parent Laine Melendy attended the meeting. She stated that she was happy to see that the Board is involved in making sure that students' safety and mental health issues are handled according to guidelines and stressed the importance of focusing on students' mental health needs.

XIII. Motion was made by Dana Dowsett to adjourn the meeting. Motion was seconded by Joe George. Board Meeting adjourned unanimously at 7:44pm.



Amelia "Amy" Pickford, Sec. 11/07/2019



Marina Choundas, Pres. 11/07/2019

Tampa School Development Corporation
Board of Directors
Meeting Agenda
November 6, 2019

- I. Call Meeting to order
- II. Approve October 2, 2019 meeting minutes
- III. Presentation of Audit Results
- IV. Principal/CEO Report: (Dr. O'Dea)
 1. Florida School Recognition (A Money)
 2. Updated Out of Field Letter
 3. Updates
- V. Secretary's Report (A. Pickford)
- VI. Disciplinary Committee Report (J.Pecora/B. Johnson)
- VII. Treasurer's Report (M. Touger)
- VIII. School Board President Report (M. Choundas)
 1. Board Recruitment
 2. Board Committee Roles and Responsibilities
- IX. PPA Report
- X. Faculty Report
- 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

November 6, 2019

I. Meeting called to order by President, Marina Choundas. 6:08pm at 2402 W. Osborne Ave, Tampa, FL

Members Present:	Marina Choundas, Pres. Ryan Luzod, VP Marianne Touger, Treas.. Amelia (Amy) Pickford, Sec. Celeste Greco Jennifer Pecora Bryant Johnson Dr. Joe Daum Dana Dowssett	Members Absent:	Joe George, Past Pres. Ashley Valdes
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School Representatives Present: Joe Sansonetti, CFO

Guests: None

II. Motion was made by Jennifer Pecora to approve the October 2, 2019 meeting minutes. Motion was seconded by Dana Dowssett and approved by the Board unanimously.

III. Audit was presented by Prida, Guida, & Perez, P.A. Certified Public Accountants.

1. Audit was issued on September 26, 2019 and was a clean Audit.

IV. Principal/CEO (Joe Sansonetti for Dr. Madeline O'Dea)

1. Florida School Recognition (A Money) was voted on and sent according to statute
2. A motion was made by Marina Choundas to approve the Updated Out of Field Letter. The motion was seconded by Joe Daum and approved by the Board unanimously. Letter was sent to the district.
3. Vice Principal Jennifer Cisneros has pulled together all info on testing results and will present it along with graphs at our next meeting.

V. Secretary's Report: (Amy Pickford)

Nothing to report at this time

VI. Disciplinary Committee Report:

Nothing to report at this time. Possible referrals coming from staff

VII. Treasurer's Report: (Marianne Touger)

1. Clean Audit as reported

2. The Finance Committee is working on setting some guidelines to handle Student based Clubs' Fundraising efforts to better define procedures for the collection and distribution of funds.
3. The Finance Committee approved the Quarterly Budget Adjustments at their last meeting.

VIII. School Board President Report: (Marina Choundas)

1. Marina reported to the Board that the Executive Committee has started Recruitment for Candidates for next year's board and the following year as well. We will be having Board Members rolling off in the coming years and must be prepared to get new members to replace those leaving. We will be setting up interviews in the coming months and will report to the Board those findings.
2. Marina handed out Roles and Responsibilities for each of the Board's Committees. The Board looked over, a few minor changes were discussed, and Marina asked anyone that had any other feedback or ideas to let her know so we can make any changes and get them in our official book.

IX. PPA Report:

1. Fun Run Community Event was very successful with double the participation this year. Other venues for next year are being considered.
2. The Used uniform sell has moved to Dec. 4th and 5th
3. Secret Santa Workshop will be held in Dec.
4. The Gala Information has gone out and the Committee is in full gear with preparations.

X. Faculty Report:

Nothing to report at this time.

XI. Old Business:

No Old Business at this time


XII. New Business:


Discussed setting up Long Range Goals for our Board.

XIII. Public Comment on Agenda or Non-Agenda Items:

No Comments

XIV. Motion was made by Marina Choundas to adjourn Meeting. Motion was seconded by Jennifer Pecora. Board Meeting adjourned unanimously at 7:28pm.



Amelia "Amy" Pickford, Sec. 1/08/2020

Marina Choundas, Pres. 1/08/2020



October 28, 2019

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.

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.

Sincerely,

Dr. Madeline O'Dea

Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes
Beal, Lindsey	7 th Gr. Teacher	August 12, 2019	Social Science 6-12, English 5-9	ESOL Endorsement
Cona, Dionne	1 st Gr. Teacher	August 12, 2019	Elementary K-6	ESOL Endorsement
Hess, Ryan	4 th Gr. Teacher	August 12, 2019	Elementary K-6	ESOL Endorsement
MacDonald, Amanda	Gifted	August 12, 2019	Elementary K-6, ESOL	Gifted Endorsement
McLoughlin, John	7 th Gr. Teacher	August 12, 2019	Social Science 6-12, English 6-12	ESOL Endorsement
Reisman, Kristen	4 th Gr. Teacher	August 12, 2019	Prekindergarten/Primary Age 3 Grade 3, ESOL	Elementary Education, K-6
Tatum, Jordan	8 th Gr. Teacher	August 12, 2019	Social Science 5-9 English 5-9	ESOL Endorsement

CHARTER SCHOOL BOARD MEETING SCHEDULE 2019-2020

B Z Name of Governing Board:	Tampa School Development Corporation		
Name of School:	Trinity School for Children		
Address:	2402 W Osborne Avenue Tampa FL 33603		
Phone:	813-874-2402	Date Submitted:	07/30/2019

