

**Tallahassee Classical School**  
02/18/2019  
Board Meeting Minutes  
Hancock Whitney Bank Community Room

	Name	Office	Present	Absent
1	Jana Sayler	Board President	X	
2	Jennings Depriest	Vice President	X	
3	Ben Graybar	Board Treasurer	X	
4	Joni Weideman	Board Secretary	X	
5	Kevin Kjellerup	Director At Large	X – Via Phone	
6	Anne Corcoran	Director At Large		X

Upon determining the presence of a quorum, Board Chair, Jana Sayler, called the meeting to order at 5:51 pm.

Guests: Adrienne Campbell – Founder of TCS, Steve Wright – New Principal

1. Unfinished Business

- a. Permanent Facility update – Todd Lucas - Building Permits in one week
- b. Temporary Facility
  - i. St. Augustine –
    1. Working on Traffic with Debbie (traffic consultant) and Alan - to discuss options on maximum student count at site.
    2. Cost for temporary space.
    3. Not sure when we can announce depending on traffic
    4. Updated Contract with Fletcher Dilmore – provided in board packet - Ben Graybar made a motion to proceed with contract, Joni seconded it. Unanimously approved.
  - ii. Toys R US on Apalachee? – possibility to consider
    1. Need to get a waiver on a large department store being used for a school. Cost is similar to current build out. Easier to get more students at this location.
  - iii. Love and Faith Community Church on Indian Head? – possibility to consider
  - iv. Methodist Church
    1. 9 classrooms upstairs, 425 sq. feet a piece.
    2. Another classroom in the Sanctuary building and a fellowship hall which is a big cafeteria. Buy partitions to split off into classrooms.

3. Squeeze 200 kids in there on the younger age range.
  4. That property is not zoned to be a school. We would have to get a waiver or go through a zoning issue.
  5. Less than ideal conditions but would only need a coat of paint.
  6. Would have to stagger a half hour for drop off and pick up at two different facilities.
2. Reading & Approval of the Previous Meeting's Minutes – provided in board packet –
    - a. Ben Graybar made a motion to accept minutes, Jana Sayler seconded it. Unanimously approved.
  3. Public Comment
    - *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 – fingerprinting forms available.
    - a. Fill out, pay \$95.00, turn in receipt, go get fingerprints, and we will get a Leon County badge.
  6. School Leader's Report
    - a. Enrollment Report – provided in board packet - 165 completely enrolled
    - b. Registration Report – provided in board packet - 100 people still in progress.
      - i. School Mint – Charlotte Cuddy is new POC.
      - ii. 8 sitting in accepted status, 70 sitting in offered status.
  7. Business Manager's Report
    - a. Letter of Intent on Temporary Facility – St. Augustine – Jana Sayler
      - i. We will have to pay property taxes this fall.
      - ii. Asking Landlord to provide some work vs. tenant improvement allowance. We will stick to asking Landlord to provide some work.
      - iii. Changing the term about the co-tenant use, Fletcher suggested to a first right of refusal. Holding pattern.
      - iv. LOI doesn't commit us to signing a contract.
      - v. Ben Graybar made a motion to accept as indicated, Jana Sayler seconded that. Unanimously approved.
    - b. Summit Construction Management Group contract status – Ben Graybar/Jana Sayler –
      - i. Met with attorney regarding construction law. Provided us comparative analysis. As of now, the attorney offered to go through the contract to reduce the cost. This would allow us to have enough money for our renovation.
      - ii. Asked for an updated rendering of the building to release to the public.
    - c. Google account – Jana Sayler – got approved for G-suite.
      - i. Everyone has that account. Got a link about a week ago, expires in 48 hours.
      - ii. Will load all minutes on our drive.
    - d. Human Resources – Principal hiring and relocation update - Stephen Wright - Principal
    - e. Job Fair at Hillsdale – Stephen Wright (Principal reported) -
      - i. 44 Schools - Offers to 2 individuals; 3rd Candidate offer possibly tomorrow
      - ii. One candidate - MS English Teacher; 3rd Grade Teacher; tomorrow - PE teacher.
      - iii. Will Post on our website - to hire teachers. Set up an email for specifically hiring.
  8. Board Audit Committee Report (F.A.C.E.)
    - a. Financials – January 2019, provided in board packet - As of Jan 31 - approximately \$10K, approximately \$13, 400K as of 2-18. Ben Graybar made a motion to approve, Joni seconded it. Unanimously approved.
    - b. Achievements – nothing to report
    - c. Compliance –
      - i. FDACS exemption for educational institutions
      - ii. Fingerprinting to be completed by March 11
    - d. Environment – nothing to report

