

LAKE TECHNICAL COLLEGE
Board of Directors Meeting
May 13, 2024 / 4:30 p.m.
Board Room, Building A

OPENING ITEMS:.....Chairperson

- Call to Order; The Pledge of Allegiance followed by a Moment of Silence
- Determination of a Quorum

DIRECTOR MEMBERS PRESENT:

Board Chairperson, City of Tavares Fire Chief, Richard Keith; **Members:** Mr. Mickey Gauldin, Dr. Isaac Deas, Mr. Gerald Cobb, Chief Charles Broadway, and Mrs. Bonnie Onofre

DIRECTOR MEMBERS NOT PRESENT: **Board Vice-Chairperson**, Mr. C.A. Vossberg,
Director Members: Mr. Tim Morris

*MSP (**motion made, seconded, passed*)

*Copies of tabbed items will be included with the final, approved Meeting Minutes.

APPROVAL OF THE MEETING MINUTES OF MARCH 18, 2024 (Tab 1) The Motion for approval of the Meeting Minutes of the March 18, 2024 Board Meeting was approved. *MSP (**motion made, seconded, passed*)

APPROVAL OF THE SPECIAL MEETING MINUTES OF APRIL 29, 2024 (Tab 1a) The Motion for approval of the Special Meeting Minutes of the April 29, 2024 Board Meeting was approved. *MSP

PUBLIC COMMENT: None.

REPORTS: None.

UNFINISHED BUSINESS: None.

PERSONNEL: (2023-2024 for Main Campus & Institute of Public Safety)

TAB 2: CONSENT AGENDA (Tabs 2 – a -e): (action topics)

PERSONNEL: (Main Campus & Institute of Public Safety)

(Charter Board Approval supports quarterly turnover reported by LTC to LCS Human Resources)

APPOINTMENT, 2ND ASSIGNMENT, IN-HOUSE CHANGE ASSIGNMENT 4531/4535:

- **Adult Ed PT GED AEG2** – Stafford, Gabriele H. (107682) *internal assignment change*
- **Adult Ed PT GED ELCE2** – Rivera, Natacha – (162753); Ramos-Rodriguez, Yara (161662); Tarquine, Sylvia – (155030) *LCS primary assignment with LTC part-time 2nd assignment (grant related purposes)*
- **Adult Ed PT Health (EMT)** – Bond, Richard M. (140622) *added 4531 2nd part-time assignment*
- **Adult Ed PT Public Service (FF)** – Didier, Christopher (164078) *added 4535 2nd part-time assignment*
- **Adult Ed PT Public Service (LE, EOT, TF)** – Heath, Donald C. (122879); Carter III, Elwood W. (158291); Reasoner, Deborah K. (160955) *added 4535 2nd part-time assignments added 4535 2nd/3rd part-time assignments*
- **Program Specialist (Student Success Counselor)** – Lindamood, Sherie (139294) *transitioned from Program Specialist PS (Perkins Grant funded assignment) In-House Change Assignment*
- **Senior Executive Assistant – 4535** – Donaldson, Lyndi (163450) *transitioned from Career Advisor 4531 In-House Change Assignment*
- **Teacher, Industrial Job Prep (Enterprise)** – Wagenhauser III, Thomas K. (165497) *transitioned from Teacher, Business Job Prep In-House Change Assignment*

REQUEST TO HIRE 4531/4535:

- **Adult Ed PT GED AEG** - Burgess Charelle (115264) *effective 04/09/2024*
- **Adult Ed PT Tech Trade VP - (Enterprise)** – Botts, Bruce L. (163425) *effective 05/11/24*
- **Adult Ed PT Public Srvs (Firefighter)** – Leary, Madison (169361) *effective 03/29/2024*
- **Adult Ed PT Public Srvs (LE-LE Corrections)** – Gold Jeffrey A. (169291) *effective 03/21/2024*; Drennen, B. (169457) *effective 05/14/24*; McLain, David K. (169515) *effective 05/16/24*
- **Teacher, Health Job Prep (LPN)** – Bain, Stephanie - (169444) *effective 06/10/24*
- **Teacher, Health Job Prep (Clinical)** Fanelli, Jenna (169434) *effective 05/08/24*