* At a minimum, two meetings a year *must* be in Hillsborough County

Date	Time	Location of Meeting <i>(full address and meeting place)</i>
July 31, 2019	6:00 pm	2402 W Osborne Avenue Tampa FL 33603- Dr. O'Dea's office
August 21, 2019	6:00 pm	2402 W Osborne Avenue Tampa FL 33603- Dr. O'Dea's office
September 11, 2019	6:00 pm	2402 W Osborne Avenue Tampa FL 33603- Dr. O'Dea's office
October 2, 2019	6:00 pm	2402 W Osborne Avenue Tampa FL 33603- Dr. O'Dea's office
November 6, 2019	6:00 pm	2402 W Osborne Avenue Tampa FL 33603- Dr. O'Dea's office
December 2019		No meeting this month
January 8, 2020	6:00 pm	2402 W Osborne Avenue Tampa FL 33603- Dr. O'Dea's office
February 5, 2020	6:00 pm	2402 W Osborne Avenue Tampa FL 33603- Dr. O'Dea's office
March 4, 2020	6:00 pm	2402 W Osborne Avenue Tampa FL 33603- Dr. O'Dea's office
April 8, 2020	6:00 pm	2402 W Osborne Avenue Tampa FL 33603- Dr. O'Dea's office
May 12, 2020	6:00 pm	2402 W Osborne Avenue Tampa FL 33603- Dr. O'Dea's office
June 24, 2020	6:00 pm	2402 W Osborne Avenue Tampa FL 33603- Dr. O'Dea's office

List the locations where public access to the Board Meeting Schedule, Meeting Announcements and changes made are located: *(ie: newspaper, website, office window, etc.)***

- | |
|-------------------|
| 1. School Website |
| 2. Main Offices |
| 3. |
| 4. |
| 5. |

****All documents in all locations should be kept current and regularly updated for public visibility.**

Tampa School Development Corporation
Board of Directors
Meeting Agenda
January 8, 2020

- I. Call Meeting to order
- II. Approve November 6, 2019 meeting minutes
- III. Principal/CEO Report: (Dr. O'Dea)
 1. Expectations for Remaining School Year
 2. Construction Update
 3. Assessment Review
 4. Gala
- 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 (M. Choundas)
- 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

January 8, 2020

I. Meeting called to order by President, Marina Choundas, 6:10pm at 2402 W. Osborne Ave, Tampa, FL

Members Present: Marina Choundas, Pres. Members Absent: Celeste Greco
Ryan Luzod, VP
Marianne Touger, Treas..
Amelia (Amy) Pickford, Sec.
Joe George, Past Pres
Jennifer Pecora
Bryant Johnson
Ashley Valdes
Dr. Joe Daum
Dana Dowsett

School Representatives Present: Dr. Madeline O’Dea, (Principal, CEO)
Jennifer Cisneros, (Ass. Principal)
Yvette Gonzalez, (Parent Rep)

Guests: None

II. Motion was made by Joe Daum to approve the November 6, 2019 meeting minutes. Motion was seconded by Marianne Touger and approved by the Board unanimously.

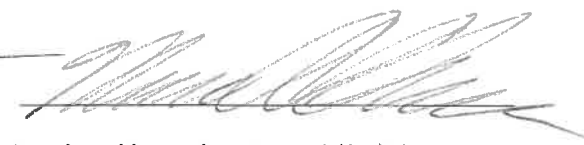
III. Principal/CEO (Dr. Madeline O’Dea & Jennifer Cisneros)

1. The school is working to obtain a flashing school light on Armenia to slow down traffic during pick up and drop off and improve the safety of our students and their families.
2. Winter Show is sold out and the kids are excited about the event.
3. Dr. O’Dea reported that the Gala is quickly approaching, and staff and PPA reps are working hard and excited about the event. The committee still needs some sponsorships so the Board is encouraged to keep working to solicit sponsors and help meet the goals.
4. Now at the second half of the school year, focus has turned to preparing for testing season and field studies.
5. Upper School office bullet proof glass arrived and has been installed. Landscaping on Upper School Campus looks beautiful. Planning has started for planned summer campus projects: second half of the roof to be completed, well to be connected to the other side of the street, landscaping to begin for the lower school campus, up lightning to be installed, and the final white fencing to be installed so that the entire campus has privacy.
6. Jennifer Cisneros presented a Projected Proficiency Summary Report analyzing the school’s academic progress based on various indicators, including standardized testing. Those indicators are compiled and assessed by the school’s assessment coordinator, Ms. Holly Collins. The Board reviewed and discussed the results and asked questions of Dr. O’Dea and Jennifer Cisneros with respect to trends and curriculum focus.

- IV. Secretary's Report: (Amy Pickford)
Nothing to report at this time
- V. Disciplinary Committee Report:
1. The Committee met with a family that was referred by the school for an incident between them and another family. The Committee determined that probation was warranted for the family.
- VI. Treasurer's Report: (Marianne Touger)
1. Fund balance increased to over \$100,000 but will level out as expected.
2. No concerns at this time
- VII. School Board President Report: (Marina Choundas)
1. Marina asked the Board to continue its efforts to support Gala and find sponsors.
2. Board was thanked for its work and its engagement for the new year ahead.
- VIII. PPA Report:
1. Annual Giving Fund has netted approximately \$84,466 to date. The Fund continues to grow slowly and has already exceeded the goal of \$80,000.
2. The Used Uniform Sale was completed and the numbers are not final but it looks like it brought in approximately \$2,446.00 at this time.
3. Secret Santa Workshop was held and as always Susan McClugage did an awesome job. There are no final numbers at this time but it looks like it netted about \$9,000.00.
4. The Gala Committee is working hard on the Gala event. Their goal for Sponsorships is \$35,000.00 and so far they have received \$21,450 but they are continuing to solicit sponsors.
- IX. Faculty Report:
Jennifer Cisneros reported that a teacher representative would be attending our next meeting.
- 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 Jennifer Pecora to adjourn Meeting. Motion was seconded by Joe Daum. Board Meeting adjourned unanimously at 7:10pm.



