



Early Childhood Learning Center

Monday, July 31, 2017 5:00 pm
Early Childhood Learning Center
4309 N. 34th Street
Tampa, FL 33609

In Attendance: Bob Johnson, Jerry Lieberman, Michelle Shimberg, Gin Lieberman, Tami Trimming, Darlene Demarie, Jerry Miller, Brittany McCloud, Fran McCrimmon, Frankie Jones

1. Opening Session

- a. Call to Order - Michelle Shimberg called meeting to order at 5:03pm.
- b. Rescheduling of meeting dates - Thanks all for being flexible due to the tropical storm warning. Discussion of suggestions on how to reschedule meetings in the future: JL suggests alternative date as a backup that people have agreed to in advance. MS will send out a list of dates and ask for agreement on the dates suggested.
- c. Agenda - JL asked about this abbreviated session. And what the agenda is Michelle said the meeting would last about an hour and anything that we have left over would be on the next meeting.

2. Public Comment - Each board meeting will provide a chance for public comment, which will open the board meeting. There will be a form for public announcements, which is posted on the website. This format is similar to the school board meetings.

3. Reports

a. School Progress Report (by Fran):

- Enrollment - 24 kindergarten students have applied with 20 confirmed as registered; received 8 1st grade applications with 4 confirmed as registered. 3 more 1st graders came in today. We will receive full funding now that we have 75% of the projected enrollment.
- Employment – The choice to hire Brittany and Erica was unanimously supported by those who did the interviews. There were many interviews. We've seen issues with certification with many applicants
- Building Needs - Acoustics are bad and we may need to get partitions in the rooms. We also need more bookshelves. Alarm system needs reprogramming; rugs have been ordered.
- Curriculum - More curriculum and material is still being gathered.
- Goods - Received much material from a school that closed recently. This included smart boards, computers, furniture, and curriculum.

b. Services - Different people coming to Michelle about services:

- Dance instructor, potentially 1 day a week for 45 min x 2 classes. Fran really liked the idea and said it was one of the most interesting things the kids did in a



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school she previously ran. Darlene supports it - research on music has good impact.

- Could also incorporate reading curriculum with music as a part of it. Michelle invited Darlene to meet with the person. Darlene said she would be happy to meet.
- c. Books - Gin asked if the books have been ordered for reading and math. Fran said math we have but the reading has not been ordered yet. Fran is meeting with McGraw Hill on Friday. Assessments need to be done first.
- d. Financial report – When we initially applied to the district we had to submit a budget. The budget is based on 32 students - assuming just regular classroom dollars. This calculated about \$224,000 income with dollars allocated for employees and benefits. As of now, we think things are going well within the modified budget. We anticipate a shortfall of about \$39,000 that can be reduced if we have 36 kids and title 1 dollars. Things are generally in line within the budget. We'd like to give staff the opportunity to let us know what they need for the classroom (including furniture and supplies). Fran suggests about \$1,600 dollars. JL has had opportunity to look at budget - would like the information shared before the next board meeting and for JM to talk about how we will meet any shortfall.
- e. Dream list - Darlene asks for a dream list of what would be special for the school that the school in Michigan would give as they “adopt” our school. Michelle will ask the staff to develop a list of dream items.

4. Consent Agenda

- a. Approve Minutes from previous meeting – Meeting minutes will be kept and approved at the next meeting.
- b. Approve Student/Parent Handbook – Student/parent handbook needs to be approved. JL had a chance to read through it and had a question about the content - assumes much that came from what is required and expected. Fran compiled most of it from the Charter School Support Unit. **JL moves to approve, Gin seconds, unanimous approval.**
- c. Approve Teacher Handbook – is around 140 pages. JL has read the handbook. No one had any questions. **GL moves to approve, JL approves, all approve.**
- d. Approve Contracts
 1. Cleaning - **JL moves to approve, GL seconds – all approve.**
 2. Yard work (Ron Golden) - **GL moves, JL seconds – all approve.**
 3. Pest - **JL asked about frequency. JL moves, GL seconds - all approve.**
 4. Student Nutrition Services - Delivery of hot meals and breakfast, School District has waived the delivery charged. **JL moves, GL seconds - all approve.**
 5. Alarm Contract (Alarm monitoring) - **GL moves, JL seconds – all approve.** MS asks when they are coming out to reprogram. JM will hold the contract for them to pick up.
 6. Teacher Contract - JL did not see this and would like to review. It was decided to postpone until make-up board meeting next week (August 7th).



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7. Principal Contract - JL did not see this and would like to review. It was decided to postpone until make-up board meeting next week (August 7th).

5. Board Discussion/Actions

- a. RFP Audit Services – RFP packet for next board meeting.
- b. Recognition of donors and volunteers will be discussed at a future meeting.
- c. Parent Liaison - Table the following Parent liaison contract and the recognition for those who helped. MS asks JL to take the lead on the parent liaison negotiation.
- d. Expanding Charter School Board – This is a Hillsborough County requirement. MS to meet with attorney about possibility to expand the board.
- e. Student Progression & Education Quality Committee - Table student progressive and quality meeting. How do we make sure students are progressing?

6. Other Matters

- a. Potter Elementary School Meeting
 - JL was informed by Tracy Brown last week about meeting with principal. It will take place after next board meeting; will find out who can attend based on sunshine law; determine purpose of the meetings. JL is not suggesting he wants to go alone and is open to others attending - has clear ideas.
 - Fran suggested (as reported by MS) that we should find out when Potter is doing school pictures so we can coordinate with them.
 - Tracy will attend the meeting at Potter.
- b. School District MOU – JL asked MS if she got a signed copy of the MOU from the district. MS has signed copy of charter school contract. MOU approved at same time, but not signed separately.
- c. Community Center - JL to talk about a comprehensive community center - the school was envisioned from the outset - as full service as possible. MS and CM met with organizations over a period of months that can provide holistic services to families (absence of families) in targeted communities. There are models of community comprehensive schools. We should start planning for it and make sure we can provide supports to parents.
 - MS agrees we engage with others to bring comprehensive services. It is time to follow-up with the agencies and see in what capacity they can work with us.
 - JM reports that Mort Elementary in North Tampa is a comprehensive school and try to get JL info.
- d. GL had a friend who asked what she could contribute. Should she suggest teacher discretionary money - Fran says yes!
- e. GL suggests we find someone to build bookshelves instead of buying. MS said that frequently is cheaper to buy than to build.
- f. JL asked about the fence - JM reported construction supposed to start later this week.



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- g. JL asks that we add to the agenda for next meeting- how can we bring in advisory board members to engage them. JL asks that we look at the people on advisory group and those who represent agencies or individuals.
- h. Should we have an in person next week at 5 pm next week? JL says its essential and asked FJ about how to include community. Said get flyers to be passed out. Do we want to send out to parents who have registered? MS says a very good idea.
- i. Tammy and Darlene can't make next week.
- j. Does Darlene come to the first day of school as a volunteer? Volunteer forms will need to be completed beforehand, as well as a background check. Fran will send the information.

6. Adjourn – Meeting adjourned at 6:06pm.

Important Dates

August 10 – First day of school

August 28 – Board Meeting