**Tallahassee Classical School**

Board Meeting Minutes

June 30, 2020 at 6:00 pm

Virtual meeting held via Zoom <https://us04web.zoom.us/j/9181879233?pwd=c1FLQTNyN2hqYUpIKzdoc3FGYTcwdz09>

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

Board Members Present: Jennings DePriest, Jana Sayler, Priscilla Beckley, Ben Graybar, Joni Scott-Weideman

Staff Present: Adrienne Campbell, Principal

Others Present: Karen Roland, New Business Manager

Meeting called to order at 6:07pm.

1. Approval of the Previous Meeting’s Minutes – Priscilla made a motion to amend the minutes to reflect Ben Graybar’s attendance, Jennings seconded it. Jennings made a motion to approve the amended minutes and 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.*

1. Review pertinent authorizer correspondence since previous meeting - Receiving Teachers fingerprints back and moving into FOCUS. We have opted in to Leon County mental health plan.
2. Principal’s Report
   1. Enrollment – 368 students enrolled into FOCUS. Very close to 381 (our goal).
   2. Hiring – We hired our business manager - Karen Roland.
   3. Benefits & Retirement – health ins analysis, SIMPLE IRA provided in board packet. Good Benefits with lower premiums that originally planned.
   4. CARES Act funding request – provided in board packet - used some funds for additional cleaning staff, air filtration system, additional tutoring to help all students, order chrome books for those students who need it.
   5. Opening plan for Fall 2020 – provided in board packet. Awaiting guidance from LCS too for planning purposes.
3. Business Manager’s Report
   1. Construction - Internet going in by Tuesday next week. We are going to push back to get it sooner.
   2. Insurance quotes
      1. Building and Property – provided in board packet - Ben motioned to bind the property insurance and to bind the general liability which includes the crime coverage and auto coverage. Jennings seconded it. Unanimously approved. Joni motioned to approve general and cyber insurance coverage, Jennings seconded it. Ben motioned to amend the motion to approving umbrella and cybersecurity insurance. Jennings seconded it. Unanimously approved.
      2. Commercial Liability – provided in board packet
      3. Employee Liability – provided in board packet. Awaiting further quotes.
   3. CSP Grant - Awaiting for an award letter to be received.
   4. National School Lunch Application status -Got access to the system to apply for the lunch and snack program. We have 30 days. Priscilla will be meeting with Karen soon to discuss current status.
4. Board Audit Committee Report (F.A.C.E.)
   1. Financials – nothing to report
   2. Achievements – nothing to report
   3. Compliance – nothing to report
   4. Environment – nothing to report
5. Development Committee Report
   1. Brick fundraiser performance - 33 small bricks, 12 larger bricks, 1 legacy
6. New Business
   1. Paid Meal Pricing – provided in board packet - Ben motioned to accept pricing as presented, Joni seconded it. Unanimously approved.
   2. CPA firm support contract – two quotes provided in board packet. Ben moved to proceed with King & Walker, Priscilla seconded it. Unanimously approved.
   3. Sniffen & Spellman Fee Agreement – provided in board packet - Ben motioned to approve fee agreement, Priscilla seconded it. Unanimously approved.
   4. Employee handbook – provided in the board packet. Ben motioned to approve it, Joni seconded it. Unanimously approved
   5. Fire sprinkler and backflow inspection contract – provided in board packet - Jennings motioned to approve, Ben seconded it. Unanimously approved.
   6. NSLP Procurement Policy – provided in board packet - Joni motions to approve the standard policy, Jennings seconded it. Unanimously approved.
7. Upcoming events
   1. July 20, 2020 – board meeting
   2. July 30, 2020 – Ribbon Cutting Ceremony 4:30 – 6:00 pm
   3. August 5, 2020 – board meeting
8. Motion to Adjourn at 7:37pm by Ben, Joni seconded it. Unanimously approved.