Amelia "Amy" Rickford, Sec. 2/05/2020



Marina Choundas, Pres. 2/05/2020

Tampa School Development Corporation
Board of Directors
Meeting Agenda
February 5, 2020

- I. Call Meeting to order
- II. Approve January 8, 2020 meeting minutes
- III. Principal/CEO Report: (Dr. O'Dea)
 - 1. Gala Update
 - 2. FDOE Office of Safe School Audit
 - 3. Approval of FTE *Out of Field Letter for FTE*
 - 4. Community Partnerships
- 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 (M. Choundas)
- 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

February 5, 2020

I. Meeting called to order by President, Marina Choundas, 6:00pm at 2402 W. Osborne Ave, Tampa, FL

Members Present:	Marina Choundas, Pres. Ryan Luzod, VP Marianne Touger, Treas. Amelia (Amy) Pickford, Sec. Joe George, Past Pres Jennifer Pecora Bryant Johnson Dr. Joe Daum Dana Dowsett	Members Absent:	Celeste Greco Ashley Valdes
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School Representatives Present: Joe Sansonetti, (CFO)
Nicole Morgado
Matt Healey, Teacher Rep.

Guests: Therese Holmes, PPA Rep.

II. Motion was made by Joe Daum to approve the January 8, 2020 meeting minutes. Motion was seconded by Amy Pickford and approved by the Board unanimously.

III. Principal/CEO (CFO Joe Sansonetti)

1. The FDOE Office of Safe School Audit will be conducting spot audits on all schools to make sure everyone is following protocol for all of the new safety policies.
2. Motion was made by Amy Pickford to approve the FTE, motion was seconded by Dana Dowsett, and approved by the board unanimously. *out of field letter*
3. We continue to foster the school's partnership with University of Tampa and their Intern Program. Interns will be on Campus in the classrooms on Wednesdays, attending Seminars with their professors, and participating in focus groups with teachers and their professors. Trinity is focusing on advancing these kinds of Community Partnerships.

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

V. Disciplinary Committee Report:
Nothing to report at this time

VI. Treasurer's Report: (Marianne Touger)
1. Fund balance has decreased a bit but should level out by the end of the school year.

2. The Finance Committee voted in the second quarter budget reflecting budget adjustments, and that was sent to the district.
3. Received FTE adjustment, there was an increase in income, budget is balanced.

VII. School Board President Report: (Marina Choundas)

1. The Executive Committee completed the 2018-2019 CEO Evaluation and Goals were set for this year.
2. The Executive Committee has started the process of Board Recruitment for the next two years to replace the members that will be rolling off in June of 2020 and June of 2021.
3. Marina asked the Board to continue its efforts to support Gala and find sponsors. She gave the Board Members letters to use to solicit donations from the community.

VIII. PPA Report: (Therese Holmes)

1. Annual Giving Fund has exceeded the goal set of \$80,000.
2. The Used Uniform Sale netted approximately \$5,000.00.
3. Secret Santa Workshop netted about \$7,000.00.
4. Magazine Drive brought in approximately \$14,000. If someone wanted to do a donation without ordering any Magazines there was an option to do so online. The company took 40% of these donations and this was never disclosed to the PPA. The PPA is looking into this and will update us at the March Meeting
5. The PPA will be meeting with the Teachers in the spring to discuss the launching of the Read-A-Thon Fundraiser.
6. The Gala is 2 ½ weeks out and the sponsorships are up \$7000.00 and ticket sells are up as well. The Committee is working on the Centerpieces for the tables. The Gala Website is up so that parents can view the Classroom Projects and start bidding now. The Committee is excited about the lighted Dance floor they have acquired for the event. Trinity's Dance Teacher will be giving Disco Dance Instructions at the event so everyone can get there groove on. 50/50 and Golden Ticket info will be going home with the students this Friday. The Committee is still in need of some donation items to go in the Raffle baskets if board members can acquire any it would be a great help.

IX. Faculty Report:

1. Staff is happy with the new health insurance program, especially the 365 challenge and the competition it has sparked between the teachers.
2. 4th grade is leaving on their St Augustine Field Study this week, with 127 participants.
3. 7th grade is leaving tomorrow for their Field Study to Tallahassee.
4. The "I Ready Program" was purchased and is being used by the 3rd grade since this is a Benchmark Year for Reading. 3rd Grade Teachers have been trained so that they can work with the students and monitor their progress.
5. FSA Prep has been distributed to grades 3-8. This will be going home so that Parents can be partners with their students and staff to prepare for testing.
6. Practical 1 Interns from UT are on campus and working in the Classrooms. Trinity is working on setting up future goals for this program.

X. Old Business:

No Old Business at this time

XI. New Business:

Joe Sansonetti informed the Board of the changes to the annual Awards Breakfast format, going from a sit down breakfast to an Awards Ceremony at Tampa Theatre instead. There will be light refreshments and it will be a shortened, more affordable event for the school's families -- still taking place on the same day as Graduation.

