



Monday, February 16, 2020 1:00pm
East Tampa Academy
4309 N 34th Street
Tampa, FL 33610

Workshop began at 1:07pm.

Board members in attendance: Michelle Shimberg (MS), Remus Bulmer (RB), Darlene DeMarie (DD), Carlye Morgan (CM), Gin Lieberman (GL), Robert Johnston (RJ)

Guests: Aisha Vasquez (AV), Frankie Jones (FJ), Jerry Miller (JM), Leon Donovan (LD), Nancy Scowcroft (NS), Dr. Alex Penn (AP)

1. Board Membership, Leadership, Financial Support

- a. Discussion began with the need to expand the board. Board developed list of knowledge and skills desired in potential board members:
 - i. (a) legal, (b) early childhood, (c) IT, (d) marketing/PR, (e) charter school experience, (f) HR/diversity, (g) grants writing, and (h) ability to raise funds for school operations and support.
- b. MS stated budget has required funding of \$30 - \$70 K per year at ETA and asked if we can build a board that can support this school. El's year-end fundraiser and the fact that 85% of ETA board member donations (and solicited donations from friends and family) can be earmarked for ETA. JM said he'd requested a portion of his ED salary be diverted to ETA after his resignation, and MS said that the transfer did offset some of the deficit.
- c. Board discussed ideas including something (an event) targeted within a time period – summer perhaps. advised a written fundraising policy that would encourage large as well as small donations; i.e., utilizing Amazon Smile for purchases, soliciting donations for field trips; however, operations (rent, payroll, etc.) are what budget additions must cover. JM suggested board members commit to raising \$3K between now and July 1 to cover the deficit stemming from the pre- and after-school program (\$8K) and the undefined, future food expenditure. MS suggested \$5K, and because the pre- and after-school program brings in students, it's questionable whether we should abandon it despite its deficit.

2. Budget 2019-2020

- a. Updated budget is more detailed and accurate with income projections. Funding for the before and after-school programs (operating at a deficit currently) come from discretionary funds, while payments for food come from charter school funds. FJ stated that there's a lag in school readiness fund reimbursements, but they're likely in the pipeline to contribute to before and



- after-school programs. Vouchers are awarded on a sliding scale based on income, which equates to about \$55/week for childcare. RJ suggested we reach out to businesses for sponsorships and prepare a letter to distribute. LD added we have a point person rather than “mass letters.”
- b. MS introduced another budget consideration: Those recent hires who wish to participate in ETA’s benefit program, which adds \$7,317.01 to our budget. RJ and DD mention routine vestment times; MS states ours is an advantage over other charter schools for hiring purposes.
 - c. Regarding food service deficit, MS reminded the board that the school district took care of food and Free/reduced lunch paperwork the first 2 years, and JM found a vendor and data processor to cover food and paperwork this year. GL asked about our MoU with the district in terms of no longer providing food services; HCPS cancelled the food service provider contract at the end of last year. JM said he thought 40-60% of the paperwork already has been submitted to the state, and RB asked about grants. MS replied that CSP implementation grant can’t cover operational expenses, Children’s Board doesn’t fund schools, and the MoU with the school district does not feel particular to us – the district has an MoU with all charter schools.
 - d. DD asked about Title I funds, and JM says next year ETA will probably be categorized as a Community Title1 School, so we won’t have to go through the paperwork. NS clarified there will be paperwork, though it might be reduced paperwork.
 - e. Note: Ashle Bailey and MS are continuing to work with the Healthy Food Collaborative to reduce the deficit and bring down cost of food to school.

3. 2020-2021 School Needs: Location, Student Recruitment, Expertise, Financial Support

- a. School We’re planning for 2 classes of K, 2 of Grade 1, and 1 of Grade 2 = 5 classrooms for the charter school. We now have 20 VPK for 1 full K classroom, and we need to recruit another K class. We now have 11 + 16 K (27), and we need to recruit 9 more for 2, Grade 1 classes. We can *average out staff to students* to comply with 18 students/class. MS reminds us that the reality of our student population is that enrollment changes in response to family circumstance. We need to do a better job creating relationships with parents so we can help them with challenges so their students can remain at ETA.
- b. DD asked about school/home correspondence, and AV says Dojo is the primary connection, and that Ms. Thornton is the parent liaison. She added we need to have at least a few events every quarter. MS added we need to have *all* staff engaged to mitigate any parent concerns regarding school operations.



- c. NS said we need to have every teacher doing the same thing to elevate parent expectations. AP addressed parent volunteerism – that they really want to help out and not be adjunct. NS: we need a parent volunteer to coordinate. AV: parents respond to teacher-expressed needs.
- d. MS directed the discussion to school location. DD mentioned nursing home proximity (i.e., 40th St) is an ideal place for intergenerational sharing. FJ said we've outgrown the space we're in. MS adds we have >50 in the community room for breakfast. AV noted only one hallway and lack of a school zone. MS mentioned FJ's church, Cathedral St John's, and JM mentioned again the possibility of separating the charter school from the PVK. Discussion returned to trying to make our present site work with portables and responses remained mixed because of obvious benefits and drawbacks.
- e. AP introduced the classroom size – now half the size they should be: 750-800 sq. ft. Also need teacher workspace, and space for student time outs and student pullouts. CM asked if we should engage a realtor who could help us keep the charter and PVK in proximity. FJ had talked with Daniel Dean regarding his recommendations of a fence and redesigned parking lot to accommodate a portable.
- f. MS directed attention to NS and AP to address other school needs. NS listed staff needs as a well-trained aide in every classroom; a social worker for intervention; a front office/data processing clerk; a full-time ESE instructor, and a PE teacher with dual certification in art or music. AV added teachers don't have planning time during the day – only before and after school. DD suggested her doctoral students could fill some of these stated needs, and the transitional nature of their involvement was contemplated. JM asked how many students are needed to fund this staff wish list; CM said looking at this wish list we should use volunteers. LD added volunteers become invested in the culture where they're working; CM said volunteers are better than nothing, and RB said doctoral students could be with us 3-4 years. AV referred us to our budget and consider the best-case scenario. JM identified that as 108 students. LD asked how the district could help with location since we're providing it a service. MS said AV will be attending charter school principal's meetings and can make connections for sharing information.
- g. MS asked AP about curriculum and assessment. AP said we have 2-year renewals licenses for most software. Additionally, we have tables, chairs, whiteboards, etc. from the CSP (implementation) grant. MS said we need continued expertise that NS and AP have – we have recognized what we don't know and where we can use the expertise of the consultants: We might need to invest in training for the staff and board. AV asserted she wants certification for herself as a "human capital strategist," and added she wants to fully understand compliance because she has to evaluate staff based on standards. CM requested that she educate the board because it wants to support AV. AP moved to discussing assessments to include (a) continue



progress monitoring (January was spent putting out fires), (b) beginning to work with FJ March 1, and (c) implementing MTSS. AP said the Pearson representative will now come in and work with AV as the instructional leader.

The workshop adjourned at 3:18pm.