**NON-REAPPOINTMENT, RESIGN, RETIRE, TERMINATION, OR TRANSFER
4531/4535:**

- **Adult Ed PT GED AEG** – Arnold, Daniel T. (157141) *resignation effective 03/07/24*
- **Program Specialist (Firefighting)** – Adams, Donald R. (163450) *non-reappointment effective 06/14/24*
- **Teacher, Health Job Prep (Pharmacy)** – Chaklos, Candace L. (151170) *resignation effective 06/14/24*
- **Teacher, Health Job Prep (EMT/Paramedic)** – Garbaravage, Joseph B. (104111) *non-reappointment effective 06/14/24*
- **Teacher, Industrial Job Prep (Enterprise)** – Botts, Bruce L. (163425) *resignation effective 05/10/24*

Mission and Vision Statements *(annual review a requirement of COE)*

Non-Cash Distributions *(4th quarter report)*

*MSP

Members of the Board recognized Chief, Don Adams, Firefighting Program Director; tenure at the Institute of Public Safety (IPS) and congratulated him on his upcoming retirement in June.

Members questioned if there had been a hire to replace Chief Adams. Mrs. Thomas stated that when Chief Adams was hired, replacing Chief Williams; it was under the understanding that he wanted to serve in this role for a period of three to five years. For now, she has chosen to assign Mr. Eric Harper as interim Fire Academy Director and EMS Programs Director.

She said that Mr. Harper has served the LTC EMT/Paramedic program for many years as a part-time instructor, full-time instructor serving under the leadership of Mrs. Layne Hendrickson and is now serving as the EMT/Paramedic Program Coordinator.

She notified Members that at the June budget Meeting, she plans to present a Request for Approval for a stipend to compensate Mr. Harper for taking on the additional interim responsibilities. She stated that Mr. Harper and is already familiar with the program contacts, school's policies, and processes. He is also a certified Firefighter and very qualified to serve in this position. She said that this will allow administration time to post this important position and carefully make a selection to replace Chief Adams.

NEW BUSINESS: (Tabs 3 – 7)

At-A-Glance Budget Summary (Feb 29 2024 – April 30 2024) (Tab 3) (no action required) Mrs. Amy DiNella, Assistant Director of Finance-LTC, reviewed the Lake Technical College (LTC) 3-Month At-A-Glance Budget Summary; Feb 29 2024 – April 30 2024. On behalf of the Board, Chairperson Keith thanked Mrs. DiNella for her report.

Following the review, Member, Cobb questioned the status of establishing the FDIC insured Cash Sweep (ICS) account recommended at the September budget Meeting.

Mrs. Thomas reminded Members that during the week leading up to the September Board Meeting, the school's accreditation team's week-long visit had come to an end and in the midst of that visit; Assistant Director of Finance, Mrs. Foster's, resigned effective on September 28th. In the weeks following the Meeting, CPA, Mrs. Tarsha Jacobs did look into those types of accounts and provided feedback to the executive leadership team; however, a decision was made to put that on hold for several reasons. LTC had several funds invested in Certificates of Deposits; most earning 4.5%. It was best to let those accounts come due, then, transition those funds into an existing LTC money market account that had recently earned an additional percentage point; and earning between 5.4% or 5.6%. She stated that Mrs. DiNella was hired in early December; and time was needed to train, learn, and adjust to new office and her leadership assignments.

Mrs. DiNella added that since starting, she has been working with Seacoast Bank to discuss options as well.

There were no additional questions or discussion by the Board. The summary required no Board action.

Review 2023-2026 Strategic Plan (Tab 4) (annual review - COE requirement; no action required) Mrs. Thomas stated that LTC's Strategic Plan is a three-year plan and COE requires review of the plan annually. Following a Board planning session and meetings with the staff responsible for tasks in the plan, she has indicated in red, the status of those indicators at its one-year status.

RFA: 2024-2025 Parental Involvement Facilitator (Tab 5) Mrs. Thomas stated that the assignment of LTC's Parental Involvement Facilitator is approved annually in May for the upcoming School Year. Mrs. Thomas notified the Board that Mrs. Sam Hayes, Dean of Student Services, will continue in this assignment, as she meets the requirements in the Florida Charter School Legislation of residing in the school district, and is an employee of the school. *MSP

RFA: 2023-2024 Executive Director Assessment of Mrs. DeAnna Thomas by Board of Director Members (Tab 6)

(Board Approval of Highly Effective rating of job performance) Review of:

- a) *Board Assessment Survey Results/Executive Summary*
- b) *Climate Surveys - (Student, Instructional, and Staff)*
- c) *Instructional Survey Report*
- d) *Classified Staff Survey Report*

Prior to the Board Meeting, Members were provided the survey results of items a- d listed above; which included results of the internal evaluation survey by the Board of Directors; which, matches the Lake County Schools (LCS) Leadership Empowerment and Development System (LEADS) evaluation tool.