XII. Public Comment on Agenda or Non-Agenda Items:
No Public Comments at this time

XIII. Motion was made by Marina Choundas to adjourn Meeting. Motion was seconded by Bryant Johnson. Board Meeting adjourned unanimously at 7:03pm.



Amelia "Amy" Pickford, Sec. 3/04/2020



Marina Choundas, Pres. 3/04/2020



February 5, 2020

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.

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.

Sincerely,

Dr. Madeline O’Dea

Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes
Cona, Dionne	1 st Gr. Teacher	August 12, 2019	Elementary K-6	ESOL Endorsement
MacDonald, Amanda	Gifted	August 12, 2019	Elementary K-6, ESOL	Gifted Endorsement
McLoughlin, John	7 th Gr. Teacher	August 12, 2019	Social Science 6-12, English 6-12	ESOL Endorsement
Reisman, Kristen	4 th Gr. Teacher	August 12, 2019	Prekindergarten/Primary Age 3 Grade 3, ESOL	Elementary Education, K-6
Tatum, Jordan	8 th Gr. Teacher	August 12, 2019	Social Science 5-9 English 5-9	ESOL Endorsement

Tampa School Development Corporation
Board of Directors
Meeting Agenda

March 4, 2020

- I. Call Meeting to order
- II. Approve February 5, 2020 meeting minutes
- III. Principal/CEO Report: (Dr. O'Dea)
 1. Vote on 2020-2021 "Basic School Days Closed" Calendar for District
 2. Best and Brightest Update and Proposed Adoption of 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 (M. Choundas)
- 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
March 4, 2020

- I. Meeting called to order by President, Marina Choundas, 6:08pm at 2402 W. Osborne Ave, Tampa, FL

Members Present: Marina Choundas, Pres.
Ryan Luzod, VP
Marianne Touger, Treas.
Amelia (Amy) Pickford, Sec.
Joe George, Past Pres
Celeste Greco
Jennifer Pecora
Bryant Johnson
Ashley Valdes
Dana Dowsett

Members Absent: Dr. Joe Daum

School Representatives Present: Dr. Madeline O'Dea, Principal, CEO
Jennifer Cisneros, Ass. Prin.
Nicole Morgado

PPA Representative: Terese Holmes, PPA Co-Chair

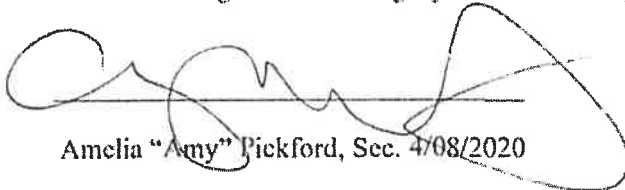
- II. Motion was made by Amy Pickford to approve the February 5, 2020 meeting minutes. Motion was seconded by Ryan Luzod and approved by the Board unanimously.

- III. Principal/CEO (Dr. Madeline O'Dea and Vice Principal Jennifer Cisneros)

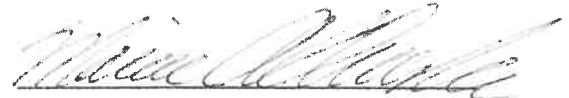
1. The 2020-2021 "Basic School Days Closed" Calendar for the district was distributed to the board. After review of the proposed calendar and discussion, a motion was made by Amy Pickford to approve the 2020-2021 Calendar. The motion was seconded by Celeste Greco and approved by the Board unanimously.
2. Vice Principal Jennifer Cisneros reported to the Board that the state's "Best and Brightest" plan will be ending after this year, and the school has received \$84,000 for distribution to the teachers pursuant to the plan. The administration circulated its plan for distribution to the teachers based on those qualifying as "Effective" and "Highly Effective." After review of the plan and discussion by the Board, a motion was made by Ryan Luzod to approve the school's plan to distribute the Best and Brightest 2019-2020 funds. The motion was seconded by Bryant Johnson and approved by the Board unanimously.
3. Jennifer Cisneros reported that after reviewing 7 months of data on absences and tardiness the school is acting to reduce those incidences by supplementing the existing School Handbook with additional updated policies. As for now the school will follow existing procedures to address the absences and tardiness, sending a concern letter at 10-15 absences. After 16 absences an intervention letter will be sent home to schedule a conference and put a plan in place to help the family if needed. Administration is also implementing a parent hour incentive for perfect attendance. The Board will work together with staff to make changes moving forward.

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

- V. Disciplinary Committee Report: Nothing to report at this time.
- VI. Treasurer's Report: (Marianne Touger)
1. Marianne reported that there are 15 separate campus improvement projects under bid.
- VII. School Board President Report: (Marina Choundas)
1. Marina reported that the Gala was a wonderful event and that she enjoyed seeing the Board members in attendance and the school community coming together for a fun time in costume. She thanked the PPA, and particularly the co-chair organizers, for their hard work and congratulated them on another successful fundraising event for the school.
- VIII. PPA Report: (Terese Holmes)
1. The Gala Numbers are not final yet but are close to reaching \$100,000. There are a few classroom projects that are still available that the PPA is auctioning on the Gala Website. Hopefully this will help the numbers surpass the \$100,000 mark. There were 230 people in attendance, which is less than last year, but all in attendance enjoyed themselves and the costumes were awesome.
 2. Monday there will be a meeting for the roll out of the "read a thon" fundraiser. The goal is to roll it out on April 6th and run it all the way through testing season when the children will be doing a lot of reading.
 3. The PPA is working on getting a list together of all the fundraisers for the last 3 or 4 years so that at the next meeting they can put a plan together for streamlining them and only move forward with the more effective ones in the coming year.
- IX. Faculty Report: Jennifer Cisneros
1. Vice Principal Jennifer Cisneros informed the board that a teacher representative from the upper school will be attending the next board meeting.
 2. Testing starts April 1st with the majority of testing to take place in the month of May.
- X. Old Business: No Old Business at this time
- XI. New Business:
- Material was sent out to families by staff about the Coronavirus concerns that have arisen. The material included a video link with resources, information on hand washing and how to talk to children about the risk, and other tips.
- XII. Public Comment on Agenda or Non-Agenda Items:
- No Public Comments at this time
- XIII. Motion was made by Marina Choundas to adjourn Meeting. Motion was seconded by Marianne Touger. Board Meeting adjourned unanimously at 7:00pm.



