

Tallahassee Classical School
Board Meeting Agenda
4141 Artemis Way
Tallahassee, FL 32311
November 16, 2020 at 6:00 pm

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

Staff Present: Meghan Satcher, Vanessa Suarez

Others Present: Curtis Fuller - Charter Support Unit

Meeting called to order at 6:04pm.

1. Approval of the Previous Meeting's Minutes – Provided in board packet; Ben motioned to accept as presented, Priscilla 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 - Mrs. Suarez said that we have to have 3 years to participate for Teacher of the Year with Leon County. We currently have zero staff members that are eligible for the award.
4. Principal's Report
 - a. Enrollment - 401 Students total. 13 Students withdrew due to ESE, because we lost a 1st grade classroom distance learning teacher. Rob re-enrolled 8 and 4 more coming in a few weeks. She will be back on campus on Thurs/Fri. Dec 3 will hold a community information night. Get some signage for the street. And then she will hold those monthly through March.
 - b. Hiring - Looking for an ESE teacher. 28 Teachers, 17 are in their first year.
 - i. Amy Hines is our new Dean of Curriculum and Instruction. She started today and is over at St.John's classical. Debriefing and goals for teacher development at TCS. Tomorrow they will be spending it in upper school.
 - ii. Amy Hines will have a great connection with St.John's for future help.
 - iii. New Bookkeeper hired today
 - c. Teacher Evaluations - Turned into Leon County the forms. Majority of teachers will have to have 2 evaluations. Observe for Success - \$2000. Houses all the teacher eval forms. Immediate Feedback.
 - d. Professional Development - Working to hire substitutes for the school. Get teachers to have the opportunity to come to St.John's to see experienced teachers. Nava Ed is a test prep program which charges \$50 a teacher, there are 10-12 teachers who need to take the exam and pass it.
 - e. BCSI report from October visit – provided in board packet
 - i. Recommended Smart Blocking - Ms. O'neal reworked the schedule for a 7th period to work on tier 2 and 3.
 - ii. In December - Ms. Suarez will meet with grade levels to make sure they understand smart blocking.
 - f. Academic Achievement Goals – provided in board packet
 - g. Complaint to Lisa Urban (authorizer) - Lisa referred her back to us. The complaint was from the non-custodial Grandparent because we called twice due to a child having a fever but after sitting in the office for 30 minutes, the thermometer measured lower. Explained to Grandparent that we have to call when

we initially take the temperature. She understood. We do plan to taking the temperature before lunch instead of after lunch due to schedules. Ms. Suzarez called on Friday to speak to Mom but did not reach her but plans on reaching out to Mom tomorrow again.

- h. Working on Tier 2 and 3 students to show that we are smart blocking and having a plan to bring them up to grade level.
5. Business Manager's Report
- a. SouthWood's Winter event rescheduled to virtual drive-through on Dec 5 - We will not be participating and Jana will defer until Spring.
 - b. Enrollment / bond takeout timing - The loan needs to be refinanced, at the time we refinance take out a large sum and finance the second building. We could just do two bonds. Planned on taking it out to Bond by Dec 2021. We have had lower enrollment. Consider building during year 3 instead of year 2 due to COVID and challenges in opening. There will be a cost associated with waiting to refinance. Ben mentioned that we have a low interest rate, so we should take advantage of the interest rate. Ben would assist with helping us look at commercial loans to compare to Bond rates.
6. Board Audit Committee Report (F.A.C.E.)
- a. Financials – October 2020 financials included in board packet. Negative Equity not an anomaly because being carried forward from our origination. Right now we are being paid on a full school enrollment because of COVID. We are awaiting an announcement from DOE.
 - i. Banking - Priscilla moves to allow Jana to make a decision regarding banking with Prime Meridian vs. Hancock Whitney to ensure we have the lowest fees.
 - b. Achievements – nothing to report
 - c. Compliance – Form 990-N has been filed, Third Quarter financials and enrollment have been sent to Hillsdale
 - d. Environment – John Curtis no longer works for St.Joe. To our knowledge there is no replacement.
7. New Business
- a. Sign Variance agreement with Moore Bass – It may cost \$5000 up to \$10000 to get a variance for our sign. The cost for them to file paperwork with the city. Joni motions to proceed with paying fee, Ben seconds it. Unanimously approved.
 - b. Board Member Application from Alan Chen – Discussed his passion to help our board be successful. He is comfortable with IT, event planning, and marketing.
 - i. Ben motions to approve Alan Chen as a board member, Joni Seconded it. Unanimously approved.
 - c. NEBA membership renewal - \$45.00 renewal. Joni motions not to renew until we have a member actively participating, Priscilla seconded it. Unanimously approved.
 - d. Use of Communications Media Technology for Board Meetings policy – provided in board packet - Ben motions to approve the policy, Joni seconded it. Unanimously approved.
 - i. Reminder to post info for members to include
 - e. School Day Schedule Amendment – Wednesday afternoon early dismissal for Professional Development. We would need to work with the after school to see if they will be able to come early. Mrs. Satcher will write up a survey to give to the parents for feedback. Data to show that parents are willing to accept the early dismissal to show the Leon County School Board why it is needed and it is accepted by parents.

- i. Mrs. Satcher will be back in the office on Thursday here and release it Friday due back on Monday for us to have the data to speak to Lisa Urban.
 - ii. Vanessa will negotiate with I-9 for costs for two extra hours and adding on kids.
 - iii. This will have to be presented to the LCS school board for a December meeting. Amendment to Charter application prior to Thanksgiving.
 - iv. Joni motions to approve the early release on Wednesday starting Jan 1, 2021 with appropriate plans for after school care for all students. Priscilla seconded it. Unanimously approved. Ben abstained from this vote.
8. Upcoming events
- a. December 3, 2020 – Community Information Night
 - b. December 5, 2020 – Winterfest, 4 – 6 pm
 - c. December 14, 2020 – board meeting
 - d. January 18, 2020 – board meeting

Ben motioned to adjourn, Joni seconded it. Meeting adjourned at 8:52pm.

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

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