## 9. Other Board Committee Reports

- a. Fundraising Committee – Joni Weideman - March 28 - Thursday at Sheraton from 6 to 9pm.
  - i. Approximately \$24 a person.
  - ii. It includes buffet.
  - iii. Phil Kilgore available to speak and will also meet with the board.
  - iv. Will reach out to Lambert to do updated graphic. Have it up a full month ahead of time on website for publicity
  - v. Jennings DePriest to reach out to John Dailey to speak at our event.

## 10. Unfinished Business

- a. Benefits vendor selection: Acentria, FBMC, ACH, ESI;
  - i. Joni Weideman moved to use FBMC as our Benefits vendor. Jana Sayler seconded it. Unanimously approved.
  - ii. Joni Weideman appointed signer for benefits. Request a long year ending in June 2020.
  - iii. Ben Graybar will sign on behalf of board for Adam on payroll.
- b. Uniform vendor selection: Tommy Hilfiger, Dennis, Land's End
  - i. Lands' End offered to up our percentages for rewards. VP approved for us to receive \$2000 up front for the first year, to continue the rewards. They did ask for a 3-year commitment.
  - ii. Ben Graybar motioned to go with both Tommy and Lands' End. Joni Weideman seconded it.
  - iii. Misty Shoemaker, a parent, to help in selecting uniforms. Steve, Adrienne and Misty.
  - iv. Jana Sayler appointed to sign both contracts
  - v. Ben Graybar motioned to enable the Committee's decision to be automatically approved by the board, Joni Weideman seconded it. Unanimously approved.

## 11. New Business

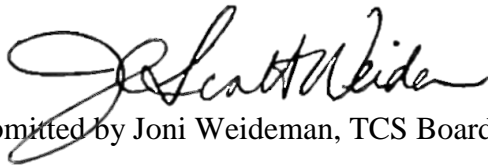
- a. Term Sheet on bridge loan with CLI– Jana Sayler –
  - i. Loan Origination fee is 2.5%, Floor is 6.5% and the ceiling is 10%. Protects us if prime goes high. Prime lending rate today is 5.5% + 2.5% - Currently at 8%.
  - ii. Jana Sayler agreed to email the lender and ask about the origination fee, since it is considered a little higher than normal. Will also check with local expert, Kareem. If we are told that this is standard for our newly formed entity for our school, then we go with it. If not, then go to them and negotiate. If CLI says not they will not change it, then they may have to take it. Needs to be signed and turned in on 21st February 2019. Can close within 30 days.
  - iii. Can prepay the note in full without penalty. Postpone the vote on this about the loan origination fee until we negotiate and get all info from a banker in town.
- b. E-Rate program – Jennings DePriest –
  - i. A program through the FCC that gives schools and libraries that gives discounted rates on internet, telephone and servers and switches.
  - ii. Our school would be able to function with cloud-based management.
  - iii. Electricity costs are not going to be as high because we would have no servers, no need for a room for a server, and no need to worry about server security. They have security built in.
  - iv. Jennings DePriest will contact 3 companies to get bids.
  - v. Jana Sayler to ask builder if there is Cat 9 wiring going in the new building.

## 12. Upcoming events and board meetings

- a. February 27, 5:45 pm, Hancock – board meeting
- b. March 7, 5:45 pm, Hancock – board meeting
- c. March 12, 6:00 pm – Planning Commission Meeting/Hearing, permanent facility - City Renaissance center
- d. March 26, 5:45 pm, Hancock – board meeting
- e. March 28, 6:00 – 8:00 pm, Sheraton – Inaugural Tallahassee Classic

- f. Breakfast with Phil Kilgore before he flies out.
- 13. Ongoing board development and self-assessment
  - a. Required Board Training – deadline March 11, 2019
  - b. National Charter School Conference – June 30 – July 3, 2019 in Las Vegas, NV
  - c. Florida Charter School Conference – Oct 29 – 31, 2019 in Orlando

Ben Graybar Made a motion to adjourn at 8:21 pm, Joni Weideman seconded it. Unanimously approved.

A handwritten signature in black ink, appearing to read "Joni Weideman". The signature is fluid and cursive, with a large initial "J" and "W".

Submitted by Joni Weideman, TCS Board Secretary