Amelia "Amy" Pickford, Sec. 4/08/2020



Marina Choundas, Pres. 4/08/2020

Trinity School for Children
Best & Brightest 2019-2020

- I. Trinity School for Children utilizes the *Marzano Effective Educators Program*
 - a. *Marzano Effective Educators Program* provides the system for Trinity School for Children to monitor, track and score teachers and other (specified) personal
- II. *Best & Brightest* Program
 - a. Created to provide recruitment and retention awards to classroom teachers and recognition awards to instructional personal
 - i. s. 1012.01(2)
 - ii. s. 1012.01(2)(a)
 - b. Funding provided by s. 1011.62(18)
- III. Retention Award
 - a. Trinity School for Children did not qualify for this award
 - b. s. 1012.731
- IV. Recruitment Award
 - a. No Trinity School for Children employees are eligible for this award
 - b. s. 1012.731
- V. Recognition Award
 - a. Trinity School for Children's plan for the disbursement of (State of Florida) awarded funds will be based on the following criteria:
 - i. Rating earned by the *Marzano Effective Educators Program*
 1. Growth Plan
 - a. 40%
 2. Professional Observation
 - a. 40%
 3. Value-Added Model (VAM) Scores
 - a. 20%
 4. Based on an individual's overall rating, a score will generate a rating of either:
 - a. Effective
 - b. Highly Effective
 - ii. Being selected by the Principal of the School:
 1. Selections are based on the criteria outlined in the *Marzano Effective Educators Program*
 - iii. Effective
 1. 25% of total awarded funds – divided evenly
 - iv. Highly Effective
 1. 75% of total awards funds – divided evenly
 - v. Note
 1. Trinity School for Children will follow the rules and guidelines provided by (*Alianiello v. State of Florida*, Department of Education) for processing of awards and payroll (processing)

Tampa School Development Corporation
Board of Directors
Meeting Agenda
April 8, 2020

- I. Call Meeting to order (Meeting held by Zoom teleconferencing due to COVID-19)
- II. Approve March 4, 2020 meeting minutes
- III. Principal/CEO Report: (Dr. O'Dea)
 1. Update on School Operations and Finances
 2. School E-Learning 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 (M. Choundas)
- 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
April 8, 2020

I. Meeting called to order by President, Marina Choundas 10:04am via Zoom Conference Call

Members Present:

Marina Choundas, Pres.
Ryan Luzod, VP
Marianne Touger, Treas.
Joe George, Past Pres
Jennifer Pecora
Bryant Johnson
Ashley Valdes
Dana Dowsett
Dr. Joe Daum

Members Absent:

Celeste Greco
Amelia (Amy) Pickford, Secy.

School Representatives Present:

Dr. Madeline O'Dea, Principal, CEO
Joe Sansonetti, CFO
Jennifer Cisneros, Asst. Prin.
Nicole Morgado, Director of Communications

Yvette Gonzalez Parent/School Liaison

II. Board reviewed the March 4, 2020 meeting minutes. **MOTION:** Motion was made by Bryant Johnson to approve the minutes. Motion was seconded by Ashley Valdes and approved by the board unanimously.

III. Principal/CEO, Vice Principal Updates

1. Dr. Madeline O'Dea

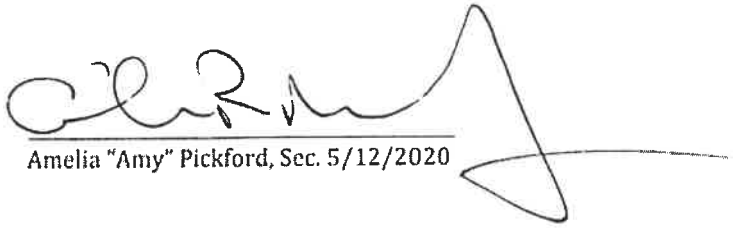
- a. Due to Coronavirus concerns, administration is constantly evaluating when it would be safe to re-open EC program and the K-8 programs. Preliminary open is April 30th, however, that is subject to change.
- b. Administration is in process of determining how best to provide closure for students and family to experience some type of end to the 2019-2020 school year
- c. Sports awards planned to be conducted via video
- d. Administration is in process of determining how the awards ceremony will be conducted; Tampa Theatre may be closed longer than expected due to the COVID crisis

2. Vice Principal Jennifer Cisneros


- a. Created, Customized, and Implemented the school's Distance Learning Plan based upon the Trinity School for Children philosophy, as a result of students having to stay home per the Department of Education's social distancing protocol.
- b. Holding ongoing weekly meetings with K-8 Teachers & Teams, who are developing shared assignments and projects
- c. Interactive lessons being conducted using Zoom, G Suite and FlipGrid app; instructional videos are being posted and shared weekly, with weekly goals for classes, including cultural arts and PE components
- d. Attendance tracked weekly, absences reported and tracked at the end of each week; Student Services Staff connecting with families regarding any attendance issues
- e. K - 8 3rd Quarter Report Cards and K - 4 Narratives will be mailed out; GPA quality points arrive sometime in April; all K-8 graded as complete or incomplete; participation is recorded on class Zoom meetings; Edsby grading format has been updated to reflect changes

