

Tallahassee Classical School
01/16/2019
Board Meeting Minutes
Hancock Whitney Community Center

| | Name | Office | Present | Absent |
|---|-------------------------------|----------------------|----------------|---------------|
| 1 | Jana Sayler | Board Chair | X | |
| 2 | Jennings Depriest | Vice Chair | | X |
| 3 | Ben Graybar | Board Treasurer | X | |
| 4 | Joni Weideman | Board Secretary | X | |
| 5 | Kevin Kjellerup (phone) | Director At Large | X | |
| 6 | Anne Corcoran | Director At Large | | X |

Upon determining the presence of a quorum, Board Chair, Jana Sayler, called the meeting to order at 5:47 pm.

1. Unfinished Business

a. Building Update – Todd Lucas –

- i. Concurrency review submitted on 11 Jan 2019.
- ii. DRC meeting Feb 11 with staff.
- iii. Planning commission meeting March 5th at 6pm. Formal presentation to the planning commission.

- iv. 15 Feb - architectural drawings complete to submit for permits. Usually a 3 week process for feedback, another round of submitting and then a review. Trying to get into a 2 week review cycle, so we can get started on construction. Todd will send over a calendar with confirming all dates, including if and when he needs us to be present for any meetings. End of March - site permits and ground breaking.
 - b. Bond - Michael Braun - Budget and construction for Y1, lowering enrollment slightly at least in first year. Michael is requesting that costs on building be tightened up a bit. He also requests a 3-4 paragraph bio on the new board members.
 - c. Temporary Facilities – Jana Sayler / Chris Klotz –
 - i. Jana toured the preschool in the Evening Rose building. Long story short - they are unsure of sharing and we have learned that they do not have a lease for 2019-2020. The discussion is to rent it early 1 April 2019, Chip will cover the cost. The evening rose is 22 classrooms, we need 25-26 classrooms at least.
 - ii. Went on a tour on the St. Augustine facility and she doesn't have a cost on the renovation on the building. Biggest concern is cost of the sprinkler. It is cost prohibitive. The owners would come in and put it in. Jana shared that information with Chris and share it with his construction team. Building C would be our primary space and it is about 18,000 square feet. There is a covered parkway between C and A. Perhaps we could rent and renovate.
 - iii. Kroger Center - Not interested in a short term lease.
- 2. Reading & Approval of the Previous Meeting's Minutes – provided in board packet; Ben motioned for approval, Jana seconded it; unanimously approved.
- 3. Public Comment - Josh DeSha; April Wilder
 - *Public comment is limited to three minutes per person. A group of persons speaking collectively on subject is limited to 15 minutes. For an extended presentation, please contact the Board Secretary at least seven days prior to a meeting.*
- 4. Guest Discourse – none at this time.
- 5. Review pertinent authorizer correspondence since previous meeting –
 - a. MSID to be assigned Friday 1/18
- 6. School Leader's Report
 - a. Enrollment Report – provided in board packet
 - i. Report on 1/15 lottery – Jennings;
 - ii. Report on registration – Adrienne - Lottery Drawn 1/15/2019 - 375 applications; 450 student enrollment max. 191 offered and accepted; 105 registrations in progress. 20 registrations completed. 62 students wait listed. 5 cancelled in system because duplicate. 3 declined thus far. 14 students on kindergarten. We had a \$95 registration fee. Ten new applications since our lottery has opened.
 - b. Human Resources –
 - i. Draft employment contract – provided in board packet, Kevin
 - ii. Draft offer letter – provided in board packet, Kevin

- iii. Benefits – Joni - Acentria, Wade Shapiro - will contact them and give them the information needed to
 - iv. Payroll company – Ben or Joni - ACH would like to present to us.
- 7. Business Manager’s Report – nothing to report
- 8. Board Audit Committee Report (F.A.C.E.)
 - a. Financials – nothing to report
 - b. Achievements – CSP grant email provided in board packet - Awarded the charter school grant \$550K over three years. We already have the conflict of interest, enrollment policies. Need inventory control, segregation of duties, procurement policies passed in order to enter the implementation stage of the grant.
 - c. Compliance – Annual report provided in board packet
 - d. Environment – nothing to report
- 9. Other Board Committee Reports
 - a. Fundraiser Committee – Speaker update, magnets - do not sign contract. Postpone fundraiser. Have in spring.
- 10. Unfinished Business (resumed)
 - a. Google Education account – Jana; Denied as non-profit because we are a school; Denied by Google Education because not accredited. Trying to contact them.
 - b. Insurance – Jana; Waiting to hear back from Wade to get policy.
- 11. New Business
 - a. Summit Construction Management Group contract – provided in board packet - Follow-up with Anne to get her feedback on contract. Michael Braun may want to review the contract. 9.3 million for building; 1.1 for land; \$500K for contingency; \$500k for furniture; Sent our floorplan to Signature school products - they will put together a furniture plan to give us an idea of cost. Meteor furniture also and a third company to give us bids for furniture.
 - b. Enrollment K-6 vs. K-7 – Adrienne - 7th grade we ran lottery sibling preference. 30 kids in 7th grade. 22 for a full section. Of those 18 have two siblings that are in the lower grade which makes the case to include 7th grade. Ben made a motion to to expand to 7th grade and a motion to continue with a hold on 8th grade. Joni seconded it. It passed unanimously.
 - c. Inventory Control policy – Kevin - next meeting
- 12. Ongoing board development and self-assessment
 - a. Charter School Board Training Online – deadline March 11, 2019
 - b. Barney Charter School Initiative Governing Board Training – April 25-28, 2019
 - c. National Charter School Conference – June 30 – July 3, 2019 in Las Vegas, NV
 - d. Florida Charter School Conference – Oct 29 – 31, 2019 in Orlando

Ben Graybar made a motion to adjourn the meeting, Joni Scott-Weideman seconded it. Meeting adjourned 7:21pm



Submitted by Joni Weideman, TCS Board Secretary

