

galileoschool

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

FOR GIFTED LEARNING

Minutes of a meeting of the Board of Directors of the Galileo School for Gifted Learning duly called and held on June 22, 2021 at via Zoom and at Galileo Riverbend Campus, Sanford, FL.

Board members present:

- ✓ Michele Gill, Chair
- ✓ Javier Rivera, Vice Chair
- ✓ Debbie Hahs-Vaughn, Secretary
- ✓ Jason Brodeur, Member
- ✓ Rich Margadonna, Member
- ✓ Joe MacLaren, Member
- ✓ Treva Marshall, Member
- ✓ Kevin Miller, Member

Board members absent:

- ✓ Caleb Edwards, Member

Guests present:

- ✓

With the approval of the directors present, Michele Gill acted as Chair of the meeting, and Debbie Hahs-Vaughn recorded the minutes.

On motions duly made and seconded, it was voted that the minutes of the meeting of board of directors from May 12, 2021 to be taken as read.

- I. Pledge of Allegiance
- II. Celebrations/Recognitions
- III. Informational Items
 - a. Javier Rivera and Joe McLaren: Renew Board training
 - b. Conflict of interest disclosure, consulting with a new school being built by Building Hope. (M. Gill)
- IV. Principal Report (M. Nunez)
 - a. Update on CSP funds for Skyway. About \$200K of \$800K has been received. \$665K has been submitted in invoices. \$140K for Chromebooks was rejected, due to the purchase order being dated prior to official grant award. A budget amendment will have to be submitted with new expenditures to make up for that \$140,000. Galileo has 2 years to spend the funds so other tech will be submitted.
 - b. Update on PPP loan – we are still waiting for loan forgiveness.
- V. Consent Agenda. Motion made, second, all in favor to approve the consent agenda.
 - Riverbend:
 - Jessica Nsouli - Middle School ELA Teacher
 - Mary Thompson - Middle School Math Teacher
 - Jessica Carnes - Elementary Teacher (4th grade)
 - Lauren Lamontagne- Speech & Language Pathologist
 - Michelle Zuzock - Mental Health Counselor
 - Piper Nsouli- Dragon Watch Staff (A.M.)
 - Kathryn Dopp - Kindergarten Teacher
 - Lisa Freyman - (prior employee)- Permanent Substitute
 - Brittany Rogers - (prior employee)- Instructional Assistant
 - Skyway:
 - Michelle DAttoma - ESE Teacher
 - Connor McManus - Instructional Assistant
 - Londyn Brickous - Middle School ELA teacher
 - Kelly Hicks - Instructional Assistant (was approved last year, but took off due to COVID)
 - Cinthia Valle- Custodian
 - Position Transfers:
 - Hilliary Lalor - was an Instructional Assistant - will be 2021 Middle School Math teacher (Skyway)
 - Annika Castillo - was the Front Desk Secretary (Riverbend) - will be 2021 FTE/Testing Coordinator (Skyway)

- VI. Committee Reports
 - a. Standing Committee Reports
 - i. Budget and Finance Committee (MaLaren)
 - ii. Update on bonds was provided. Targeted bond closing of July 26 and acquire both campuses on that date. The committee is reviewing a draft from Building Hope.
 - iii. Quarterly budget was reviewed. Running a deficit at Riverbend but surplus at Skyway for fiscal year so still in the black when combining finances for both campuses. Motion made, second, all in favor to approve the quarterly budget. For the coming year, the budgets for the schools will be kept separate.
 - iv. Update on Building Hope approval of early purchase of Riverbend facility.
 - v. Curriculum Committee (M. Gill). No update. The committee will meet early in the Fall.
 - vi. Development & Grants (T. Marshall)
 - vii. Science campaign is still underway.
 - viii. Auction for September continues to get support. A kit will be provided to the Board to share with key contacts. Motion made, second, all in favor to approve up to \$2500 for online auction platform.
 - ix. Marketing (C. Edwards)
 - 1. Website redesign in progress.
 - b. Special Committee Reports
 - i. Facility Committee (K. Miller)
 - ii. Facility updates: Skyway and Riverbend. Elevator permit has been issued. A few small inspections are needed, and there is an extensive punch list of items. COO can be issued without the punch list items being completed.
 - iii. Strategic Planning Committee (R. Margadonna)
 - iv. Update on Strategic Planning. The committee will meet in July.
 - v. Health & Wellness Committee (J. Brodeur). The 7th grade PEAKS program will be working with the program in the Fall semester. Mr. Brodeur is meeting with UF faculty to conduct soil testing and see what will grow.
- VII. PTSA/SAC Updates- Planning for the coming year is happening, and parents are excited to come back to campus.