- f. ESE instruction conducted via Zoom, with an Intervention Specialist attending the principal teacher's class and then conducting a separate supplemental Zoom lesson; Gifted Teacher plans weekly projects with students.
 - g. All K-8 field studies canceled and participants are in the process of being refunded
 - h. Device pick up program implemented to help those students who do not have the necessary technology at home; so far 55 devices have been loaned out
 - i. Team/Teacher, Parent/Teacher meetings scheduled via Zoom
 - j. Goal of school's E-Learning Plan is skill development and maintenance; administration is working on responding to school community feedback as to math and reading development
 - e. Teacher evaluations postponed until August 2020
 - f. Board discussed elements of school's proposed E-Learning Plan and components described above
MOTION: Motion was made by Marianne Touger to approve the E-Learning Plan and submit to the district; Bryant Johnson seconded the motion; motion approved unanimously
3. COVID Statistics
- a. Board received an update from City of Tampa Police Department rep regarding statistics of cases, hospitalizations, deaths, tips to mitigate exposure, anticipated cases
 - b. Board discussed current developments and factoring those into making decisions for re-opening school programs
- IV. Secretary Report (Marina Choundas to include in her report in absence of Amy Pickford)
- V. Disciplinary Committee Report (Bryant Johnson & Jen Pecora): nothing to report at this time
- VI. Treasurer's Report (Marianne Touger)
- a. Marianne noted that the Finance Committee had met recently and reviewed the financial implications of the COVID crisis to the school in detail and asked Joe Sansonetti, CFO, to report on the projected financial changes:
Joe Sansonetti, CFO
 - 1. Due to the severity of the healthcare crisis and its economic impact on our school families, the school is projecting a decrease in revenue and reduced Fund Balance without further action
 - 2. Newly issued legislation may benefit the school, which qualifies as an eligible loan recipient under the Paycheck Protection Program Loan (PPP) created and funded under the 2020 Coronavirus Aid, Relief, and Economic Security (CARES) Act
 - 3. The school is working with its bank and an outside consultant to apply for the PPP Loan, which would provide for forgiveness of a substantial part of the loan made
 - 4. Approval of the funding would allow the school to continue paying its employees, provide some tuition relief to EC families, and operate and finish out the school year with reduced financial disruption so that it can focus on its educational programs and students
 - 5. Administration will update the Board as to results of the loan application process
- VII. School Board President Report (Marina Choundas)
- a. Marina expressed the Board's appreciation for the school's administration and staff in the face of the COVID crisis, working through Spring Break to plan and provide distance learning classes for the school's students as soon as Spring Break was over. A tremendous amount of work and planning went into that effort, and the Board commends the faculty for their communication, dedication and hard work during this challenging time.
 - b. Marina noted how fortunate it was that Trinity's Gala was moved to be at the end of February instead of the usual May date - Terese Holmes of the PPA had mentioned to Marina that the main event implicated by COVID was the Read-a-Thon, which was supposed to roll out in April and now will be pushed to next year
 - c. The next Board meeting is scheduled for May 12, but Marina will update the Board periodically before then.
- VIII. PPA Report (given by Marina Choundas in Terese Holmes' absence)
- IX. Faculty Report (Jennifer Cisneros): Nothing to report
- X. Old Business/New Business: Board member Bryant Johnson reported on his son (a Trinity alumnus) accepting at Ohio State University.
- XI. Public Comment on Agenda or Non-Agenda Items: No public comments at this time

XII. **MOTION:** Motion made by Marina Choundas to adjourn Meeting. Motion was seconded by Marianne Touger. Board Meeting adjourned unanimously at 11:17 a.m.



Amelia "Amy" Pickford, Sec. 5/12/2020



Marina Choundas, Pres. 5/12/2020

Tampa School Development Corporation
Board of Directors
Meeting Agenda
May 12, 2020

- I. Call Meeting to order (Meeting held by Zoom teleconferencing due to COVID-19)
- II. Approve April 8, 2020 meeting minutes
- III. Principal/CEO Report: (Dr. O’Dea)
 1. Distance Learning Update
 2. Year End Closing
 3. Finance Update
 4. EC Opening
- 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 (M. Choundas)
- 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
May 12, 2020

I. Meeting called to order by President, Marina Choundas 10:05am via Zoom Conference Call

Members Present:

Marina Choundas, Pres.
Ryan Luzod, VP
Amelia (Amy) Pickford, Secy
Marianne Touger, Treas.
Bryant Johnson
Ashley Valdes
Dana Dowsett
Celeste Greco

Members Absent:

Joe George, Past Pres
Jennifer Pecora
Dr. Joe Daum

School Representatives Present:

Dr. Madeline O'Dea, Principal, CEO
Joe Sansonetti, CFO
Jennifer Cisneros, Asst. Prin.
Nicole Morgado, Director of Communications

Yvette Gonzalez Parent/School Liaison

II. Board reviewed the April 2, 2020 meeting minutes. **MOTION:** Motion was made by Dana Dowsett to approve the minutes. Motion was seconded by Ashley Valdes and approved by the board unanimously.