This year, only four of eight Members responded to the initial assessment link. Although the Google survey settings had not changed from the 22-23 school year; only the True North Logic domain criteria were updated within the survey, four Members reported various technical difficulties and four Members received the e-mails and were able to open the link without issue.

Because sections *a-d* of Tab 6 are provided as reference documentation as part of the Board’s assessment of the Executive Director; and, to be able to have full Board Member participation in the assessment survey, IT WAS THE CONSENSUS OF THE BOARD TO GENERATE AND E-MAIL A SECOND GOOGLE SURVEY LINK TO THE FOUR MEMBERS EXPERIENCING TECHNICAL DIFFICULTIES; AND THAT THE NEW SURVEY LINK REMAIN ACTIVE FOR ONE WEEK; AND THAT THE BOARD MEMBERS RESPONSES TO THE SECOND LINK BE COMBINED WITH THE RESPONSES FROM THE INITIAL SURVEY; AND THAT THE NEW RESULTS REPORT SERVE AS REPLACEMENT OF THE CURRENT REPORT FOR TAB 6A.

Secretary, Mrs. Payne informed Members that once the second survey closed, she would provide the updated report via e-mail to Members in preparation of the June Meeting.

Director Members approved the request by the Executive Director for a Highly Effective job performance rating, having demonstrated a Highly Effective job performance during the 2023-2024 School Year. *MSP

2024-2025 Lake County Schools Reappointment Resolution for Mrs. DeAnna Thomas, Executive Director of Lake Technical College (Tab 7) After review of the Reappointment Resolution, IT WAS THE CONSENSUS OF THE BOARD TO REAPPOINT MRS. DEANNA THOMAS, EXECUTIVE DIRECTOR, FOR THE UPCOMING 2024-2025 SCHOOL YEAR. *MSP

2024-2025 Lake County Schools Personnel Resolution (Tab 8) After review of the Personnel Resolution, IT WAS THE CONSENSUS OF THE BOARD TO APPOINT MRS. DEANNA THOMAS, EXECUTIVE DIRECTOR, TO ACT ON THE BEHALF OF THE BOARD FOR MATTERS INVOLVING PERSONNEL APPOINTMENTS FOR THE UPCOMING 2024-2025 SCHOOL YEAR. *MSP

Board of Directors Annual Election: (Tab 9)

a) Elect/Appoint Board of Director Members (2-year term) Chairperson, Keith asked the Charter Board of Director Members listed below if they wished to continue serving another 2-year term; with no further discussion, were appointed to continue serving on the Board.

The resignation of Member, David Steel, last September, caused an imbalance of Director Member’s two-year terms; for instance, five Members were reappointed for the 24-25 & 25-26 school years and only three Members remained serving the 23-24 & 24-25 school year term. Discussion ensued among Members; and Chairperson, Chief Richard Keith volunteered to change his term to re-balance the number of Members being reappointed next May. IT WAS THE CONSENSUS OF THE BOARD THAT CHAIRPERSON, CHIEF RICHARD KEITH’S TERM BE CHANGED TO THE 23-24 & 24-25 TERM AND TO BE CONSIDERED FOR REAPPOINTMENT NEXT MAY FOR THE 25-26 & 26-27 TERM.

