

## Tallahassee Classical School

Board Meeting Minutes

June 3, 2020 at 5:40 pm

Attendees: Priscilla Beckley, Jana Saylor, Ben Graybar, Joni Scott-Weideman, Jennings DePriest

Guests: Adrienne Campbell, Robert Diman

Virtual meeting held via Zoom

<https://us04web.zoom.us/j/9181879233?pwd=c1FLQTNyN2hqYUplKzdoc3FGYTcwdz09>

*Per executive authority issued 3-17-2020 by the Florida Department of Education*

1. Approval of the Previous Meeting's Minutes – provided in board packet: Priscilla motioned to approve the minutes, Ben seconded it; Unanimously approved
2. Public Comment
  - *Public comment is limited to three minutes per person. A group of persons speaking collectively on a subject is limited to 15 minutes. For an extended presentation, please contact the Board Secretary at least seven days prior to a meeting.*
3. Review pertinent authorizer correspondence since previous meeting:
  - a. Mr. Digman has received FOCUS training. Adrienne has not received the training as of yet.
  - b. July 1st Deadline to get 75% of students registered to receive funding for 508 students.
  - c. Teachers need to be fingerprinted and paperwork completed before they can be put into FOCUS.
4. Principal's Report
  - a. Enrollment - 224 Kids Fully Enrolled in FOCUS, close to 76 waiting to be moved over from other Leon county ; Waiting list: Kindergarten, 2nd, mostly 4th and mostly 6th grade. One open slot in 7th grade.
  - b. Hiring - School - Very close to being fully staffed; Business Manager, ESE teacher, Art teacher, and 2 Part-time Custodians needed out of 45 total positions.
  - c. Benefits; Retirement Accounts; Adrienne is collecting demographics to get a quote for coverage. Going to ask to price out 401K vs. 403b retirement. Also talk about swapping plan types if unhappy with the current plan. Districts use a 403B done through Oppenheimer.
  - d. Professional Learning Plan - Title 2 grant funds occur yearly. This is for professional development for our teachers to do recertification. There is an option to "take it off the top" and we keep track of the in-service points in Leon Leads and then they reimburse us when we do education. We have to write a plan that describes how we will use the funds appropriately. Because we are a classical school, we need to ensure our teachers receive continuing education in accordance with our education plan.
5. Business Manager's Report
  - a. Pest Control – See analysis and two quotes provided in board packet; Original budget was \$2400 a year, which is approximately what our quotes added up to be. Mosquitos sprayed 3x a year costs \$900 or \$400 per an application. We will ask for other packages that can be inclusive of both for the best ultimate price.

- b. Busing - It is likely that social distancing will be required on busses which would be prohibitive of us affording the cost. Ben moved to pull it from the table, Jennings seconded it. Unanimously approved. Joni motioned that we not pursue a bussing contract this year, Priscilla seconded it. Unanimously approved.
  - c. National School Lunch Application status - Application process has been delayed due to COVID-19 pandemic. Rob and Priscilla will start on Friday with the training sessions in absence of the business manager. Priscilla is working on our application to the health department also for us to get our school lunch program also.
  - d. CSP Grant - DOE reviewed our amended budget and gave us some corrections to make. We should receive the award letter end of June 2020. Waiting for award letter to get
  - e. COVID-19 – two articles provided in board packet. YouTube video here: <https://youtu.be/sfmqWeoNfwk>; The Small Business grant was awarded to us in the amount of \$1000. We have not heard back from the technology grant in the amount of \$5000.
  - f. CARES Act funding - Advice to be cost conscious and try to build up a cushion for a rainy day that comes in the future with a decreased budget after a possible economic downturn.
  - g. Construction
    - i. Adrienne had a great conversation with Rob Maguire for utilities. We are hoping to have the work done in 1 week, which would reduce the cost almost by half.
    - ii. We are receiving a year of monitoring and service with our initial elevator contract and will have to look at next year.
6. Board Audit Committee Report (F.A.C.E.)
- a. Financials – April 2020 financials provided in board packet
    - i. Possible Loan from Charter School company - requested documentation to review prior to webinar. Ben motioned to accept financials as presented, Joni seconded it. Unanimously approved.
  - b. Achievements – nothing to report
  - c. Compliance – Post-Approval Charter School Training completed, FOCUS forms submitted.
  - d. Environment – nothing to report
7. Development Committee Report
- a. Brick sales - Bricks around the flagpole. Deadline will be June 30. Need to push for more bricks so we will have a good group for the ribbon cutting.
  - b. Roaring Twenties proposed date(s) - skip
8. New Business
- a. Question as to whether we need to amend Jan 7, 2020 minutes for lunch account – minutes provided in board packet. The Parliamentarian said it was not necessary to approve the minutes because we approved the RFP, which required us to have a separate lunch account.
  - b. Lunch account resolution ratification – provided in board packet - Priscilla moved to ratify the required account for the RFP that was opened, which bears no current financial impact now because it was just opened. Ben seconded it. Unanimously approved.

- c. ClassroomSmart IT support contract – provided in board packet - Contract for 3 years of maintenance. Ben recommends we bid it out before we sign it, because we want to ensure that there is no one local that can do it for the same cost. Ben will work with Rob and bring back the local bids or vs. Classroom Smart
  - d. Mark Levine - Consider as Legal Representation for the School otherwise; Steve Sellers on the Construction front; Nelson Mullins on Real Estate Law
  - e. Pest Management Policy – provided in board packet
  - f. Out of Field Teachers – Names provided in board packet
  - g. 2020-2021 Board Member Terms – Bylaws III. D. 4. b. – provided in packet
9. Executive Session
10. Upcoming scheduled board meetings
- a. June 15, 2020 – board meeting
  - b. July 1, 2020 – board meeting
  - c. July 20, 2020 – board meeting
  - d. July 30, 2020 – Ribbon Cutting Ceremony 4:30 – 6:00 pm
11. Jennings motioned to adjourn, Priscilla seconded it. Adjourned at 7:51pm

\\e-signed by Joni C. Scott-Weideman\\

Submitted by Joni C. Scott-Weideman, TCS Board Secretary