III. Principal/CEO, Vice Principal Updates

1. Dr. Madeline O'Dea
 - a. Administration has not received direction from the state or county on instructional learning for 2020-21 school year; therefore, they will be planning for both traditional teaching platform as well as digital distance learning until they receive more guidance
 - b. For school year 2020-21, administration is working on ways to prepare to address the mental stresses of social distancing due to the coronavirus pandemic
2. Vice Principal Jennifer Cisneros
 - a. Distance learning, since last meeting, has been running smoothly
 - b. Teachers will be winding down the semester and school year; they will be collecting assignments from the beginning of the distance learning program and will finalize grades utilizing a pass/fail model
 - c. Administration is working on year end social distancing ceremony for kindergarten and 8th graders

IV. Secretary Report (Amy Pickford): nothing reported

V. Disciplinary Committee Report (Bryant Johnson & Jen Pecora): nothing to report at this time

VI. Treasurer's Report (Marianne Touger)

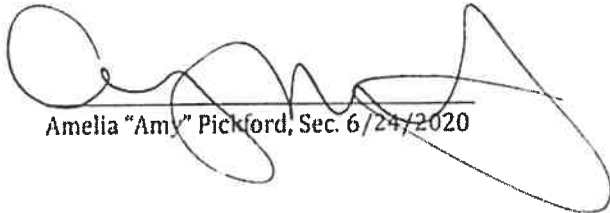
- a. Marianne noted that the Finance Committee had met recently for the quarterly budget adjustments; she noted the committee approved the March budget adjustments.
- b. She asked Joe Sansonetti, CFO, to provide updates and impact on school financials:

Joe Sansonetti, CFO


 1. Trinity School for Children applied and was approved for the Paycheck Protection Program Loan (PPP)
 - as a result of receiving PPP, the school is able to pay all their employees
 - revenue losses have been significantly mitigated with the financial stimulus funding
 - Joe is awaiting for guidance from Valley Bank on the stipulations of payback for PPP
 - the school is in a strong financial position

-currently prepping for annual 401(k) plan audit by Prida & Guida; also, beginning preparation of material for annual school audit.
-budget planning has begun for 2020-21 school year; due to the significant economic impact on state and local government, it's anticipated there will be budget cuts for the upcoming school year, and Joe is preparing accordingly.
-also for 2020-21, Joe anticipates a reduction in fundraising due to coronavirus situation

- VII. School Board President Report (Marina Choundas):
a. Discussed terms of Audit Engagement Letter; **MOTION:** Motion made by Marianne Touger to approve, seconded by Bryant Johnson and approved by Board unanimously.
- VIII. PPA Report (given by Marina Choundas in Terese Holmes' absence)
a. PPA maintaining same board for 2020-21 to maintain continuity since school year activities shortened by Corona Crisis
b. PPA likely postponing some of the 2020-21 fundraisers until there is clearer direction on the school year
c. PPA finally received magazine drive account receivables and it outperformed relative to previous years
- IX. Faculty Report (Jennifer Cisneros): Staff Update
a. Staff & Teachers are very appreciative of the support for distance learning
b. Athletic Awards: 3 YouTube episodes produced by the TSFC Coaches; will be posted the week of the May 18th
c. Nicole Morgado advised that a final email will be sent for updating parent hours 2019-20; due to the corona crisis, completion of hours may be relaxed
- X. Old Business/New Business: Dana Dowsett
a. Members of the Board will be attending Education Board Partners Zoom Trainings for charter school governing boards
b. Dana attended the first of four sessions - "Dashboard for Setting Goals"; key takeaways:
-communication between board chair and CEO/Principal is very important to ensure goal consistency
-timeline for achieving goals should be created and monitored
- XI. Public Comment on Agenda or Non-Agenda Items: No public comments at this time
- XII. **MOTION:** Motion made by Marina Choundas to adjourn Meeting. Motion was seconded by Marianne Touger. Board Meeting adjourned unanimously at 11:17 a.m.



Amelia "Amy" Pickford, Sec. 6/24/2020



Marina Choundas, Pres. 6/24/2020

Tampa School Development Corporation
Board of Directors
Meeting Agenda
June 24, 2020

- I. Call Meeting to order (Meeting held by Zoom teleconferencing due to COVID-19)
- II. Approve May 12, 2020 meeting minutes
- III. Principal/CEO Report: (Dr. O’Dea)
 1. School Operations Update
 2. Behavioral Threat Assessment Plan
 3. Mental Health Action Plan
 4. Proposed Budget for 2020-2021
- 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 (M. Choundas)
 1. Nominating Committee Recommendations
 - A. New Board Member
 - B. Executive Committee/Officer Positions
- 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
June 24, 2020

- I. Meeting called to order by President, Marina Choundas. 6:08pm (Meeting held by Zoom teleconferencing due to COVID-19)

Members Present: Marina Choundas, Pres.
Ryan Luzod, VP
Marianne Touger, Treas.
Amelia (Amy) Pickford, Sec.
Joe George, Past Pres
Celeste Greco
Jennifer Pecora
Bryant Johnson
Ashley Valdes
Dana Dowsett

