



Gardens School of Technology Arts

A Tuition-Free Public Charter School – Educating Young Innovators for the 21st Century

DATE: December 3, 2013

TO: Whom it may concern

FROM: Shane Vander Kooi
Director of Innovation & Operations

RE: Placing Items on the Governing Board Agenda / Filing a Complaint

Note that parents, students, teachers or any member of the general public may request that an item be placed on the Governing Board Agenda. The process for filing a complaint or placing an item on the agenda is as follows:

Board Meeting Agenda: (excerpted from the school's ByLaws and included in the Parent Student Handbook) A proposed agenda for all meetings of the Board may be posted if possible, along with the 48-hour notice of the meeting. The parent or legal guardian of any child enrolled in the school, a teacher, or any member of the public with an issue for Board consideration may ask to be included in the meeting agenda by submitting a written and signed request to any member of the Board of Directors. Such a written request must be received by 12:00 noon on the date of the scheduled meeting in order to be considered for including in the agenda for that scheduled meeting.

Filing a Complaint: Grievance procedure process for filing a complaint is posted to the website and included in the Parent Student Handbook along with contact information for the Parent Liaison.

GARDENS SCHOOL OF TECHNOLOGY ARTS

BOARD OF DIRECTORS

Debra K. Moore - Board President
Ms. Moore is originally from Cheverly, Maryland and grew up in a military family. She has been a Florida resident since 1977 and Bachelor's degree in Business Administration from Northwood University. She works as a Performance Measurement Specialist for CSC, a global consulting firm. In 1999, she worked for Pratt & Whitney in the manufacturing department. Ms. Moore has been involved with the school in the process of charter development, licensure and the opening of the school. She is currently serving on the Board of Directors, providing ongoing governance and oversight of the organization.

Contact Information:
E-mail: Debra.Moore@mysota.net
Phone: 561-290-7661 (during business hours)
561-784-6804 (evenings and weekends, please use only for emergencies)

David Reyes - Board Vice President
Mr. Reyes is Operations Director for the City of Palm Beach Gardens. He has over 20 years of local government experience, 13 of which were supervisory. He has directed the successful completion of many capital improvement projects totaling more than \$6 million and is responsible for project management and emergency operations activities throughout the city. He holds a B.S. in Business Management from the University of Phoenix, and an MBA from Palm Beach Atlantic University. He lives in the area with his wife and his two children, who attend Gardens School of Technology Arts.

Process for filing a complaint or placing an item on the Governing Board Agenda

* Copy of grievance procedures attached (excerpted from Parent Student Handbook)



Grievance Procedure

Most parental concerns can be addressed through open communication. If parent(s) or students feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem and be sure you have ALL the facts.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher, if applicable.
4. If you believe the problem is not resolved, request a meeting with administration.
5. If still unresolved, the parent should contact the designated Gardens SOTA Governing Board Parent Liaison.
6. If the matter is still unresolved, the Governing Board Parent Liaison may request a written request from the parent, who will then present the appeal to a review team that will include, but not be limited to a teacher, the Governing Board designee and a parent.
7. If still unresolved, the Governing Board designee or the parent may request the matter be presented to the full Governing Board. The Board will not consider or re-hear the case, but simply determine if the appropriate procedure and policy was adhered to prior to rendering a decision.
8. The Governing Board's response will be considered final.
9. At any point in the process, the school may inform the Palm Beach Charter School Department.

As a charter school, Gardens SOTA is a 'choice school', meaning that parents send their students to the school by choice. Parents that do not adhere to the above procedure or seek to circumvent this process are demonstrating that Gardens SOTA may not be the right choice for them and their child and may lose the privilege of automatic re-enrollment.

Gardens SOTA Parent Liaison for 2012-2013 is Lisa Cole who may be contacted directly by email at lisa.cole@mysota.net or by leaving a phone message at 561-290-7661.

In accordance with Florida Statute, *s. 1002.33(7)(d)(1), F.S.*

1. Each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative must reside in the school district in which the charter school is located and may be a governing board member, charter school employee, or individual contracted to represent the governing board. If the governing board oversees multiple charter schools, in the same school district, the governing board must appoint a separate individual representative for each charter school in the district. The representative's contact information must be provided annually in writing to parents and posted prominently on the charter school's website, if a website is maintained by the school. The sponsor may not require that governing board members reside in the school district in which the charter school is located if the charter school complies with this paragraph.

2. Each charter school's governing board must hold at least two public meetings per school year in the school district. The meetings must be noticed, open, and accessible to the public, and attendees must be provided an opportunity to receive information and provide input regarding the charter school's operations. The appointed representative and charter school principal or director, or his or her equivalent, must be physically present at each meeting.