MEMBER 2-YEAR TERMS (24-25 & 25-26)
Member Gerald Cobb
Chairperson, Chief Richard Keith <i>(renewal next May for 25-26 & 26-27 term)</i>
Member Timothy Morris
Member Bonnie Onofre <i>(replaced Member, David Steele finishing one-year term)</i>
Vice-Chairperson C. A. Vossberg

*MSP

b) *Reappointment of 2024-2025 Charter Board of Directors *MSP*

c) *2024-2025 Election of Board Chairperson and Vice-Chairperson* IT WAS THE CONSENSUS OF THE BOARD THAT MEMBER, CHIEF RICHARD KEITH CONTINUE TO SERVE AS CHAIRPERSON AND MEMBER C. A. VOSSBERG SERVE AS VICE-CHAIRPERSON OF LAKE TECHNICAL COLLEGE'S CHARTER BOARD OF DIRECTORS IN THE 2024-2025 SCHOOL YEAR. *MSP

RFA: 2024-2025 Board Officers Annual Election (*President, Treasurer, and Secretary*) (Tab 10) The Bylaws state: "*The officers of the organization shall be President, Secretary, and Treasurer, each of whom shall be elected by the Board of Directors and may be employees of Lake Technical College. The officers of the organization shall be elected annually by the Board of Directors at the meeting after the annual meeting, or as soon thereafter as practical. The Officers of the Corporation shall serve as ex-officio members (without vote) of the Board.*"

Members approved the Executive Director's recommendation to reinstate and newly appoint:

- Board President: Executive Director, Mrs. DeAnna Thomas
- Board Treasurer: Business Manager, Mrs. Amy DiNella
- Board Secretary: Senior Executive Specialist, Mrs. Lana Payne

for the 2024-2025 school year: *MSP

BOARD CHAIRPERSON REPORT: Open discussion.

Chairperson Keith acknowledged Member's completion of the Governance Training Status (*2-hour refresher course*):

- *Member, Dr. Isaac Deas completed 04/06/24*
- *Member, Mickey Gauldin completed 05/06/24*

Chairperson Keith thanked Members of the Board who attended the graduation ceremonies held at Lake Sumter State College in Leesburg; he mentioned that Member Cobb and he were present at all three ceremonies and Member, Chief Broadway was able to attend the morning ceremony on May 10th.

EXECUTIVE DIRECTOR REPORT: (*non-action topics*)

- Construction Project Updates:
 - City of Tavares project – the walk-through for final punch-list took place last week and the final walk-through is scheduled for May 30th to wrap-up in order to meet the deadlines of the grant that was received from the Governor. As soon as classes end in June, staff will begin moving to the new location. There is a tentative ribbon-cutting ceremony scheduled August 26th; however the date/time will be confirmed by the Governor's office. Once confirmed, the Board of Directors will be made aware. Member, Cobb questioned who would be moving the equipment to the new facility. Mrs. Thomas stated that the program equipment will be moved by the vendors because larger equipment will need to be calibrated. Then, a combination of LTC staff, instructors, and district staff will assist in moving other additional necessities. Member, Cobb offered assistance if needed.
 - IPS/Lincoln Park projects – There are no delays to report. Preliminary design-work is underway; administration is waiting on the first Task-Order to be finalized in order to be able to move forward with these two projects. The projects will over-lap quite a bit. The Clermont project will be priority; however, the IPS construction project will move faster because it is a new build rather than a re-build. Both construction projects will be put out to bid, to determine which construction company will build.

UPCOMING EVENTS: (*non-action topics*)

Campus Life Calendar/Schedule of Program Graduation Ceremonies:

- Firefighter/EMT Graduation, Venetian Center; Harris Room, Leesburg, June 13, 2024 (*Chief Adams to be recognized entering into retirement*)
- Clermont Paramedic Graduation – Clermont City Center, June 24, 2024 @ 6:00 p.m.
- Part-time LPN pinning, Eustis Community Center @ 6:00 p.m. July 23, 2024

DATE/TIME OF NEXT MEETING:

Draft pre-schedule dates for 2024-2025 school year: (*discussion*)
(*Location: Building A – Board Room unless otherwise notified*)

- 1st qtr. – Monday, July 29, 2024 @ 4:30 p.m.

- *1st qtr. – Monday, September 23rd, 2024 @ 4:30 p.m. Annual Budget Meeting*
- 2nd qtr. – Monday, December 9, 2024 @ 4:30 p.m.
- 3rd qtr. – Monday, March 17, 2025 @ 4:30 p.m.
- 4th qtr. – Monday, May 19, 2025 @ 4:30 p.m.
- *4th qtr. – Monday, June 9, 2025 @ 4:30 p.m. End of Year Budget and Employee Updates*

ADJOURNMENT:

Respectfully submitted,



Mrs. DeAnna D. Thomas
Executive Director