OLD BUSINESS

VIII. None

PUBLIC COMMENT

NEW BUSINESS

- IX. Facility Use Agreements for Approval:
- a. IEC and ARK facility use contracts need to be approved. Both of these non-profit organizations are desiring to run their Islamic Sunday School program on our respective campuses. Confirm the contract includes a statement that the use of Galileo images (logo, identifiable parts of the building, etc.) cannot be used for marketing and publicity purposes. Motion made, second, all in favor to approve the rental agreement with the addition of a marketing and publicity clause.
- X. Consider by-law change re: Galileo School Principal as ex officio on the Board. Motion made, second, all in favor to remove the principal as ex officio on the Board, per recommendation from school board attorney. Dr. Gill will revise the bylaws and forward to the Board.
- XI. Annual review of student achievement and retention data. Only 3rd grade results are available. All schools are seeing some deficits. Galileo results on the Riverbend Campus are comparable to the state averages this year. The results on the Galileo Skyway campus are far ahead of the state average.
- XII. Annual review of Board's conflict of interest policy (see Appendix). No edits were suggested by the Board. Motion made, second, all in favor to accept the conflict of interest policy as is.
- XIII. Annual review of board policies and procedures (see email). Motion made, second, all in favor to approve the board policies and procedures. After CSP funds are concluded, the Board will need to revisit the policy regarding enrollment of children of governing Board members versus founding Board members.
- XIV. Michele Gill, Debbie Hahs-Vaughn, Kevin Miller eligible for Board reappointment. Motion made, second, all in favor to approve Dr. Gill for reappointment. Motion made, second, all in favor to approve Dr. Hahs-Vaughn for reappointment. Motion made, second, all in favor to approve Mr. Miller for reappointment.

XV. Important Dates

AUGUST 26 at 5:30 pm

- Sunshine Fund collections (\$50 pp)
- Annual review and updating of bylaws
- Review of quarterly budget
- Rich Margadonna eligible for Board reappointment
- Review Board goals for the year
- Plan Annual Meeting for September

SEPTEMBER

- Annual Meeting—election of new Board members and appointment of committee chairs
- Meet with Advisory Board
- School Success Report for previous year presented to the Board
- Annual Profit/Loss Statement due to the Board
- Review and approve Principal’s Individual Leadership Development Plan.
- Annual audit conducted
- Review strategic plan
- Joe McLaren eligible for board reappointment
- Approve amended budget

OCTOBER

- October 2018: Begin talks to discuss early purchase of first school building
- (Rich Margadonna renew board training 2022)

NOVEMBER

- Meet with teachers/staff—employee Town Hall
- Review of quarterly budget
- Caleb Edwards eligible for Board reappointment
- Treva Marshall eligible for board reappointment

DECEMBER

- Board of Directors informally observes and evaluates School Director
- (Michele Gill and Debbie Hahs-Vaughn renew Board training in 2022)

XVI. Adjournment

There being no further business to transact at the time, it was voted to adjourn the meeting.

Dated: 6/22/2021

Debbie Hahs-Vaughn, Secretary

APPENDIX

CONFLICT OF INTEREST

- A) Members of the Board of Directors and staff shall act in the best interest of The Galileo School for Gifted Learning, rather than on the basis of personal interests or the interests of third parties.
- B) The Galileo School for Gifted Learning has policies in place, and routinely and systematically uses these policies to prevent actual, potential, or perceived conflicts of interest.
- C) Failure to comply with these policies or to sign the Code of Ethics Acknowledgment form and comply with the spirit or intent of the Code of Ethics shall constitute a recommendation by a duly elected member of the Board of Directors for action by no more than one member and a second to remove a member of the Board of Directors and/or staff from their position. Removal shall be based upon a 3/4ths vote of the Board of Directors.

Note! It shall be incumbent upon the accused to provide evidence of innocence when a complaint is lodged and reasonable information is provided to substantiate the violation.

D) Just as we are committed to providing our employees with a secure and supportive work environment, we expect our directors, officers and employees to act in the best interest of The Galileo School for Gifted Learning and its customers, business partners and constituents at all times. Each director, officer and employee has a responsibility to ensure that his or her personal interests do not conflict with those of Galileo School for Gifted Learning. Using Galileo School for Gifted Learning property or information, competing with Galileo School for Gifted Learning or leveraging Galileo School for Gifted Learning business opportunities to achieve personal gain or to benefit a person or entity outside of Galileo School for Gifted Learning, is a direct violation of Galileo School for Gifted Learning conflict of interest policy. In addition, should a director, officer or employee believe that a contemplated material transaction or relationship could reasonably be expected to give rise to a conflict of interest, he or she should notify the Chairman of the Advocacy Committee within 24 hours of having knowledge of the violation.

A director, officer or employee may not represent Galileo School for Gifted Learning in any transaction with a person or an entity in which the director, officer or employee or his/her spouse, children, and other members of the director, officer or employee's household have a direct or indirect interest, or from which the director, officer or employee may derive an improper personal benefit.