Members Absent: Dr. Joe Daum

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 May 12, 2020 meeting minutes. Motion was seconded by Ryan Luzod and approved by the Board unanimously.
- III. Principal/CEO (Dr. Madeline O'Dea, Jennifer Cisneros, & Joe Sansonetti)
1. The EC Building opened in June after much planning and preparation. Shortly after opening a staff member tested positive for Covid. The building was closed, and all staff were sent for Covid testing, with 4 testing positive. Everyone quarantined, the building was cleaned, and the school plans to re-open on July 13, 2020
 2. 8th grade graduation was held on campus outside on the field abiding by distance regulations. It was great to see the students again and although it was not our normal celebration at least the graduates got their special day.
 3. Assistant Principal Jennifer Cisneros presented the Hybrid Plan being rolled out to the families for school opening in the fall. The students have the option of

returning to school for traditional on campus learning or opting for an e-learning option which means the children will be learning from home, while connecting to the classroom through digital learning experiences organized by the homeroom teacher and grade level team using a Google classroom platform. Attendance will be taken daily and traditional grading will be used. Educational Learning Options FAQ with flow charts went out to Trinity families on June 25th and they have until July 22, 2020 to make their decision and turn in their request form. Once they make their decision they have to stay with that model at least through the first quarter and then changes can be made to opt in or out of the 2 different plans. The school has arranged for enhanced cleaning throughout the campus in preparation for the new school year. The school has planned for full distance learning with additional technology if that becomes a reality.

4. Jennifer Cisneros presented the Behavioral Threat Assessment Plan, which the Board reviewed and discussed. **Motion** was made by Jennifer Pecora to accept the Plan and authorize Marina Choundas to sign as President of the Board, motion was seconded by Ryan Luzod, and approved by the board unanimously.
5. Jennifer Cisneros presented the Mental Health Action Plan and the Board reviewed and discussed the plan and the school's opting into that plan. Amy Pickford made a **Motion** to accept and opt in to the plan and authorize Marina Choundas to sign as President of the Board, the motion was seconded by Bryant Johnson, and approved by the board unanimously.
6. Joe Sansonetti, CFO, gave an update on the school's receipt of PPP loan proceeds and the school's allocation of the funds. Depending on timing of using those PPP funds, the Fund Balance could be down this year because of the EC tuition abatement and discounts due to Covid. The school plans to apply for forgiveness for the PPP loan proceeds by the end of June.
7. Joe Sansonetti presented the Proposed Budget for 2020-2021, which the Board's Finance Committee has reviewed and approved for next year. The Board reviewed and discussed the elements of the approximately \$8.7M budget. Given the uncertainties, the budget is conservative and assumes restricted fundraising, decreased Extended Day program participation, decreased EC tuition, and acquisition of computers and cleaning materials.

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

V. Disciplinary Committee Report:
Nothing to report at this time

VI. Treasurer's Report: (Marianne Touger)

1. Marianne had nothing to report since Joe has already presented the Proposed Budget for 2020-2021 to the Board.

VII. School Board President Report: (Marina Choundas)

1. Marina notified the board that Trinity is hosting a blood drive on July 21st and asked all board members to participate if possible. She will be sending out the link to sign up for an appointment.
2. Marina reported that the Nominating Committee interviewed candidate Heather Kovalsky via Zoom. Her resume was emailed to all board members. Heather is a CPA and involved parent at the school, and the Nominating Committee believes she would be an asset. Jennifer Pecora made a **Motion** to approve Heather Kovalsky as a new member of the Board of Directors. Dana Dowsett seconded the motion and the board voted unanimously in favor. Marina Choundas and Amy Pickford will be reaching out to Heather for onboarding documents and requirements.
3. Marina, representing the Nominating Committee, presented the officer slate developed by the Nominating Committee for the upcoming fiscal year starting in July. She will become the Past President which allows an opening for President.
 - a. **President:** Current Vice President Ryan Luzod has done a phenomenal job and would like to step up into the role of President. A **Motion** was made by Joe George to nominate Ryan Luzod for President of the 2020-2021 school year, motion was seconded by Bryant Johnson and the Board voted unanimously in favor.
 - b. **Vice President:** The Nominating Committee recommends current board member Dana Dowsett for the Vice President position. Dana has shown great leadership and really stepped up this year on the Finance Committee. She is interested in serving as VP. Amy Pickford made a **Motion** to nominate Dana Dowsett as VP for the upcoming school year 2020-2021. The motion was seconded by Jennifer Pecora, and the Board voted unanimously in favor.
 - c. **Treasurer:** Marianne Touger, our current Treasurer, has agreed to continue serving in the role of Treasurer and the Nominating Committee recommends her election to that position. Amy Pickford, our current Secretary, has agreed to continue serving in the role of Secretary and the Nominating Committee recommends her election to that position. Celeste Greco made a **Motion** to nominate Marianne Touger as 2020-2021 Board Treasurer and Amy Pickford as 2020-2021 Board Secretary. The motion was seconded by Ryan Luzod and the Board voted unanimously in favor.

4. Marina and the entire board thanked current director and Past President Joe George for his years of dedicated service to Trinity. Joe will be rolling off the board after many years of hard work and dedication.
5. Marina thanked all of the directors for their input, participation and engagement during her term as President of the Board, which ends with today's meeting, and stated that she looks forward to Ryan Luzod taking the reins as President and to continuing to serve on the Board as Past President.

VIII. PPA Report:

1. School Supply Fundraiser is still moving forward with chair Susan McClugage
2. Nothing else to report at this time.

IX. Faculty Report: Jennifer Cisneros

1. K -8th Spanish is back in the curriculum
2. Weekly Math Webinars were rolled out over the summer to review math skills and keep students sharp. The teachers are creating weekly videos that are accompanied by lessons with practice problems.
3. Trinity started a Diversity Task Force - more info will be coming at our next Board Meeting.

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 Marina Choundas to adjourn Meeting. Motion was seconded by Joe George. Board Meeting adjourned unanimously at 7:32pm.



Amelia "Amy" Pickford, Sec. 7/29/2020



Ryan Luzod, Pres. 7/29/2020